

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 2ND JANUARY 2024 AT 6.00PM**

Committee members present: Mr N Bennett - in the Chair
Mrs M Barrett
Mr S Hall
Ms E Murphy
Mrs J Osborne - Mayor – ex officio
Miss A Owen
Mr T Regester (arrived at 6:12pm)

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

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Councillor P Berry-Kilby and Councillor N Younger.

2. **DECLARATIONS OF INTEREST**

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

3. **DECLARATIONS OF GIFTS & HOSPITALITY**

No gifts or hospitality were declared.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the meeting of the Finance Committee held on 5th December 2023 be confirmed as an accurate record and signed by the Chairman.

6. **ACTIONS FROM PREVIOUS MINUTES**

There were no outstanding actions.

7. APPROVAL OF BANK PAYMENTS FOR NOVEMBER 2023

The list of bank payments in excess of £500 and direct debit payments for November 2023 was presented to members for their approval and a copy is shown at minute pages 8 to 10.

RESOLVED

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

8. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR NOVEMBER 2023

Members reviewed and discussed the detailed income and expenditure reports for the period 1st to 30th November 2023, as shown at minute pages 11 to 21.

RESOLVED

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

9. REVIEW OF GRANT AID POLICY

The Chair proposed that the Grant Aid policy be revised for the financial year 2024/2025 to simplify the timetable for applications in section 6. The suggested revision was for all applications to be considered by the Finance Committee at the same time, to ensure that each application had a fair and equal chance. The proposed deadline for applications would change to 30th June 2024 and all applications would be considered at the Finance Committee in September 2024.

The Chair emphasised that this change should not prevent applications for small grants of up to £200 for sporting or artistic excellence being made at any time of the year that was necessary to attend an event as specified in section 4 of the policy. The Town Clerk confirmed that these were covered by paragraph 6.4 along with other time sensitive applications. Members agreed that these changes to the policy could be made without Full Council approval, as the Finance Committee had the delegated power to make changes in the application of the policy of this nature.

RESOLVED

That the Grant Aid Policy be changed to include the new timelines as follows;

6.1 Funds are allocated in the Sudbury Town Council annual budget in January and are considered only once a year at the Finance Committee meeting in September. The Annual timetable is as follows:

- (a) 28th February the information and grant application forms become available;**
- (b) 30th June is the closing date for applications for distribution in September;**

6.2 Following the meeting of the Finance Committee in September, applicants will be informed of their decisions and grants will be available for the successful applicants (subject to any special conditions).

6.3 Approved grants will then be valid until the end of the financial year. If not taken up by 31st March following approval, the grant will be lost and the funds reallocated.

6.4 In exceptional cases, especially where the grant is required before September, grants may be considered outside the normal schedule at the discretion of the Finance Committee.

Officers will ensure that the changes to the policy are effectively communicated on the Councils website.

10. APPROVAL TO CARRY FORWARD GRANT APPLICATIONS TO 2024/2025

The RFO explained that ~~two~~^{to} the grant applications agreed during the October Finance Committee were for road closures for the Quay Theatre plant market and Sudbury Scouts. These activities would be carried out in the next financial year, so the approved funding would need to be carried forward to 2024/2025.

RESOLVED

That the approved grants for the Quay Theatre plant market and Sudbury Scouts be carried forward into Financial Year 2024/2025.

11. REVIEW OF THE DRAFT BUDGET FOR FY 2024-2025

The Town Clerk presented the amended version 4.1 of the draft budget for financial year 2024-2025. There had been minor changes since the last meeting which included the annual rebalancing of the reserve funds within the individual earmarked reserves (EMRs). This did not change the total amount in the EMRs and so did not impact on the overall the budget. The proposed budget deficit now stood at £54,995.38. The RFO presented an up to date Forecast of Outturn version 4.1 which gave an indication of what the budget position may look like at year end. However, the Committee were reminded that this was only an estimate and could not take into account any unexpected expenditure that may occur.

RESOLVED

That the draft budget version 4.1 be recommended for approval by the Full Council at their next meeting.

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

The Town Clerk confirmed the current balances for all the Council's bank accounts and pointed out that there was scope to move significant funds from the Lloyds 32-day account earning 2.6% interest to the NatWest 95-day account as the interest rate was much higher at 4.25%. Sums of up to £200,000 could be transferred by the Town Clerk without additional approval under Financial Regulation 5.5(c).


The Town Clerk also asked that it be noted that he intended to use some of the funding saved in the staff salary budget due to posts being gapped to fund training for new and existing staff to cover the duties. As a first step, there would be a one-day training course for the new administration officers on the Councils accounting system (Rialtas) at cost of £500 as part of their training in financial administration.

RESOLVED

To note that the Town Clerk intends to transfer £200,000 from the Lloyds 32-day account to the NatWest 95-day account in the near future.

To note that some of the funding saved in the staff salary budget due to posts being gapped will be used to fund training for new and existing staff.

The business of the meeting concluded at 6:48pm.


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Chairman

Bank Current Account

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	ICELAND CD 4432	DEB	1.45		Milk - 31/10/2023
01/11/2023	Allstar Business Solutions Lim	DD	190.32		Allstar Diesel/Unleaded-Oct23
01/11/2023	ARLO CD 4432	DEB	139.90		Arlo CCTV Yr Subs-30/10-29/10
01/11/2023	SumUp Payments Ltd	FPI-01/11	0.21		Purchase Ledger Payment
02/11/2023	Indeed Jobs CD 4432	DEB	117.06		Job Advert CW - 02/11/23
02/11/2023	EB *RESOLUTION NOT CD 4432	DEB	210.00		M.Barrett HR Event - 09/11/23
03/11/2023	RACHEL PRICE	FPO	35.00		Flowers V.Barrett-03/11/23
03/11/2023	County Broadband Ltd	DD.	54.60		CBB Real Fibre-03/11-02/12/23
03/11/2023	SumUp Payments Ltd	FPI-03/11	0.34		Purchase Ledger Payment
06/11/2023	95 Day Deposit Account NatWest	TFR	200,000.00		Lloyds Current to Nat West
07/11/2023	Inital Washroom Hygiene	DD .	83.36		4x Hand dryer Ser.-01/11-31/01
08/11/2023	TOOLSTATION UK CD 4432	DEB	492.30		Various Tools - 07/11/2023
08/11/2023	TESCO STORE 3234 CD 4432	DEB	131.43		Food - Pickup/Drop off-07/11
08/11/2023	McColls Store 0913 - Sudbury	FPO	37.85		Newspapers - 28/10-04/11/2023
08/11/2023	SumUp Payments Ltd	FPI-08/11	2.69		Purchase Ledger Payment
09/11/2023	Anne Grimshaw	004798	60.00		Sudbury Unlisted Guided Tour
09/11/2023	SumUp Payments Ltd	FPI-09/11	2.55		Purchase Ledger Payment
10/11/2023	STUART BOWDITCH	BP	25.00		S.Bowditch-Refund-06/11
10/11/2023	THE ROTARY CLUB	FPO	20.00		Xmas Tree Festival-Dec23
10/11/2023	AJ Products (UK) Ltd	BP	549.60		2X Heavy Duty Trolley's-07/11
10/11/2023	All Jigsaw Puzzles Ltd	BP.	333.00		25x Pickwick Jigsaw-01/11/23
10/11/2023	Verizon Connect UK Limited	BP .	28.80		Trackers X 2 for Vans-Nov23
10/11/2023	Pear Technology Services Ltd	BP .	108.00		Pear Maplink-01/11-31/10/24
10/11/2023	T.D. & A.M. Bugg Ltd	BP .	1,260.00		Bugg Skips X 10-29/09-28/10
10/11/2023	3IT Ltd	BP .	400.52		3it Montly Support - 01/11/23
10/11/2023	M.T.M. Plant & Sales Ltd.	BP .	24.00		Grab & Grib Latex Gloves x20
10/11/2023	SumUp Payments Ltd	FPI-10/11	0.36		Purchase Ledger Payment
10/11/2023	Mr James Grundy	BP	26.00		Step into Sudbury-14/10/23
13/11/2023	AMZNMktplace CD 4432	DEB	16.95		Solar Charge Controller-10/11
13/11/2023	WWW.DEFIB4LIFE.CO. CD 4432	DEB	334.80		Defib G5 AED Battery-10/11
13/11/2023	FIREPROTECT CD 4432	DEB	53.94		Cable Protector RampX5-09/11
13/11/2023	SSE Energy Supply Limited	DD .	9.99		SSE Gas - 06/09-04/10/2023
13/11/2023	ARVAL BNP PARIBAS GROUP	DD .	701.10		ARVAL Van Lease X2-19/11-18/12
13/11/2023	SumUp Payments Ltd	FPI-13/11	1.06		Purchase Ledger Payment
14/11/2023	TESCO STORE 3234 CD 4432	DEB	132.83		Food Pickup/Drop off-13/11
14/11/2023	AMZNMktplace CD 4432	DEB	20.98		Wind Speed Gauge-14/11
14/11/2023	SumUp Payments Ltd	FPI-14/11	0.46		Purchase Ledger Payment
15/11/2023	BABERGH DC CTAX BU	DD	486.87		BDC Bus Rates - 15/11/23
15/11/2023	Allstar Business Solutions Lim	DD	83.32		Diesel for YR20NVX-07/11
15/11/2023	BABERGH DC CTAX BU	DD	447.00		BDC Business Rates-15/11/23
15/11/2023	BABERGH DC CTAX BU	DD	136.00		BDC Bus.Rates R/O TH-15/11/23
15/11/2023	BABERGH DC CTAX BU	DD	320.00		BDC Bus.Rates 1st Flr.-15/11
15/11/2023	BABERGH DC CTAX BU	DD	459.00		BDC Bus.Rates Gnd Fl-15/11
16/11/2023	POST OFFICE COUNTIE CD 4432	DEB	5.95		Postage to France-14/11/23
16/11/2023	AMZNMktplace CD 4432	DEB	36.72		Bingo Books X3-14/11/23
16/11/2023	SUDBURY EPHEMERA	DEB	25.00		SLHC Archive Memb.2023/24
16/11/2023	G A Smith Gardening Services L	FPO .	46.00		Grave Digging - Nov23

Bank Current Account

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/11/2023	G A Smith Gardening Services L	FPO	414.00		Grave Digging - Nov23
17/11/2023	TOOLSTATION UK CD 4432	DEB	44.72		2x Barrier Tape/2X Snips-16/11
17/11/2023	Sudbury Gainsborough W.I	BP -	285.00		Remembrance Teas-12/11/23
17/11/2023	Corinne Salt - T/A Cevent Hire	BP /	450.00		150 Baubles for M.Tree-13/11
17/11/2023	GO Start Community Transport	BP	20.00		Taxi for Remembrance Day-12/11
17/11/2023	Mr Paul Pleasants	BP .	300.00		Magic & Balloons - 24/11/2023
17/11/2023	Fireflow Ltd	BP .	500.00		Elf on Stilts/Hula Hoops-24/11
17/11/2023	G A Smith Gardening Services L	FPO .	1,960.00		Grave Digging Costs-Oct/Nov23
17/11/2023	Personnel Advice & Solutions L	BP	120.00		Job Evaluation-Oct23
17/11/2023	HUNNABALL FAMILY GROUP	FPO	1,400.00		Refund Inv5200 pd twice-01/11
17/11/2023	SumUp Payments Ltd	FPI-17/11	0.48		Purchase Ledger Payment
17/11/2023	Mr I Baalham	BP	63.70		Victorian Guided Walk-07/10
17/11/2023	Felix of Long Melford	BP .	149.76		Felix Ticket Sales Oct 2023
20/11/2023	SGW Payroll Ltd	DD	117.24		SGW Payroll Support-Oct23
21/11/2023	HMRC - ACCOUNTS OF	BP	6,782.52		HMRC - PAYE/NI-06/10-05/11
21/11/2023	TESCO STORE 3234 CD 4432	DEB	141.48		Food - Pickup/Drop off-15/11
21/11/2023	SumUp Payments Ltd	FPI-21/11	0.55		Purchase Ledger Payment
22/11/2023	Allstar Business Solutions Lim	DD .	110.62		Allstar Fuel-09/11-10/11/2023
22/11/2023	Anglian Water	FPO	17.51		A.Water 07/07-06/10/2023
22/11/2023	Majestic Metals Ltd	FPO	442.00		Memorial Lord Philips Plaque
22/11/2023	SumUp Payments Ltd	FPI-22/11	0.59		Purchase Ledger Payment
22/11/2023	AMZNMktplace CD 4432	DEB	68.97		Grinch Costume - 24/11/23
23/11/2023	NEST IT000000933597	DD	103.88		NEST IT000000933597-23/11
23/11/2023	EE Limited	DD .	65.86		EE Mobile Phones-15/11/23
23/11/2023	Sudbury Trees - Mr George Cox	BP .	2,500.00		Christmas Trees - 17/11/2023
23/11/2023	Lauren Gordon - Elsa Impersona	BP .	300.00		Elsa & Anna - 24/11/23
23/11/2023	Treadfirst	BP -	54.00		Puncture Repair Tractor-21/11
23/11/2023	Indigoross Design & Print Ltd	BP *	1,508.40		Calendars X 400 - 07/11/2023
23/11/2023	The Royal British Legion	BP -	275.00		Pipes & Drums Remembrance12/11
23/11/2023	Suffolk Association of Local C	BP -	18.00		SALC Conf. C.Griffin-14/11
23/11/2023	Auto Innovations	BP *	36.00		Taxi Rank Signage Change-24/11
23/11/2023	MISS M MILLS	BP	22.50		REDS CATERING REFUND-23/11
23/11/2023	SumUp Payments Ltd	FPI-23/11	0.81		Purchase Ledger Payment
24/11/2023	STC Staff Payroll - Nov23	BP	36,073.47		STC Staff Payroll - Nov23
24/11/2023	SUFFOLK CC PENSION	BP	8,533.89		SCC Staff Pension - Nov23
24/11/2023	Southern Electric	DD .	231.31		SSE Electric -02/10-01/11/2023
24/11/2023	SumUp Payments Ltd	FPI-24/11	0.36		Purchase Ledger Payment
24/11/2023	THE LAUNDRY GODDES CD	DEB	89.80		Washing/Ironing Table Cloths
27/11/2023	SumUp Payments Ltd	FPI-27/11	3.03		Purchase Ledger Payment
28/11/2023	SERVICE CHARGES REF :	PAY	123.82		Lloyds Serv Chg's-10/09-09/10
28/11/2023	SumUp Payments Ltd	FPI-28/11	0.12		Purchase Ledger Payment
28/11/2023	SumUp Payments Ltd	FPI-30/11	0.61		Purchase Ledger Payment
28/11/2023	TESCO STORE 3234 CD 4432	DEB	161.20		Food Pickup/drop off-22/11/23
29/11/2023	Mortimer Contracts Ltd	FPO .	11,514.00		Mesh Fencing 125m x1.8m High
29/11/2023	SSE Energy Supply Limited	DD .	418.94		SSE Gas - 05/10-31/10/2023
29/11/2023	Allstar Business Solutions Lim	DD .	17.24		Allstar Fuel - 21/11/2023
30/11/2023	32 Day Deposit Account LLoyds	TFR	200,000.00		LLoyds Current to 32 Day A/C

Date: 12/12/2023

Sudbury Town Council 2023/2024

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Time: 13:39

Bank Current Account

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>483,093.69</u>		

NAB

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	0	810,067	785,000	(25,067)			103.2%	3,279
Net Income	0	810,067	785,000	(25,067)				
6001 less Transfer to EMR	0	3,279						
Movement to/(from) Gen Reserve	0	806,788						
102 Democratic Represent'n & Mgmt								
4008 Training, Courses, Meetings	175	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	175	9,834	6,000	(3,834)	0	(3,834)	163.9%	4,468
Net Expenditure	(175)	(9,834)	(6,000)	3,834				
6000 plus Transfer from EMR	0	4,468						
Movement to/(from) Gen Reserve	(175)	(5,366)						
103 Grants								
4303 Grants Power General	25	47,016	45,000	(2,016)		(2,016)	104.5%	
Grants :- Indirect Expenditure	25	47,016	45,000	(2,016)	0	(2,016)	104.5%	0
Net Expenditure	(25)	(47,016)	(45,000)	2,016				
109 Central Services/Admin								
1098 Miscellaneous Income	0	31	10	(21)			308.3%	
1190 Bank Interest Receivable	1,546	7,931	16,520	8,589			48.0%	
Central Services/Admin :- Income	1,546	7,962	16,530	8,568			48.2%	0
4001 Salaries & Wages	21,953	123,039	215,726	92,687		92,687	57.0%	
4008 Training, Courses, Meetings	50	470	2,500	2,030		2,030	18.8%	
4009 Travel & Subsistence	0	33	500	467		467	6.7%	
4010 Misc Staff Costs	8	124	520	397		397	23.8%	
4020 Miscellaneous Expenses	30	239	420	181		181	56.9%	
4021 Mobile Telephones & Broadband	46	469	600	131		131	78.2%	
4022 Postage	0	211	500	289		289	42.3%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4023 Printing & Stationery	101	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	117	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	482	10,859	14,390	3,531		3,531	75.5%	250
4052 Bank & Cardnet Charges	124	640	3,120	2,480		2,480	20.5%	
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	1,922	30,969	17,750	(13,219)		(13,219)	174.5%	
4110 Staff Welfare	2	6	250	244		244	2.2%	
Central Services/Admin :- Indirect Expenditure	24,834	183,716	275,024	91,308	0	91,308	66.8%	250
Net Income over Expenditure	(23,288)	(175,754)	(258,494)	(82,740)				
6000 plus Transfer from EMR	0	250						
Movement to/(from) Gen Reserve	(23,288)	(175,504)						
<u>201 Market - Charter Street</u>								
1020 Market Rent & Tolls	6,341	54,587	72,000	17,413			75.8%	
1021 Market Electricity Recovered	305	2,458	3,000	542			81.9%	
1079 Licence income	21	168	0	(168)			0.0%	
Market - Charter Street :- Income	6,667	57,213	75,000	17,787			76.3%	0
4001 Salaries & Wages	1,575	15,238	31,335	16,097		16,097	48.6%	
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	3,576	8,960	5,384		5,384	39.9%	
4012 Water	18	36	151	115		115	23.6%	
4014 Electricity	122	855	1,600	745		745	53.4%	
4016 Refuse Disposal	840	7,455	12,012	4,557		4,557	62.1%	
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	0	50	0	(50)		(50)	0.0%	
4021 Mobile Telephones & Broadband	14	110	151	41		41	72.7%	
4023 Printing & Stationery	0	30	100	70		70	30.0%	
4033 Advertising/Press Releases	192	192	2,000	1,808		1,808	9.6%	
4041 Equipt Repairs & Mtce	0	49	400	351		351	12.3%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043 Equip/Small Tools Purchase	505	1,951	500	(1,451)		(1,451)	390.3%	
4052 Bank & Cardnet Charges	4	4	0	(4)		(4)	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	3,716	30,009	58,339	28,330	0	28,330	51.4%	0
Net Income over Expenditure	2,952	27,204	16,661	(10,543)				
204 Street Fairs								
1030 Function Income	1,013	3,478	2,600	(878)			133.8%	
1040 Grants Receivable	910	1,410	0	(1,410)			0.0%	
Street Fairs :- Income	1,923	4,888	2,600	(2,288)			188.0%	0
4001 Salaries & Wages	0	0	1,264	1,264	1,264	1,264	0.0%	
4052 Bank & Cardnet Charges	10	58	0	(58)		(58)	0.0%	
4102 Fair Expenses	3,382	3,776	2,890	(886)		(886)	130.7%	
Street Fairs :- Indirect Expenditure	3,393	3,835	4,154	319	0	319	92.3%	0
Net Income over Expenditure	(1,470)	1,053	(1,554)	(2,607)				
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	1,313	10,526	12,204	1,678	1,678	1,678	86.3%	
4008 Training, Courses, Meetings	0	140	0	(140)		(140)	0.0%	
4023 Printing & Stationery	0	0	50	50		50	0.0%	
4041 Equip 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	1,313	18,213	17,309	(904)	0	(904)	105.2%	0
Net Income over Expenditure	(1,313)	(12,582)	(16,609)	(4,027)				
206 Town Economy								
1030 Function Income	0	406	0	(406)			0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

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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
1040 Grants Receivable	200	12,361	0	(12,361)			0.0%	
Town Economy :- Income	200	12,767	0	(12,767)				0
4001 Salaries & Wages	5,883	40,987	48,395	7,408		7,408	84.7%	
4008 Training, Courses, Meetings	0	140	250	110		110	56.0%	
4009 Travel & Subsistence	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	170	1,455	1,235	(220)		(220)	117.8%	589
4033 Advertising/Press Releases	20	536	4,235	3,699		3,699	12.7%	
4042 Equipt Running Costs/Rental	0	0	10,000	10,000		10,000	0.0%	
4044 IT Support/Software Mtce	0	0	400	400		400	0.0%	
4048 New equipment/furniture	0	0	3,033	3,033		3,033	0.0%	
4052 Bank & Cardnet Charges	0	6	0	(6)		(6)	0.0%	
4055 TICBooks/Guides/Maps forResale	0	0	1,200	1,200		1,200	0.0%	
4105 Town Centre Events	0	3,000	500	(2,500)		(2,500)	600.0%	
4110 Staff Welfare	0	1	50	49		49	2.5%	
Town Economy :- Indirect Expenditure	6,073	46,125	69,598	23,473	0	23,473	66.3%	589
Net Income over Expenditure	(5,873)	(33,358)	(69,598)	(36,240)				
6000 plus Transfer from EMR	0	589						
Movement to/(from) Gen Reserve	(5,873)	(32,768)						
<u>211 Town Hall Building</u>								
1000 Letting Income	710	6,451	5,000	(1,451)			129.0%	
1016 Rent from Registrar	0	0	11,250	11,250			0.0%	
Town Hall Building :- Income	710	6,451	16,250	9,799			39.7%	0
4001 Salaries & Wages	0	6,472	17,438	10,966		10,966	37.1%	
4004 Cleaners & Casual payroll costs	2,444	10,342	13,130	2,788		2,788	78.8%	
4007 Workwear and Footwear	0	0	100	100		100	0.0%	
4008 Training, Courses, Meetings	0	0	500	500		500	0.0%	
4011 Rates	915	7,056	8,500	1,444		1,444	83.0%	
4012 Water	0	335	630	295		295	53.1%	
4013 Gas	349	1,498	7,500	6,002		6,002	20.0%	
4014 Electricity	38	3,443	10,000	6,557		6,557	34.4%	
4017 Cleaning & Consumables	0	417	1,200	783		783	34.8%	
4020 Miscellaneous Expenses	0	0	250	250		250	0.0%	
4025 Subscriptions and membership	49	118	0	(118)		(118)	0.0%	
4040 Property Repairs & Mtce	0	1,440	24,758	23,318		23,318	5.8%	735
4041 Equipt Repairs & Mtce	78	6,319	15,400	9,081		9,081	41.0%	
4042 Equipt Running Costs/Rental	0	878	1,382	504		504	63.5%	
4043 Equipt/Small Tools Purchase	0	216	500	284		284	43.3%	

Detailed Income & Expenditure by Budget Heading 30/11/2023

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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
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	3,872	47,610	120,038	72,428	0	72,428	39.7%	735
Net Income over Expenditure	(3,162)	(41,158)	(103,788)	(62,630)				
6000 plus Transfer from EMR	0	735						
Movement to/(from) Gen Reserve	(3,162)	(40,424)						
<u>212 Public Clocks</u>								
4041 Equipt Repairs & Mtce	0	0	2,500	2,500		2,500	0.0%	
Public Clocks :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
<u>213 Street Wardens</u>								
1091 Service Costs Income - Babergh	0	28,411	28,410	(1)			100.0%	
Street Wardens :- Income	0	28,411	28,410	(1)			100.0%	0
4001 Salaries & Wages	4,243	19,839	27,650	7,811		7,811	71.8%	
4007 Workwear and Footwear	0	0	300	300		300	0.0%	
4017 Cleaning & Consumables	0	320	1,500	1,180		1,180	21.3%	
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	4,243	21,978	31,750	9,772	0	9,772	69.2%	0
Net Income over Expenditure	(4,243)	6,433	(3,340)	(9,773)				
<u>221 Allotments</u>								
1010 Rent Receivable	(25)	1,938	2,428	490			79.8%	
Allotments :- Income	(25)	1,938	2,428	490			79.8%	0
4001 Salaries & Wages	165	874	1,400	526		526	62.4%	
4011 Rates	0	0	350	350		350	0.0%	
4012 Water	36	220	0	(220)		(220)	0.0%	
4020 Miscellaneous Expenses	14	26	548	522		522	4.7%	
4022 Postage	0	0	130	130		130	0.0%	
Allotments :- Indirect Expenditure	215	1,120	2,428	1,308	0	1,308	46.1%	0
Net Income over Expenditure	(240)	818	0	(818)				

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>239 Open Spaces&Closed Churchyards</u>								
1040 Grants Receivable	0	2,981	100	(2,881)			2980.7%	2,981
1050 Donations Received	0	1,333	0	(1,333)			0.0%	
1098 Miscellaneous Income	0	111	0	(111)			0.0%	90
Open Spaces&Closed Churchyards :- Income	0	4,425	100	(4,325)			4425.3%	3,071
4011 Rates	0	0	140	140		140	0.0%	
4014 Electricity	34	156	650	494		494	24.0%	
4028 Refuse/Doggy Bag Supplies	0	1,049	250	(799)		(799)	419.6%	1,049
4040 Property Repairs & Mtce	0	783	6,148	5,365		5,365	12.7%	377
4045 Grounds Maintenance	5	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	0	2,123	4,543	2,420		2,420	46.7%	
4068 Valley Walk	0	1,927	4,171	2,244		2,244	46.2%	
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	39	36,871	34,604	(2,267)	0	(2,267)	106.6%	27,097
Net Income over Expenditure	(39)	(32,446)	(34,504)	(2,058)				
6000 plus Transfer from EMR	0	27,097						
6001 less Transfer to EMR	0	3,071						
Movement to/(from) Gen Reserve	(39)	(8,419)						
<u>241 Cemetery</u>								
1000 Letting Income	800	6,400	9,600	3,200			66.7%	
1060 Cemetery Fees & Charges	5,880	51,488	40,800	(10,688)			126.2%	
Cemetery :- Income	6,680	57,888	50,400	(7,488)			114.9%	0
4001 Salaries & Wages	2,041	18,390	38,609	20,219		20,219	47.6%	
4005 Grave Digging Costs	2,420	11,150	12,240	1,090		1,090	91.1%	
4007 Workwear and Footwear	117	139	400	261		261	34.8%	
4008 Training, Courses, Meetings	0	0	350	350		350	0.0%	
4011 Rates	487	4,660	7,859	3,199		3,199	59.3%	
4014 Electricity	27	198	400	202		202	49.5%	
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	14	353	200	(153)		(153)	176.4%	
4021 Mobile Telephones & Broadband	14	110	156	46		46	70.4%	
4023 Printing & Stationery	0	44	500	456		456	8.8%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	45	284	300	16		16	94.6%	7,086
4043 Equipt/Small Tools Purchase	20	61	1,400	1,339		1,339	4.4%	
4044 IT Support/Software Mtce	0	88	100	13		13	87.5%	
4045 Grounds Maintenance	0	1,869	27,250	25,381		25,381	6.9%	
4058 Tree Surgery/Works	0	6,550	6,000	(550)		(550)	109.2%	
4064 Other Professional Fees	80	640	1,160	520		520	55.2%	
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	9,595	17,226	0	(17,226)		(17,226)	0.0%	5,100
Cemetery :- Indirect Expenditure	14,861	77,520	120,226	42,706	0	42,706	64.5%	17,586
Net Income over Expenditure	(8,181)	(19,632)	(69,826)	(50,194)				
6000 plus Transfer from EMR	5,100	17,586						
Movement to/(from) Gen Reserve	(3,081)	(2,045)						
<u>243 War Memorial, Aelfhun & Gains</u>								
4040 Property Repairs & Mtce	368	368	1,817	1,449		1,449	20.3%	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	368	368	1,817	1,449	0	1,449	20.3%	0
Net Expenditure	(368)	(368)	(1,817)	(1,449)				
<u>250 Information Centre</u>								
1018 Books, Maps, publications/Income	79	694	1,500	806			46.2%	
1019 TIC Agency commission received	0	922	50	(872)			1843.3%	
1022 Gift Sales Income	670	1,116	750	(366)			148.9%	
1025 TIC Sundry Sales	25	188	450	262			41.7%	
1031 Foodstuff Sales	30	232	175	(57)			132.4%	
1032 Doggy Bag Income	138	1,036	1,680	644			61.7%	
1098 Miscellaneous Income	12	99	50	(49)			197.4%	
Information Centre :- Income	954	4,286	4,655	369			92.1%	0
4001 Salaries & Wages	4,519	23,048	35,175	12,127		12,127	65.5%	
4008 Training, Courses, Meetings	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	0	180	180		180	0.0%	
4022 Postage	6	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%	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Equipt Repairs & Mtce	0	0	100	100		100	0.0%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	
4049 TIC food purchases for resale	0	70	135	65		65	51.9%	
4052 Bank & Cardnet Charges	62	193	1,000	807		807	19.3%	
4054 TIC Gift Purchases for Resale	1,535	2,029	500	(1,529)		(1,529)	405.8%	
4055 TICBooks/Guides/Maps forResale	56	246	1,000	754		754	24.6%	
4110 Staff Welfare	35	36	150	114		114	24.2%	
Information Centre :- Indirect Expenditure	6,212	26,373	42,220	15,847	0	15,847	62.5%	0
Net Income over Expenditure	(5,258)	(22,087)	(37,565)	(15,478)				
<u>252 Christmas Lights</u>								
1055 Sponsorships Received	0	0	300	300			0.0%	
Christmas Lights :- Income	0	0	300	300			0.0%	0
4001 Salaries & Wages	0	0	8,330	8,330		8,330	0.0%	
4008 Training, Courses, Meetings	0	0	555	555		555	0.0%	
4101 Christmas Lights	3,853	4,043	6,820	2,777		2,777	59.3%	
4104 Christmas Trees	2,500	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	6,353	8,043	18,705	10,662	0	10,662	43.0%	0
Net Income over Expenditure	(6,353)	(8,043)	(18,405)	(10,362)				
<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)				
<u>302 Street Furniture & Equipment</u>								
4020 Miscellaneous Expenses	0	6	50	44		44	12.0%	
4041 Equipt Repairs & Mtce	279	1,094	1,490	396		396	73.4%	590

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043 Equip/Small Tools Purchase	0	14	250	236		236	5.6%	
Street Furniture & Equipment :- Indirect Expenditure	<u>279</u>	<u>1,114</u>	<u>1,790</u>	<u>676</u>	<u>0</u>	<u>676</u>	<u>62.3%</u>	<u>590</u>
Net Expenditure	(279)	(1,114)	(1,790)	(676)				
6000 plus Transfer from EMR	0	590						
Movement to/(from) Gen Reserve	(279)	(524)						
<u>311 Highways</u>								
1041 Parking Permits Francis Road	0	1,983	1,950	(33)			101.7%	
Highways :- Income	<u>0</u>	<u>1,983</u>	<u>1,950</u>	<u>(33)</u>			<u>101.7%</u>	<u>0</u>
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	<u>0</u>	<u>397</u>	<u>400</u>	<u>3</u>	<u>0</u>	<u>3</u>	<u>99.2%</u>	<u>0</u>
Net Income over Expenditure	0	1,587	1,550	(37)				
<u>312 Footpaths</u>								
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	<u>0</u>	<u>0</u>	<u>3,769</u>	<u>3,769</u>	<u>0</u>	<u>3,769</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	0	0	(3,769)	(3,769)				
<u>321 Floral Displays & Bedding Mtce</u>								
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	0	21,721	20,606	(1,115)		(1,115)	105.4%	8,000
Floral Displays & Bedding Mtce :- Indirect Expenditure	<u>0</u>	<u>23,040</u>	<u>22,406</u>	<u>(634)</u>	<u>0</u>	<u>(634)</u>	<u>102.8%</u>	<u>8,000</u>
Net Expenditure	0	(23,040)	(22,406)	634				
6000 plus Transfer from EMR	0	8,000						
Movement to/(from) Gen Reserve	0	(15,040)						

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
341 Community Wardens								
1040 Grants Receivable	0	1,348	500	(848)			269.5%	
1075 Community Warden services	1,300	17,746	31,606	13,860			56.1%	
1098 Miscellaneous Income	0	242	0	(242)			0.0%	
Community Wardens :- Income	1,300	19,335	32,106	12,771			60.2%	0
4001 Salaries & Wages	12,744	74,040	101,568	27,528		27,528	72.9%	
4006 Health & Safety Equipment	193	639	250	(389)		(389)	255.5%	
4007 Workwear and Footwear	206	1,075	1,200	125		125	89.6%	
4008 Training, Courses, Meetings	0	60	1,000	940		940	6.0%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	1,006	6,276	11,000	4,724		4,724	57.1%	
4019 Diesel	287	1,807	4,800	2,993		2,993	37.7%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4021 Mobile Telephones & Broadband	27	220	504	284		284	43.6%	
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	208	648	7,033	6,385		6,385	9.2%	
4043 Equipt/Small Tools Purchase	483	686	1,000	314		314	68.6%	
4045 Grounds Maintenance	35	326	200	(126)		(126)	163.0%	
4110 Staff Welfare	0	2	900	898		898	0.2%	
4863 Purchases for re-sale	0	253	0	(253)		(253)	0.0%	
Community Wardens :- Indirect Expenditure	15,191	87,157	131,595	44,438	0	44,438	66.2%	0
Net Income over Expenditure	(13,892)	(67,822)	(99,489)	(31,667)				
499 Bingo&Raffle								
1001 Bingo&Raffle Tickets Income	198	1,185	1,260	75			94.1%	
1098 Miscellaneous Income	1	19	0	(19)			0.0%	
Bingo&Raffle :- Income	199	1,205	1,260	55			95.6%	0
4020 Miscellaneous Expenses	0	184	24	(160)		(160)	767.3%	
4500 Bingo&Raffle Prizes Paid	104	882	1,200	318		318	73.5%	
4502 BingoTickets and Pens	31	54	24	(30)		(30)	225.3%	
Bingo&Raffle :- Indirect Expenditure	135	1,120	1,248	128	0	128	89.7%	0
Net Income over Expenditure	64	85	12	(73)				
901 Civic Activities								
4001 Salaries & Wages	1,970	11,697	18,088	6,391		6,391	64.7%	
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	90	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	118	1,619	3,500	1,881		1,881	46.3%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	580	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	<u>2,757</u>	<u>16,124</u>	<u>27,291</u>	<u>11,167</u>	<u>0</u>	<u>11,167</u>	<u>59.1%</u>	<u>0</u>
Net Expenditure	<u>(2,757)</u>	<u>(16,124)</u>	<u>(27,291)</u>	<u>(11,167)</u>				
Grand Totals:- Income	20,153	1,024,450	1,017,689	(6,761)			100.7%	
Expenditure	94,054	687,784	1,050,873	363,089	0	363,089	65.4%	
Net Income over Expenditure	<u>(73,901)</u>	<u>336,666</u>	<u>(33,184)</u>	<u>(369,850)</u>				
plus Transfer from EMR	5,100	59,316						
less Transfer to EMR	0	6,350						
Movement to/(from) Gen Reserve	<u>(68,801)</u>	<u>389,632</u>						