

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 6th FEBRUARY 2024 AT 6.30PM**

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

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

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Councillors Mrs P Berry-Kilby and Ms A Owen. Councillor Mrs J Osborne was the substitute for Ms 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 2nd January 2024 be confirmed as an accurate record, with a typo corrected in manuscript in item 10, and signed by the Chairman.

6. **ACTIONS FROM PREVIOUS MINUTES**

There were no outstanding actions.

7. **APPROVAL OF BANK PAYMENTS FOR DECEMBER 2023**

The list of payments in excess of £500 and direct debit payments for December 2023 were presented to members for their approval (a copy list is shown at minute page 71 to 73).

RESOLVED

That members approved all listed payments over £500 and all direct debit payments for December 2023.

8. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR DECEMBER 2023

Members discussed the income and expenditure reports for the period 1st to 31st December 2023, as shown at minute page 74 to 84.

RESOLVED

That the Income and Expenditure reports be noted.

9. TO APPROVE PAYMENT OF INVOICE FROM BABERGH FOR TOWN CENTRE CCTV

The Town Clerk explained that the council had a three-year service level agreement (SLA) in place with Babergh District Council for CCTV in the town centre and therefore, under the terms of the SLA, the invoice that had been presented for the third year should be approved for payment.

RESOLVED

That, under the power of the Local Government Act 1972, s.111, members approved the payment of the invoice from Babergh District Council for £10,000 excluding VAT for the CCTV in the town centre.

10. TO APPROVE PAYMENT OF INVOICE FROM MD MILLS FOR REPAIRS TO THE CEMETRY PILLARS

The Town Clerk stated that the repairs to the cemetery pillars had now been completed and invoices sent to the insurance company in order to process the claim and credit the Council.

RESOLVED

That, under the power of the Open Spaces Act 1906, s.10, members approved payment of the invoice from MD Mills for £6,306.50 excluding VAT for the repair to the cemetery pillars.

11. RFO INTERNAL CONTROL REPORT

The RFO gave an update on the internal control checks which were completed in January 2024.

RESOLVED

That the Internal Control Report from January 2024 be noted.

12. TO REVIEW THE INVESTMENT WITH CAMBRIDGE AND COUNTIES

The RFO gave an update on the investment which had been held with Cambridge and Counties Bank under a fixed rate bond for one year at an interest rate of 3.3% and was due to mature at the end of February. The RFO suggested reinvestment as the current rate for 1-year fixed rate bond was now 4.8%.

RESOLVED

Members agreed to reinvest £300,000 in Cambridge and Counties Bank under a fixed rate bond for one year at an interest rate of 4.8%.

13. TO APOINT AN INTERNAL AUDITOR FOR 2023/2024 YEAR END AUDIT

The RFO stated that contact has been made with SALC in order to arrange for an Internal Auditor to conduct the year end Audit for 2023/2024 as SALC have been used for a number of years to conduct the year end audit. The RFO agreed to ensure, if possible, that a different Auditor from the previous year was appointed to ensure independence.

RESOLVED

Members agreed to appoint an Auditor from SALC for the year end 2023/2024 Audit.

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

The Town Clerk gave an update on bank balances to date and confirmed that he and the RFO would review balances at the end of each month and assess the need to move funds between the 95-day NatWest account, the 32-day Lloyds account and the current account.

In order to provide further updates on financial matters the Town Clerk recommended that members vote to exclude the public in order to resume the discussion under item 14.

RESOLVED

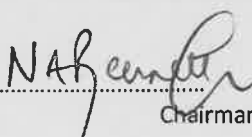
That pursuant to the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public be excluded from the meeting for the business specified in item 14 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

See Private and Confidential Annex A

RESOLVED

To note the reports from the Town Clerk and RFO.

The business of the meeting concluded at 7.26pm.


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Chairman

PRIVATE AND CONFIDENTIAL ANNEX A TO LEISURE AND ENVIRONMENT MINUTES FOR 6TH FEBRUARY 2024

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

5 lines of private and confidential information.

70

70

NAB

Time: 11:45

Bank Current Account

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Clarks Advanced Shredding Ltd	BP	121.50		27X Boxes of Shredding-28/11
01/12/2023	NABMA	BP.	192.00		NABMA 6 mth Subscription-23/24
01/12/2023	Commercial Vehicle Contracts L	BP	477.60		CVC Documentation Fee-29/11
01/12/2023	McColls Store 0913 - Sudbury	BP	22.35		Newspaper - 29/10-25/11/2023
01/12/2023	East Anglia Medical Care Ltd	BP	360.00		4X First Aiders - 24/11/2023
01/12/2023	A Fairytale Fantasia - Princes	BP	200.00		Snowman Friend - 24/11/2023
01/12/2023	T & P Fire Ltd	BP	93.00		Monthly Flash Test-20/11/23
01/12/2023	Indigoross Design & Print Ltd	BP *	141.60		Mayor's Christmas Cards-2023
01/12/2023	Ernest Doe & Sons Ltd	BP *	249.91		Replace Belt on Chipper-22/11
01/12/2023	W S TRAINING LTD	FPI	500.00		WS Training E.Andrews-01/23
01/12/2023	W S TRAINING LTD	FPI	500.00		Error - Receipt not Payment
01/12/2023	W S TRAINING LTD	FPI	-1,000.00		Error Correction-01/12/2023
01/12/2023	SumUp Payments Ltd	FPI-01/12	1.07		Purchase Ledger Payment
04/12/2023	ICELAND CD 4432 02DEC23	DEB	28.45		Milk/T-Bags/Coffee-04/12
04/12/2023	WWW.ARGOS.CO.UK CD 4432	DEB	200.99		Samsung Galaxy Tablet/Case
04/12/2023	CRUSSELL D+A ALLOTMENT	FPI	50.00		D Crussell-Allotment-04/12
04/12/2023	SumUp Payments Ltd	FPI-04/12	3.20		Purchase Ledger Payment
04/12/2023	SumUp Payments Ltd	FPI	1.09		Purchase Ledger Payment
04/12/2023	D Crussell	FPI	-50.00		Error Receipt Not Payment04/12
05/12/2023	County Broadband Ltd	DD	54.60		CBB Real Fibre-03/12-02/01/24
05/12/2023	Supply Line Solutions	BP -	30.60		15X Foam Gloves - 29/11/23
05/12/2023	Sky High Access Ltd	BP /	621.60		Skyhigh 2X Boom Hire-17/11
05/12/2023	3IT Ltd	BP /	177.36		Annual Backup Mel-28/11/23
05/12/2023	WWW.SUFFOLK.GOV.UK CD	DEB	50.00		SCC Event Xmas Eve Market
05/12/2023	TESCO STORE 3234 CD 4432	DEB	151.23		Food - Pickup/Drop off-04/12
05/12/2023	MRS J F OSBORNE	BP	100.00		V.Lever Painting/Jodie Budd
05/12/2023	Mr Steven Binks	BP	112.80		10xCards/3xJigsaw/4xTTowels
05/12/2023	SumUp Payments Ltd	FPI-05/12	0.81		Purchase Ledger Payment
06/12/2023	Allstar Business Solutions Lim	DD	173.23		Allstar Diesel for Vans
06/12/2023	TOOLSTATION UK CD 4432	DEB	24.98		Trickle Charger - 05/12/23
07/12/2023	ICELAND CD 4432	DEB	1.45		Milk - 07/12/2023
07/12/2023	POST OFFICE COUNTEN CD 4432	DEB	75.00		100X Second Class Stamps-06/12
07/12/2023	SumUp Payments Ltd	FPI-07/12	0.20		Purchase Ledger Payment
08/12/2023	The Bridge Project	BP /	360.00		Hire of Sud Arts Ctre-24/11/23
08/12/2023	Ambrose Electrical Ltd	BP -	3,960.00		Xmas Lights Installation-2023
08/12/2023	Anglian Water	BP =	35.83		A.Water - 04/08-15/11/23
08/12/2023	East of England LGA	BP ..	1,950.00		STC Organisation Review
08/12/2023	T.D. & A.M. Bugg Ltd	BP ...	1,008.00		Bugg Skips X8-Nov23
08/12/2023	M.T.M. Plant & Sales Ltd.	BP ...	204.00		Toilets for Moving Cinema
08/12/2023	Ernest Doe & Sons Ltd	BP...	508.66		Chain Loop/Studlock-10/11/23
08/12/2023	Cloud 9 Roadshow	BP ...	885.00		Cloud9 Roadshow-24/11/2023
08/12/2023	Glemsford Local History Societ	004800	55.80		Glemsford BooksX10-13/11/23
08/12/2023	3IT Ltd	BP .	400.52		3it Monthly Support-Dec23
08/12/2023	Vernon Lever	BP .	50.00		V Lever-Painting-04/12
08/12/2023	SumUp Payments Ltd	FPI-08/12	0.31		Purchase Ledger Payment
11/12/2023	Glasdon U.K. Ltd.	DEB	159.73		Yellow Grit Bin - 11/12/23
11/12/2023	SumUp Payments Ltd	FPI-11/12	0.36		Purchase Ledger Payment

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Time: 11:45

Bank Current Account

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/12/2023	SumUp Payments Ltd	FPI - 11/1	0.75		Purchase Ledger Payment
12/12/2023	TESCO STORE 3234 CD 4432	DEB	166.06		Food Pick up/Drop off-04/12
12/12/2023	WAITROSE 658 CD 4432	DEB	2.85		Washing up Brush-12/12/23
12/12/2023	WAITROSE 658 CD 4432	DEB	62.00		50 Mince Pies/3 Tins Sweets
12/12/2023	SumUp Payments Ltd	FPI-12/12	15.21		Purchase Ledger Payment
13/12/2023	TESCO STORE 3234 CD 4432	DEB	166.26		Food Pickup/Drop off-12/12
13/12/2023	Allstar Business Solutions Lim	DD	15.88		Allstar - Unleaded Fuel-05/12
13/12/2023	SumUp Payments Ltd	FPI-13/12	0.31		Purchase Ledger Payment
14/12/2023	SGW Payroll Ltd	DD .	119.22		Payroll Monthly Support-Nov23
14/12/2023	Suffolk Association of Local C	BP -	42.00		SALC-C Griffin-Policies 07/12
14/12/2023	G A Smith Gardening Services L	BP *	1,880.00		Grave Digging - Dec2023
14/12/2023	Verizon Connect UK Limited	BP	28.80		Trackers X 2 for Vans - Dec23
14/12/2023	SumUp Payments Ltd	FPI-14/12	0.65		Purchase Ledger Payment
15/12/2023	ICELAND CD 4432	DEB	1.45		Milk - 15/12/2023
15/12/2023	NEST IT000000933597	DD	167.72		NEST IT000000933597-15/12
15/12/2023	BABERGH DC CTAX BU	DD	320.00		BDC Bus Rates 1st Flr-15/12
15/12/2023	BABERGH DC CTAX BU	DEB	136.00		BDC Bus Rates R/O TH-15/12
15/12/2023	BABERGH DC CTAX BU	DD	447.00		BDC Business Rates - 15/12/23
15/12/2023	BABERGH DC CTAX BU	DD	459.00		BDC Business Rates-15/12/23
15/12/2023	BABERGH DC CTAX BU	DD	488.00		BDC Bus Rates - 15/12/23
15/12/2023	ARVAL BNP PARIBAS GROUP	DD .	701.10		ARVAL Van Lease X2-19/12-18/01
15/12/2023	Garden Nursery	BP *	6,500.00		Winter Planting 1st Instalment
18/12/2023	Eastern Arboriculture & Traini	BP -	2,220.00		P.Carter & D.Perry Training
18/12/2023	Sudbury Common Lands Charity	BP -	2,025.02		Ranger Service/Mgmt V.Trail
18/12/2023	SumUp Payments Ltd	FPI-18/12	0.34		Purchase Ledger Payment
18/12/2023	SumUp Payments Ltd	FPI- 18/12	0.12		Purchase Ledger Payment
19/12/2023	TESCO STORE 3234 CD 4432	DEB	280.30		Food Pickup/Drop off -18/12/23
19/12/2023	SumUp Payments Ltd	FPI-19/12	0.24		Purchase Ledger Payment
20/12/2023	STC PAYROLL DEC23	BP	32,210.37		STC PAYROLL DEC23
20/12/2023	Allstar Business Solutions Lim	DD	181.57		Allstar Fuel - 07/12-11/12/23
20/12/2023	WAITROSE.COM CD 4432	DEB	101.65		Buffet Food J Budd-22/12/23
20/12/2023	TOOLSTATION UK CD 4432	DEB	20.87		Adhesive Glue/Polyfilla-19/12
20/12/2023	SumUp Payments Ltd	FPI-20/12	0.08		Purchase Ledger Payment
21/12/2023	HMRC - ACCOUNTS OF	BP	14,139.21		HMRC - PAYE/NI 06/11-05/12
21/12/2023	Rialtas Business Solutions Lim	BP	138.00		Rialtas Training D.Deeks-13/12
21/12/2023	DB Security	BP.	104.40		Change Lock Storage Room-19/12
21/12/2023	G A Smith Gardening Services L	BP .	460.00		Grave Digging - 19/12/2023
21/12/2023	Mrs T.J. Elford	BP .	40.00		Second Hand LG TV-19/12/23
21/12/2023	SumUp Payments Ltd	FPI-21/12	0.27		Purchase Ledger Payment
22/12/2023	SUFFOLK CC PENSION	BP	7,189.11		SCC Staff Pension-Dec 2023
22/12/2023	Hevey Building Supplies Ltd	BP .	295.02		Sleeper & Screws(Boxford PC)
22/12/2023	MRS J F OSBORNE	FPO	12.00		Carol Concert - 17/12/23
22/12/2023	Mr I Baalham	FPO	59.30		Dickensian Walk - 02/12/23
22/12/2023	SumUp Payments Ltd	FPI-22/12	0.24		Purchase Ledger Payment
22/12/2023	SumUp Payments Ltd	FPI- 22/12	0.40		Purchase Ledger Payment
27/12/2023	EE Limited	DD	65.86		EE Mobile Phones - 15/12/23
27/12/2023	Hevey Building Supplies Ltd	BP .	41.62		Cr Note for Resin-09/11

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Bank Current Account

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/12/2023	Southern Electric	BGC	-63.93		SSE Electric-07/06-01/12/23
27/12/2023	QD-SUDBURY CD 4432	DEB	1.79		Bin Liners - 22/12/2023
27/12/2023	ICELAND CD 4432 23DEC23	DEB	1.45		Milk - 22/12/2023
28/12/2023	SERVICE CHARGES REF :	PAY	65.83		Lloyds Ser Chgs-10/10-09/11/23
29/12/2023	SGW Payroll Ltd	DD .	115.26		SGW Payroll Support-Dec23
Total Payments			<u>84,671.48</u>		

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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	7,840	0	(7,840)			0.0%	3,279
1050 Donations Received	0	17,227	0	(17,227)			0.0%	
1176 Precept	0	785,000	785,000	0			100.0%	
Corporate Management :- Income	<u>0</u>	<u>810,067</u>	<u>785,000</u>	<u>(25,067)</u>			<u>103.2%</u>	<u>3,279</u>
Net Income	<u>0</u>	<u>810,067</u>	<u>785,000</u>	<u>(25,067)</u>				
6001 less Transfer to EMR	0	3,279						
Movement to/(from) Gen Reserve	<u>0</u>	<u>806,788</u>						
102 Democratic Represent'n & Mgmt								
4008 Training, Courses, Meetings	0	314	800	486		486	39.2%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4023 Printing & Stationery	0	52	100	48		48	52.1%	
4100 Election Expenses	0	9,468	5,000	(4,468)		(4,468)	189.4%	4,468
Democratic Represent'n & Mgmt :- Indirect Expenditure	<u>0</u>	<u>9,834</u>	<u>6,000</u>	<u>(3,834)</u>	<u>0</u>	<u>(3,834)</u>	<u>163.9%</u>	<u>4,468</u>
Net Expenditure	<u>0</u>	<u>(9,834)</u>	<u>(6,000)</u>	<u>3,834</u>				
6000 plus Transfer from EMR	0	4,468						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(5,366)</u>						
103 Grants								
4303 Grants Power General	0	47,016	45,000	(2,016)		(2,016)	104.5%	
Grants :- Indirect Expenditure	<u>0</u>	<u>47,016</u>	<u>45,000</u>	<u>(2,016)</u>	<u>0</u>	<u>(2,016)</u>	<u>104.5%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(47,016)</u>	<u>(45,000)</u>	<u>2,016</u>				
109 Central Services/Admin								
1098 Miscellaneous Income	0	31	10	(21)			308.3%	
1190 Bank Interest Receivable	2,044	9,975	16,520	6,545			60.4%	
Central Services/Admin :- Income	<u>2,044</u>	<u>10,006</u>	<u>16,530</u>	<u>6,524</u>			<u>60.5%</u>	<u>0</u>
4001 Salaries & Wages	18,532	141,571	215,726	74,155		74,155	65.6%	
4008 Training, Courses, Meetings	1,533	2,003	2,500	497		497	80.1%	
4009 Travel & Subsistence	0	33	500	467		467	6.7%	
4010 Misc Staff Costs	33	156	520	364		364	30.1%	
4017 Cleaning & Consumables	2	2	0	(2)		(2)	0.0%	
4020 Miscellaneous Expenses	29	269	420	151		151	63.9%	
4021 Mobile Telephones & Broadband	46	515	600	85		85	85.8%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4022 Postage	75	286	500	214		214	57.3%	
4023 Printing & Stationery	0	1,069	2,500	1,431		1,431	42.8%	
4025 Subscriptions and membership	0	2,351	2,526	175		175	93.1%	
4026 Insurance	0	7,727	6,750	(977)		(977)	114.5%	
4033 Advertising/Press Releases	0	427	500	73		73	85.4%	
4041 Equipt Repairs & Mtce	0	188	200	12		12	94.0%	
4042 Equipt Running Costs/Rental	0	2,611	3,272	661		661	79.8%	
4043 Equipt/Small Tools Purchase	0	25	200	175		175	12.5%	
4044 IT Support/Software Mtce	334	11,193	14,390	3,197		3,197	77.8%	250
4052 Bank & Cardnet Charges	66	706	3,120	2,414		2,414	22.6%	
4060 Audit Fees - External	0	2,278	2,100	(178)		(178)	108.5%	
4061 Audit Fees - Internal	0	(18)	700	718		718	(2.6%)	
4064 Other Professional Fees	96	31,065	17,750	(13,315)		(13,315)	175.0%	
4110 Staff Welfare	0	6	250	244		244	2.2%	
Central Services/Admin :- Indirect Expenditure	20,746	204,462	275,024	70,562	0	70,562	74.3%	250
Net Income over Expenditure	(18,702)	(194,456)	(258,494)	(64,038)				
6000 plus Transfer from EMR	0	250						
Movement to/(from) Gen Reserve	(18,702)	(194,206)						
<u>201 Market - Charter Street</u>								
1020 Market Rent & Tolls	6,710	61,297	72,000	10,703			85.1%	
1021 Market Electricity Recovered	335	2,793	3,000	207			93.1%	
1079 Licence income	21	189	0	(189)			0.0%	
Market - Charter Street :- Income	7,066	64,279	75,000	10,721			85.7%	0
4001 Salaries & Wages	1,120	16,357	31,335	14,978		14,978	52.2%	
4007 Workwear and Footwear	0	19	230	211		211	8.2%	
4008 Training, Courses, Meetings	0	245	100	(145)		(145)	245.0%	
4009 Travel & Subsistence	0	18	0	(18)		(18)	0.0%	
4011 Rates	447	4,023	8,960	4,937		4,937	44.9%	
4012 Water	0	36	151	115		115	23.6%	
4014 Electricity	142	997	1,600	603		603	62.3%	
4016 Refuse Disposal	630	8,085	12,012	3,927		3,927	67.3%	
4017 Cleaning & Consumables	0	0	50	50		50	0.0%	
4018 Vehicle Rental/Repairs/Exps	0	0	500	500		500	0.0%	
4020 Miscellaneous Expenses	50	100	0	(100)		(100)	0.0%	
4021 Mobile Telephones & Broadband	7	117	151	34		34	77.2%	
4023 Printing & Stationery	0	30	100	70		70	30.0%	
4033 Advertising/Press Releases	0	192	2,000	1,808		1,808	9.6%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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	49	400	351		351	12.3%	
4043 Equipt/Small Tools Purchase	23	1,975	500	(1,475)		(1,475)	394.9%	
4052 Bank & Cardnet Charges	15	19	0	(19)		(19)	0.0%	
4069 Licences	0	180	200	20		20	90.0%	
4110 Staff Welfare	0	1	50	49		49	2.5%	
Market - Charter Street :- Indirect Expenditure	2,434	32,442	58,339	25,897	0	25,897	55.6%	0
Net Income over Expenditure	4,632	31,836	16,661	(15,175)				
204 Street Fairs								
1030 Function Income	0	3,478	2,600	(878)			133.8%	
1040 Grants Receivable	0	1,410	0	(1,410)			0.0%	
Street Fairs :- Income	0	4,888	2,600	(2,288)			188.0%	0
4001 Salaries & Wages	1,076	1,076	1,264	188		188	85.1%	
4052 Bank & Cardnet Charges	0	58	0	(58)		(58)	0.0%	
4102 Fair Expenses	0	3,776	2,890	(886)		(886)	130.7%	
Street Fairs :- Indirect Expenditure	1,076	4,910	4,154	(756)	0	(756)	118.2%	0
Net Income over Expenditure	(1,076)	(23)	(1,554)	(1,531)				
205 Council Public Events								
1030 Function Income	0	280	0	(280)			0.0%	
1040 Grants Receivable	0	3,527	0	(3,527)			0.0%	
1055 Sponsorships Received	0	575	0	(575)			0.0%	
1068 Party in the Park Income	0	1,235	700	(535)			176.4%	
1098 Miscellaneous Income	0	14	0	(14)			0.0%	
Council Public Events :- Income	0	5,631	700	(4,931)			804.4%	0
4001 Salaries & Wages	942	11,469	12,204	735		735	94.0%	
4008 Training, Courses, Meetings	0	140	0	(140)		(140)	0.0%	
4023 Printing & Stationery	0	0	50	50		50	0.0%	
4041 Equipt Repairs & Mtce	0	18	0	(18)		(18)	0.0%	
4052 Bank & Cardnet Charges	0	15	0	(15)		(15)	0.0%	
4128 Party in the Park Expenses	0	4,999	5,055	56		56	98.9%	
4135 Other Council Events	0	2,515	0	(2,515)		(2,515)	0.0%	
Council Public Events :- Indirect Expenditure	942	19,155	17,309	(1,846)	0	(1,846)	110.7%	0
Net Income over Expenditure	(942)	(13,524)	(16,609)	(3,085)				

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Detailed Income & Expenditure by Budget Heading 31/12/2023

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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>206 Town Economy</u>								
1030 Function Income	0	406	0	(406)			0.0%	
1040 Grants Receivable	0	12,361	0	(12,361)			0.0%	
Town Economy :- Income	0	12,767	0	(12,767)				0
4001 Salaries & Wages	4,082	45,069	48,395	3,326	3,326	3,326	93.1%	
4008 Training, Courses, Meetings	0	140	250	110	110	110	56.0%	
4009 Travel & Subsistence	0	0	300	300	300	300	0.0%	
4020 Miscellaneous Expenses	0	1,455	1,235	(220)	(220)	(220)	117.8%	589
4033 Advertising/Press Releases	0	536	4,235	3,699	3,699	3,699	12.7%	
4042 Equipt Running Costs/Rental	0	0	10,000	10,000	10,000	10,000	0.0%	
4044 IT Support/Software Mtce	167	167	400	233	233	233	41.9%	
4048 New equipment/furniture	0	0	3,033	3,033	3,033	3,033	0.0%	
4052 Bank & Cardnet Charges	0	6	0	(6)	(6)	(6)	0.0%	
4055 TICBooks/Guides/Maps forResale	0	0	1,200	1,200	1,200	1,200	0.0%	
4105 Town Centre Events	0	3,000	500	(2,500)	(2,500)	(2,500)	600.0%	
4110 Staff Welfare	0	1	50	49	49	49	2.5%	
Town Economy :- Indirect Expenditure	4,250	50,374	69,598	19,224	0	19,224	72.4%	589
Net Income over Expenditure	(4,250)	(37,607)	(69,598)	(31,991)				
6000 plus Transfer from EMR	0	589						
Movement to/(from) Gen Reserve	(4,250)	(37,018)						
<u>211 Town Hall Building</u>								
1000 Letting Income	295	6,746	5,000	(1,746)			134.9%	
1016 Rent from Registrar	0	0	11,250	11,250			0.0%	
Town Hall Building :- Income	295	6,746	16,250	9,504			41.5%	0
4001 Salaries & Wages	0	6,472	17,438	10,966	10,966	10,966	37.1%	
4004 Cleaners & Casual payroll costs	1,327	11,669	13,130	1,461	1,461	1,461	88.9%	
4007 Workwear and Footwear	0	0	100	100	100	100	0.0%	
4008 Training, Courses, Meetings	0	0	500	500	500	500	0.0%	
4011 Rates	915	7,971	8,500	529	529	529	93.8%	
4012 Water	0	335	630	295	295	295	53.1%	
4013 Gas	937	2,435	7,500	5,065	5,065	5,065	32.5%	
4014 Electricity	(193)	3,250	10,000	6,750	6,750	6,750	32.5%	
4017 Cleaning & Consumables	47	464	1,200	736	736	736	38.7%	
4020 Miscellaneous Expenses	0	0	250	250	250	250	0.0%	
4025 Subscriptions and membership	0	118	0	(118)	(118)	(118)	0.0%	
4040 Property Repairs & Mtce	87	1,527	24,758	23,231	23,231	23,231	6.2%	735

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Detailed Income & Expenditure by Budget Heading 31/12/2023

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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
4041 Equipt Repairs & Mtce	417	6,736	15,400	8,664		8,664	43.7%	
4042 Equipt Running Costs/Rental	0	878	1,382	504		504	63.5%	
4043 Equipt/Small Tools Purchase	47	263	500	237		237	52.6%	
4063 Audit and Legal Fees	0	0	500	500		500	0.0%	
4110 Staff Welfare	0	1	100	99		99	1.1%	
4987 Loan Repayment - Capital	0	1,846	3,566	1,720		1,720	51.8%	
4988 PWLB Interest 494354	0	7,229	14,584	7,355		7,355	49.6%	
Town Hall Building :- Indirect Expenditure	3,584	51,194	120,038	68,844	0	68,844	42.6%	735
Net Income over Expenditure	(3,289)	(44,447)	(103,788)	(59,341)				
6000 plus Transfer from EMR	0	735						
Movement to/(from) Gen Reserve	(3,289)	(43,713)						
<u>212 Public Clocks</u>								
4041 Equipt Repairs & Mtce	320	320	2,500	2,180		2,180	12.8%	
Public Clocks :- Indirect Expenditure	320	320	2,500	2,180	0	2,180	12.8%	0
Net Expenditure	(320)	(320)	(2,500)	(2,180)				
<u>213 Street Wardens</u>								
1091 Service Costs Income - Babergh	0	28,411	28,410	(1)			100.0%	
Street Wardens :- Income	0	28,411	28,410	(1)			100.0%	0
4001 Salaries & Wages	2,407	22,246	27,650	5,404		5,404	80.5%	
4007 Workwear and Footwear	0	0	300	300		300	0.0%	
4017 Cleaning & Consumables	9	329	1,500	1,171		1,171	21.9%	
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	1,819	1,800	(19)		(19)	101.0%	
4110 Staff Welfare	0	0	150	150		150	0.0%	
Street Wardens :- Indirect Expenditure	2,416	24,393	31,750	7,357	0	7,357	76.8%	0
Net Income over Expenditure	(2,416)	4,018	(3,340)	(7,358)				
<u>221 Allotments</u>								
1010 Rent Receivable	50	1,988	2,428	440			81.9%	
Allotments :- Income	50	1,988	2,428	440			81.9%	0
4001 Salaries & Wages	185	1,059	1,400	341		341	75.6%	
4011 Rates	0	0	350	350		350	0.0%	
4012 Water	0	220	0	(220)		(220)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

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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
4020 Miscellaneous Expenses	0	26	548	522		522	4.7%	
4022 Postage	0	0	130	130		130	0.0%	
Alloiments :- Indirect Expenditure	185	1,305	2,428	1,123	0	1,123	53.8%	0
Net Income over Expenditure	(135)	683	0	(683)				
<u>239 Open Spaces&Closed Churchyards</u>								
1040 Grants Receivable	0	2,981	100	(2,881)			2980.7%	2,981
1050 Donations Received	667	2,000	0	(2,000)			0.0%	
1098 Miscellaneous Income	0	111	0	(111)			0.0%	90
Open Spaces&Closed Churchyards :- Income	667	5,092	100	(4,992)			5091.9%	3,071
4011 Rates	0	0	140	140		140	0.0%	
4014 Electricity	52	208	650	442		442	32.0%	
4028 Refuse/Doggy Bag Supplies	0	1,049	250	(799)		(799)	419.6%	1,049
4040 Property Repairs & Mtce	35	818	6,148	5,330		5,330	13.3%	377
4045 Grounds Maintenance	0	337	8,211	7,874		7,874	4.1%	4,150
4058 Tree Surgery/Works	0	0	5,000	5,000		5,000	0.0%	
4065 Closed Churchyards maintenance	0	0	300	300		300	0.0%	
4066 The Croft maintenance	1,061	3,184	4,543	1,359		1,359	70.1%	
4068 Valley Walk	964	2,891	4,171	1,280		1,280	69.3%	
4109 Dog/Litter Bin emptying	0	4,825	5,191	366		366	92.9%	
4900 Assets Capitalised	0	25,671	0	(25,671)		(25,671)	0.0%	21,521
Open Spaces&Closed Churchyards :- Indirect Expenditure	2,112	38,983	34,604	(4,379)	0	(4,379)	112.7%	27,097
Net Income over Expenditure	(1,445)	(33,891)	(34,504)	(613)				
6000 plus Transfer from EMR	0	27,097						
6001 less Transfer to EMR	0	3,071						
Movement to/(from) Gen Reserve	(1,445)	(9,864)						
<u>241 Cemetery</u>								
1000 Letting Income	800	7,200	9,600	2,400			75.0%	
1060 Cemetery Fees & Charges	3,765	55,253	40,800	(14,453)			135.4%	
Cemetery :- Income	4,565	62,453	50,400	(12,053)			123.9%	0
4001 Salaries & Wages	1,310	19,700	38,609	18,909		18,909	51.0%	
4005 Grave Digging Costs	2,340	13,490	12,240	(1,250)		(1,250)	110.2%	
4007 Workwear and Footwear	82	222	400	178		178	55.4%	
4008 Training, Courses, Meetings	910	910	350	(560)		(560)	259.9%	
4011 Rates	488	5,148	7,859	2,711		2,711	65.5%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

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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
4014 Electricity	30	228	400	172		172	56.9%	
4016 Refuse Disposal	0	669	1,380	711		711	48.5%	
4018 Vehicle Rental/Repairs/Exps	0	19	600	581		581	3.2%	
4019 Diesel	13	366	200	(166)		(166)	183.0%	
4021 Mobile Telephones & Broadband	7	117	156	39		39	74.8%	
4023 Printing & Stationery	0	44	500	456		456	8.8%	
4025 Subscriptions and membership	0	95	100	5		5	95.0%	
4040 Property Repairs & Mtce	0	13,430	4,902	(8,528)		(8,528)	274.0%	5,400
4041 Equipt Repairs & Mtce	0	284	300	16		16	94.6%	7,086
4043 Equipt/Small Tools Purchase	0	61	1,400	1,339		1,339	4.4%	
4044 IT Support/Software Mtce	0	88	100	13		13	87.5%	
4045 Grounds Maintenance	397	2,266	27,250	24,984		24,984	8.3%	
4058 Tree Surgery/Works	0	6,550	6,000	(550)		(550)	109.2%	
4064 Other Professional Fees	80	720	1,160	440		440	62.1%	
4078 New Cemetery	0	0	13,500	13,500		13,500	0.0%	
4080 Flint Lodge Repairs & Maint	0	1,544	2,770	1,226		1,226	55.7%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
4900 Assets Capitalised	0	17,226	0	(17,226)		(17,226)	0.0%	5,100
Cemetery :- Indirect Expenditure	5,656	83,176	120,226	37,050	0	37,050	69.2%	17,586
Net Income over Expenditure	(1,091)	(20,723)	(69,826)	(49,103)				
6000 plus Transfer from EMR	0	17,586						
Movement to/(from) Gen Reserve	(1,091)	(3,137)						
<u>243 War Memorial, Aelfhun & Gains</u>								
4040 Property Repairs & Mtce	0	368	1,817	1,449		1,449	20.3%	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	0	368	1,817	1,449	0	1,449	20.3%	0
Net Expenditure	0	(368)	(1,817)	(1,449)				
<u>250 Information Centre</u>								
1018 Books,Maps,publications/Income	77	771	1,500	729			51.4%	
1019 TIC Agency commission received	54	976	50	(926)			1951.8%	
1022 Gift Sales Income	597	1,713	750	(963)			228.4%	
1023 Postage Income	3	3	0	(3)			0.0%	
1025 TIC Sundry Sales	73	261	450	189			58.0%	
1031 Foodstuff Sales	35	267	175	(92)			152.4%	
1032 Doggy Bag Income	95	1,131	1,680	549			67.3%	
1098 Miscellaneous Income	1	100	50	(50)			199.8%	
Information Centre :- Income	936	5,222	4,655	(567)			112.2%	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	3,417	26,465	35,175	8,710		8,710	75.2%	
4008 Training, Courses, Meetings	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	0	180	180		180	0.0%	
4022 Postage	0	15	20	5		5	75.8%	
4023 Printing & Stationery	0	61	2,360	2,299		2,299	2.6%	
4028 Refuse/Doggy Bag Supplies	0	675	1,200	526		526	56.2%	
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	70	135	65		65	51.9%	
4052 Bank & Cardnet Charges	14	207	1,000	793		793	20.7%	
4054 TIC Gift Purchases for Resale	163	2,192	500	(1,692)		(1,692)	438.3%	
4055 TICBooks/Guides/Maps forResale	0	246	1,000	754		754	24.6%	
4110 Staff Welfare	0	36	150	114		114	24.2%	
Information Centre :- Indirect Expenditure	3,594	29,967	42,220	12,253	0	12,253	71.0%	0
Net Income over Expenditure	(2,658)	(24,744)	(37,565)	(12,821)				
<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	4,824	4,824	8,330	3,506		3,506	57.9%	
4008 Training, Courses, Meetings	0	0	555	555		555	0.0%	
4101 Christmas Lights	0	4,043	6,820	2,777		2,777	59.3%	
4104 Christmas Trees	0	2,500	3,000	500		500	83.3%	
4900 Assets Capitalised	0	1,500	0	(1,500)		(1,500)	0.0%	
Christmas Lights :- Indirect Expenditure	4,824	12,867	18,705	5,838	0	5,838	68.8%	0
Net Income over Expenditure	(4,824)	(12,867)	(18,405)	(5,538)				
<u>261 Museum</u>								
4041 Equipt Repairs & Mtce	0	202	700	498		498	28.9%	
Museum :- Indirect Expenditure	0	202	700	498	0	498	28.9%	0
Net Expenditure	0	(202)	(700)	(498)				
<u>301 Street Lighting</u>								
4014 Electricity	0	0	7,000	7,000		7,000	0.0%	
4040 Property Repairs & Mtce	0	0	375	375		375	0.0%	
4041 Equipt Repairs & Mtce	0	0	4,587	4,587		4,587	0.0%	
Street Lighting :- Indirect Expenditure	0	0	11,962	11,962	0	11,962	0.0%	0
Net Expenditure	0	0	(11,962)	(11,962)				

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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
302 Street Furniture & Equipment								
4020 Miscellaneous Expenses	0	6	50	44		44	12.0%	
4041 Equip Repairs & Mtce	0	1,094	1,490	396		396	73.4%	590
4043 Equip/Small Tools Purchase	133	147	250	103		103	58.8%	
Street Furniture & Equipment :- Indirect Expenditure	133	1,247	1,790	543	0	543	69.7%	590
Net Expenditure	(133)	(1,247)	(1,790)	(543)				
6000 plus Transfer from EMR	0	590						
Movement to/(from) Gen Reserve	(133)	(657)						
311 Highways								
1041 Parking Permits Francis Road	0	1,983	1,950	(33)			101.7%	
Highways :- Income	0	1,983	1,950	(33)			101.7%	0
4020 Miscellaneous Expenses	0	76	100	24		24	75.9%	
4044 IT Support/Software Mtce	0	321	300	(21)		(21)	106.9%	
Highways :- Indirect Expenditure	0	397	400	3	0	3	99.2%	0
Net Income over Expenditure	0	1,587	1,550	(37)				
312 Footpaths								
4014 Electricity	0	0	1,600	1,600		1,600	0.0%	
4040 Property Repairs & Mtce	0	0	250	250		250	0.0%	
4041 Equip Repairs & Mtce	0	0	1,819	1,819		1,819	0.0%	
4045 Grounds Maintenance	0	0	100	100		100	0.0%	
Footpaths :- Indirect Expenditure	0	0	3,769	3,769	0	3,769	0.0%	0
Net Expenditure	0	0	(3,769)	(3,769)				
321 Floral Displays & Bedding Mtce								
4011 Rates	0	10	100	90		90	10.2%	
4012 Water	0	8	0	(8)		(8)	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4042 Equip Running Costs/Rental	0	1,301	1,500	199		199	86.7%	
4043 Equip/Small Tools Purchase	0	0	100	100		100	0.0%	
4045 Grounds Maintenance	6,500	28,221	20,606	(7,615)		(7,615)	137.0%	8,000
Floral Displays & Bedding Mtce :- Indirect Expenditure	6,500	29,540	22,406	(7,134)	0	(7,134)	131.8%	8,000
Net Expenditure	(6,500)	(29,540)	(22,406)	7,134				
6000 plus Transfer from EMR	0	8,000						
Movement to/(from) Gen Reserve	(6,500)	(21,540)						

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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
341 Community Wardens								
1040 Grants Receivable	500	1,848	500	(1,348)			369.5%	
1075 Community Warden services	901	18,646	31,606	12,960			59.0%	
1098 Miscellaneous Income	223	465	0	(465)			0.0%	
Community Wardens :- Income	1,623	20,959	32,106	11,147			65.3%	0
4001 Salaries & Wages	10,672	84,712	101,568	16,856		16,856	83.4%	
4006 Health & Safety Equipment	0	639	250	(389)		(389)	255.5%	
4007 Workwear and Footwear	0	1,075	1,200	125		125	89.6%	
4008 Training, Courses, Meetings	940	1,000	1,000	0		0	100.0%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	632	6,909	11,000	4,091		4,091	62.8%	
4019 Diesel	209	2,016	4,800	2,784		2,784	42.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4021 Mobile Telephones & Broadband	41	261	504	243		243	51.7%	
4023 Printing & Stationery	0	2	140	138		138	1.2%	
4026 Insurance	0	1,123	1,800	677		677	62.4%	
4041 Equipt Repairs & Mtce	0	648	7,033	6,385		6,385	9.2%	
4043 Equipt/Small Tools Purchase	21	707	1,000	293		293	70.7%	
4045 Grounds Maintenance	12	338	200	(138)		(138)	169.0%	
4110 Staff Welfare	3	5	900	895		895	0.6%	
4863 Purchases for re-sale	223	476	0	(476)		(476)	0.0%	
Community Wardens :- Indirect Expenditure	12,753	99,910	131,595	31,685	0	31,685	75.9%	0
Net Income over Expenditure	(11,130)	(78,951)	(99,489)	(20,538)				
499 Bingo&Raffle								
1001 Bingo&Raffle Tickets Income	296	1,481	1,260	(221)			117.5%	
1098 Miscellaneous Income	0	19	0	(19)			0.0%	
Bingo&Raffle :- Income	296	1,500	1,260	(240)			119.1%	0
4020 Miscellaneous Expenses	41	225	24	(201)		(201)	939.1%	
4500 Bingo&Raffle Prizes Paid	188	1,069	1,200	131		131	89.1%	
4502 BingoTickets and Pens	0	54	24	(30)		(30)	225.3%	
Bingo&Raffle :- Indirect Expenditure	229	1,349	1,248	(101)	0	(101)	108.1%	0
Net Income over Expenditure	67	152	12	(140)				
901 Civic Activities								
4001 Salaries & Wages	1,413	13,110	18,088	4,978		4,978	72.5%	
4008 Training, Courses, Meetings	0	0	100	100		100	0.0%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4017 Cleaning & Consumables	0	392	820	428		428	47.8%	
4041 Equipt Repairs & Mtce	0	0	1,383	1,383		1,383	0.0%	
4110 Staff Welfare	0	1	50	49		49	2.5%	
4129 Mayors Allowance	270	1,889	3,500	1,611		1,611	54.0%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	0	2,315	2,450	135		135	94.5%	
4133 Tributes - Floral etc	0	100	200	100		100	50.0%	
4135 Other Council Events	0	0	200	200		200	0.0%	
Civic Activities :- Indirect Expenditure	1,684	17,807	27,291	9,484	0	9,484	65.3%	0
Net Expenditure	(1,684)	(17,807)	(27,291)	(9,484)				
Grand Totals:- Income	17,541	1,041,992	1,017,689	(24,303)			102.4%	
Expenditure	73,435	761,219	1,050,873	289,654	0	289,654	72.4%	
Net Income over Expenditure	(55,894)	280,772	(33,184)	(313,956)				
plus Transfer from EMR	0	59,316						
less Transfer to EMR	0	6,350						
Movement to/(from) Gen Reserve	(55,894)	333,738						