

**SUDBURY TOWN COUNCIL****MINUTES OF THE MONTHLY MEETING OF SUDBURY TOWN COUNCIL  
HELD IN THE TOWN HALL, SUDBURY, ON TUESDAY 12<sup>th</sup> MARCH 2024 AT 7.00PM**

Present: Mrs J Osborne - Mayor of Sudbury, in the CHAIR.

Mrs M Barrett	Mr A Osborne
Mr P Beer	Mr T Regester
Mr N Bennett	Mr A Stohr
Ms J Carter (arrived 7:09)	Mr A Welsh
Mr S Hall	Mr N Younger
Ms E Murphy	

In attendance: Mr C Griffin                      Town Clerk  
Ms L Smith                                  District Councillor

1 **APOLOGIES**

Apologies for absence were received from Councillors Mrs P Berry-Kilby, Mr M Olyver and Miss A Owen. Ms J Carter had sent her apologies that she would be a few minutes late.

2 **DECLARATIONS OF INTEREST**

Councillors Mr Beer, Ms Carter, Mr Osborne, and Mr Regester declared they were Babergh District Councillors.

Councillors Mr Beer and Ms Carter declared that they were Suffolk County Councillors.

Councillor Mr Hall declared an interest in item 9 in that he was a Sudbury resident who used the car parks for his car as there was no on-street parking outside his house.

3 **DECLARATIONS OF GIFTS AND HOSPITALITY**

No declarations of gifts or hospitality were made.

4 **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5 **MINUTES**

**RESOLVED**

That the minutes of the Full Council meeting held on 13<sup>th</sup> February 2024 be confirmed and signed as an accurate record.

**6**     ACTIONS FROM PREVIOUS MINUTES

The Town Clerk gave a short update on the actions from the previous meeting.

**7**     REPORTS**a)**     Suffolk County Council (SCC) reports –

County Councillor Mr Philip Faircloth-Mutton had sent his apologies that he could not be present. His report had been circulated to all members prior to the meeting and a copy is included at page 182. Any questions should be forwarded to the Town Clerk.

County Councillor Ms Jessie Carter had sent her apologies that she would be a few minutes late for this meeting. Her report had been circulated to all members prior to the meeting and a copy is included at pages 183 to 184. Any questions should be forwarded to the Town Clerk

**b)**     Babergh District Council (BDC) report – District Councillor Ms Jessie Carter had circulated her report to all members prior to the meeting. A copy is included at pages 185 to 186. She arrived just in time to take questions. Members raised the following points;

- As a Babergh cabinet member, why hadn't she voted against any increase in the parking charges?
- At the 9<sup>th</sup> January at Babergh cabinet, why had she voted for wider consultation on parking charges?
- Why had she voted at Babergh cabinet to refer the increase in parking charges to the Babergh Overview and Scrutiny Committee when it was clearly against the Town Council's policy which she had supported?
- Was the Babergh District Council survey of businesses on Market Hill the independent survey that was expected?

**RESOLVED**

**That Councillor Ms Jessie Carter be thanked for her report.**

**c)**     Policing report – PC Deon Ramdhanie, one of the community police officers for Sudbury attended the meeting to give a verbal report highlighting;

- That the new community policing model was now operating well.
- That the police gazebo for public engagement on market days was successful. The next opportunity would be Saturday 16<sup>th</sup> March.
- School engagement was progressing to address anti-social behaviour.
- CCTV had proved very useful in recent weeks but the details needed to remain confidential.
- Speed checks would continue on problem roads. The next ones were likely to be in the Springlands area.

The Mayor noted that the Police and Crime Commissioner had now sent an disappointing response to the Town Council's request for a trial of an automatic number plate recognition (ANPR) system in the Sudbury area. The Police and Crime Commissioner (PCC) had proposed starting the whole process again with the Chief Constable. Rather than add to the delay, the Town Clerk had asked Mr Passmore to confirm whether he, as PCC, supported an ANPR trial in the Sudbury area or not. If the answer was 'yes' then he should pass the request to his

Chief Constable to be assessed and costed. If the answer was 'no' the Town Council would not waste any more time with this.

**RESOLVED**

**That PC Deon Ramdhanie be thanked for his report.**

- d) Mayor's Announcements – The Mayor had circulated her report to all members prior to the meeting, but summarised the following points;
- March had been a busier month for engagements.
  - She had attended the Suffolk St John's Ambulance Awards where the Sudbury unit had received the award for the highest achieving unit in the whole county.
  - The annual town meeting would be on 22<sup>nd</sup> March but that the speaker from the Sudbury Arts Centre and Bridge Project had had to pull out due to another commitment.

**RESOLVED**

**That the Mayor be thanked for her report.**

- e) Public Forum – There was an excellent turnout with 30 to 40 members of the public attending the meeting. The Mayor announced that she would extend the time for public questions by an extra 5 minutes to allow more people an opportunity to speak. Questions from the public included;
- Was it the Town Council's intention to hold a public meeting to allow members of the public to express their views on the proposed changes to parking charges?
  - Did the Town Council think that it should reconsider its plans for summer pedestrianisation of Market Hill in the light of the district council's plans to increase parking charges in the car parks? The Mayor replied that the decision had been reviewed at the full council meeting last month and members had resolved not to change the plans for Market Hill.
  - How could it right to make a decision without full consultation with all the stakeholders? The Mayor replied that there had been a public consultation in June 2022 at which all the options had been on display.
  - Why were Babergh District Council able to spend £43,950 on a consultation process? Councillor Ms J Carter responded that many of the new candidates who had put themselves forward for election in 2023 were concerned about this and wanted to have the most effective system of consultation possible.
  - Why was the sketch plan produced in the 2018 ambition for Sudbury not being used for the future of Market Hill? The Mayor replied that she would check the old documents but that the 2022 consultation option 2, which had been adopted by the full council in June 2022, was the council's current policy.
  - What would the open space on Market Hill be used for during the summer? The Mayor replied that a number of events had been organised as well as the opportunity for hospitality businesses to put out tables and chairs.
  - What made the council think that people would come into Sudbury to shop if they could not park on Market Hill? The Mayor replied that Market Hill was already closed to parking every Thursday and Saturday for the market. These were often the busiest shopping days and parking was available in the other car parks within a few minutes' walk on Market Hill.
  - How would Sudbury attract people from the surrounding rural area if it lost its unique attraction of 3-hours free parking? The Mayor replied that the town council was against increased car parking charges and this would be discussed in a late item.

- Had the council done a financial analysis of all the costs involved in changing the parking in Sudbury?

The mayor expressed her admiration for the member of the public who was brave enough to disagree with the views of the majority of the other people present.

**The Mayor decided to move item 9 next as this was of most interest to the members of the public who were present.**

9. TO REVIEW THE BABERGH DISTRICT COUNCIL PLANS FOR INCREASED PARKING CHARGES IN SUDBURY AND AGREE ON THE NEXT STEPS

The Mayor noted that Sudbury Town Council strongly objected to increase parking charges and that a petition had gained over 10,000 signatures supporting this view. This had gone to Babergh full council and they had voted only to 'note' this petition and therefore they would not debate or discuss it further. The next step was that Babergh District Council report number BOS/23/10 recommending increased parking charges would go to the Babergh overview and scrutiny committee on Monday 18<sup>th</sup> March.

Members raised their concerns with the following areas in the Babergh report;

- That the strong views against increased parking charges expressed by the thousands of residents who had signed the petition had not been taken into account.
- That there was no analysis of the risk to the town economy of removing the unique benefit of 3-hours free parking which attracted shoppers who would otherwise visit larger towns such as Ipswich, Bury, Braintree and Colchester.
- That the consultation clearly showed that the largest response (48%) said that they were not in favour of increased charges and that their introduction would be detrimental to the town's high streets, shops and businesses. It was also clear that 55% believe that there was a lack of public transport to use as an alternative to a car and this is unlikely to change for many years.
- That the consultation appeared to give equal weight to the views of a single councillor and to the views of a whole town or parish council. All 16 members of Sudbury Town Council had unanimously voted to support the continuation of 3-hours free parking but had counted as only one response.
- That the base budget costings in appendix B did not provide sufficient detail of the breakdown of operating costs to allow the alternative option of 3-hours free parking to be compared.
- That the figures in appendix C for future full service cost recovery showed significant increases in the cost of running the car parks under the proposal, with expenditure rising from about £572k to about £1,024k over the next 3 years. It was not clear how many extra staff would be required, or how many existing staff would have their costs charged to parking in the future. As an example, the assumptions on page 27 show a full time project officer for two years and a time contribution for a climate change team officer.
- That there was no viable alternative for most rural people to driving into town and parking. Possible improvements to public transport considered on page 20 were all 'coulds' and 'ifs'. Those who lived in the western half of Babergh knew that there could not be any viable alternative to driving into town within a 5-year timeframe.
- That this proposal was just an additional tax on those people living in the Sudbury area and the report had conceded that car park income from the towns was now considered to be a method of generating general income for the district council.

- That any future consultation should 'fully consider' the impact on residents parking provision both within and beyond Babergh District Council car parks

**RESOLVED**

**That the Town Clerk write a letter to the Babergh Overview and Scrutiny Committee explaining the town council's concerns and asking that they recommend to the cabinet that the report BOS/23/10 does not justify the introduction of parking charges.**

**Due to the need to have this letter sent well before the weekend, that the Town Clerk develop the draft with Cllr N Bennett and then circulate the draft by email for members to comment on.**

**8 TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEES:**

**Planning, Development & Highways on 12<sup>th</sup> and 26<sup>th</sup> February 2024 – The Chairman recommended noting the minutes.**

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

**Leisure and Environment on the 26<sup>th</sup> February 2024 – The Chairman recommended noting the minutes.**

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

**Finance on the 5<sup>th</sup> March 2024 – The Chairman recommended noting the minutes.**

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

**10. TO APPROVE THE EXPENDITURE OF UP TO £8,900 ON THE COUNCIL'S ANNUAL INSURANCE POLICY**

The Town Clerk explained that the town council's annual insurance policy needed to be renewed from the start of April. The RFO had examined the options available and recommended that remaining with the current company offered the best value.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.111, members approve the expenditure of up to £8,900 excluding VAT and the payment of the premium for the annual insurance policy.**

**11. TO APPROVE THE EXPENDITURE OF UP TO £1,250 ON THE COUNCIL'S ANNUAL VAN INSURANCE POLICY**

The Town Clerk explained that the annual insurance policy for the town council's community warden vans needed to be renewed from the start of April. The Operations manager had examined the options available and recommended that remaining with the current company offered the best value.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.111, members approved the expenditure of up to £1,250 excluding VAT and the payment of the premium for the annual community warden van insurance policy.**

12. TO APPROVE THE EXPENDITURE OF UP TO £10,000 EXCLUDING VAT FOR THE ANNUAL CHARGE BY SUFFOLK COUNTY COUNCIL FOR STREET LIGHTING

The Town Clerk explained that the invoice for the street lighting came from Suffolk County Council each March and that that this meeting would be the last chance to approve the payment so that the invoice could be paid before the end of the financial year. The Town Clerk had hoped that the invoice would have been received by this meeting, but to avoid the need to an extraordinary meeting later in the month, he recommended that members give approval for him to pay an invoice up to the maximum in the current budget, which was £11,600 excluding VAT.

**RESOLVED**

**That, under the power of Parish Councils Act 1957, s.3, members approved expenditure of up to £11,600 excluding VAT to pay for the lighting of roads and other public places, and authorised the payment of the invoice to Suffolk County Council, once the Town Clerk was satisfied that the charges were correct.**

13. TO APPROVE THE EXPENDITURE OF UP TO £3,000 EXCLUDING VAT ON REPLACING FIRE DOORS

The Town Clerk explained that the estimate for the cost of replacing the fire escape doors from the rear stairway and from the Assembly Room had not been completed. The cost was expected to be under £4,000 excluding VAT, so the Town Clerk recommended approving up to this figure so that the work could go ahead as soon as possible. As always, the Town Clerk would ensure that the final cost represented the best value for money and would be reported to the finance committee.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.111, members approve the expenditure of up to £4,000 excluding VAT for the replacement of the fire escape doors from the rear stairway and from the Assembly Room.**

14. TO APPROVE THE ANNUAL REVIEW OF THE ASSET REGISTER

The Town Clerk explained that an annual review of the asset register was required. A copy had been circulated with the agenda and shown at minute pages 187 to 189.

**RESOLVED**

**That the revised version of the Fixed Asset Register be approved.**

15. TO APPROVE THE RISK MANAGEMENT STRATEGY FOR FY 2024-2025

The Town Clerk explained that an annual review of the risk management strategy was required. A copy had been circulated with the agenda and shown at minute pages 190 to 199.

**RESOLVED**

**That, subject to a correction of the name of Flint Lodge, the Risk Management Strategy for 2024-2025 be approved.**

16. TO APPROVE THE LIST OF PAYMENTS WHICH ARISE ON A REGULAR BASIS AS A RESULT OF CONTINUING CONTRACTS, STATUTORY DUTIES OR OBLIGATIONS (FIN REG 5.6)

Members reviewed the list of payments which arise on a regular basis as the result of continuing contracts, statutory duties or obligations, as shown at minute page 200.

**RESOLVED**

**That the list of payments which arise on a regular basis as the result of continuing contracts, statutory duties or obligations be approved in accordance with Finance Regulation 5.6.**

17. TO APPROVE AN APPLICATION TO THE RURAL PROSPERITY FUND (RPF) OF UP TO £10,000 FOR 'PARKLET' STYLE STREET FURNITURE FOR MARKET HILL TO INTRODUCE SEATING, SHADE AND BICYCLE PARKING DURING THE EXPERIMENTAL TRAFFIC REGULATION ORDER

The Town Clerk explained that there was an opportunity to make a bid to the Rural Prosperity Fund (RPF) for 'Parklet' style street furniture for Market Hill to introduce seating, shade and bicycle parking during The Experimental Traffic Regulation Order. The Business Manager had produced an information sheet showing how similar 'parklet' street furniture had been used in other towns. Members noted that this would be a temporary installation and did not mean that the changes would be permanent if the experiment was unsuccessful.

**RESOLVED**

**To approve an application to the Rural Prosperity Fund (RPF) of up to £10,000 for 'Parklet' style street furniture for Market Hill to introduce seating, shade and bicycle parking during the Experimental Traffic Regulation Order.**

18. TO RECEIVE AN UPDATE FROM THE HR COMMITTEE (CONFIDENTIAL)

Although there had not been a meeting of the HR committee since the previous full council meeting, the Chair of the HR committee briefed members on developments. A copy of her update is shown in the confidential report at Annex A (minute page 201).

**RESOLVED**

**To note the confidential report at Annex A.**

The business of the meeting was concluded at 8:52pm

J.F.OsL  
Chairman.....

**Sudbury East & Waldingfield County Councillor's Report to Sudbury Town Council  
12 March 2024**

I am sorry that I am unable to join you this evening, but wish to provide a light report and update you on the following items.

**2024/25 Revenue and Capital Budget**

The County Council met in February and passed the proposals detailed in my January and February reports.

Council Tax statements have subsequently been issued by Babergh District Council to residents via their online tax portal accounts and/or paper copies in the mail, depending on household preference.

**Reformed SEND Strategy Approved**

The newly reshuffled Cabinet met in February and approved measures designed to resolve the systemic issues identified by the recent OFSTED report on the County Council's SEND services.

A new SEND Improvement Board will be established with an Independent Chairperson, along with an additional £4.4 million in the 2024/25 budget on top of the ongoing £55 million capital programme to create additional capacity, such as through the hiring of Educational Psychologists.

This new strategy is vital to ensure that our young people are able to access assessments for their potential SEND requirements in a timely manner, who have been unjustly failed by a system which has not delivered.

**Churchfield Road Improvements**

After several months of discussions, there has been progress with regard to proposals designed to reduce HGV parking and congestion at Churchfield Road in the neighbouring parish of Chilton, particularly around the access point to the Health Centre.

Chilton Parish Council and I will jointly fund a proposed Traffic Regulation Order (TRO) and new yellow lines from our respective Community Infrastructure Levy (CIL) and Local Highways budget (LHB) funds, Having consulted local businesses on the road, who were very supportive in the pre-consultation, we hope that this will be an efficient process in obtaining approval from the court, but may take up to 12 months.

This will be a positive move forward for residents in Sudbury and Chilton, as well as the surrounding areas, particularly those who access the industrial estate for regular health needs, employment and access to businesses.

Philip Faircloth-Mutton March 2024



**Report for March 2024 to Sudbury Town Council - From Jessie Carter (SCC Councillor)**



Date: 08/03/2024

Email: [jessie.carter@suffolk.gov.uk](mailto:jessie.carter@suffolk.gov.uk)

Phone: 07955 434411

**Ballingdon Street TRO**

The plan for Ballingdon Street TRO is to seal the Traffic Regulation Order for 25<sup>th</sup> March 24 and to complete the lining works as close to the date as possible (weather permitting) They aim to carry out the lining within a few days of the order being sealed by the legal team.

**Market Hill**

Please see attached to my report copies of the surveys for Market Hill.

The business surveys were distributed at the start of February to those based around Market Hill. Once we have received all replies from businesses / the closing date has passed (30<sup>th</sup> March) the responses will be collated and reviewed.

Rachel Price has been basing herself around Market Hill to survey members of the public.

SCC are looking to implement an Experimental Traffic Order in time for the closure of Market Hill in May. The closure would remain in place until the end of September. There will be survey's both businesses and the public again towards the end of the experiment to identify whether residents would like to see the closure carried out again on a seasonal basis.

**A distribution timeline of the surveys mentioned above are as follows.**

Business Survey (Pre-trial) – February 2024

Public Base-line survey (Pre-trial) – February / March 2024

Business Survey (During Trial) - September 2024

Public Survey (During Trial) - September 2024

*I have attached the surveys for you to see.*

As well as business and public feedback, SCC will be reviewing and considering air quality, footfall and parking data supplied by Babergh District Council. This data, though treated cautiously, will help in making any future decisions with regards to the pedestrianisation of Market Hill.

**Bathing Water Status**

In a announcement on February 26, the Environment Agency revealed that the River Stour in Sudbury is now being considered for designation as a bathing water site among 27 new swimming spots in England. Following a period of consultation which concluded on the 10th, the agency will further investigate pollution sources and potential responses involving water

companies, farmers, and landowners. If approved, the Environment Agency will conduct weekly water testing in the River Stour near Friars Meadow during the bathing season from mid-May to late September, with results made public to ensure the safety of swimmers. Pollution sources will be identified and addressed accordingly to maintain water quality standards.

### **SCC – SEND Responsibility**

Suffolk County Council's cabinet confirmed in February that 60 new members of staff will be recruited to drive forward important reform to the way special educational needs and disability (SEND) services are delivered in Suffolk.

In order to support this improvement programme, an additional £4.4million was signed off during the budget discussions at Full Council on February 15. Of this, £3.4million will provide 46 new full-time posts – a increase of 14.76% in current staffing levels. An additional £1million will be spent in 2024/25 to fund 14 temporary posts.

### **Council Budget for 2024-25**

At Council on 15 February, Suffolk councillors met to discuss and vote on the administration's budget proposals. The council is borrowing heavily from its reserves to meet the growing demand for social care for adults and children, and council tax is due to rise by £74 annually for Band D properties from April this year. There will also be cuts to Family Hubs (children's centres) and Housing Related Support, which supports vulnerable people like care leavers to find accommodation. Funding for arts and museums will be maintained for 2024-25 but not from SCC core funding, and subject to a bidding process for grants from April 2025. The Bury St Edmunds local archives will be moved to The Hold in Ipswich, which like the arts funding cuts has been controversial locally.

## **Babergh Council Report – March 2024**

### **Babergh Budget:**

Babergh council members convened to review and approve the budget plans for the upcoming financial year. Following a detailed discussion, the proposed budget was endorsed with 24 votes in favour, 6 against, and 1 abstention.

Noteworthy components of the finalized budget include a 2.99 per cent council tax increase, alongside hikes in social and affordable rents, as well as sheltered housing charges.

The council reiterated its commitment to supporting vulnerable groups through relief schemes like the 100 per cent council tax reduction scheme.

Looking ahead, cabinet members emphasized the urgency of beginning work on next year's budget promptly. Addressing the current fiscal landscape and preparing for a predicted £6.7 million deficit over the next four years involves reallocating over £3 million from reserves and establishing a new £1.4 million fund for ongoing financial needs.

A substantial savings target of £6.8 million will be accomplished by postponing various capital projects, encompassing refurbishments to Belle Vue and enhancements to Hadleigh and Kingfisher leisure centres.

### **Cash Injection For Community Projects:**

More than £510,000 is set to be reinvested into Babergh and Mid Suffolk communities thanks to funding collected from developers.

Earlier this month Cabinet members at Babergh and Mid Suffolk District Council voted to approve the latest round of Community Infrastructure Levy (CIL) bids which includes projects such as play areas upgrades, creation of walking paths and installation of solar panels.

Out of this , Belle Vue will benefit from £240,570.00 which will enable the creation of a brand new toilet and changing places facility. This will also include the ground works for the toilets, drainage and electrical provision for the toilets, works to a nearby wall and the re-cambering of the car park. Meaning the money from the sale of Belle Vue house can now be spent on other improvements to the park.

### **Tree Cover And Orchards To Be Restored:**

SCC has successfully obtained £201,213 from the Local Authority Treescapes Fund for the planting of 1,877 new trees. The bid was made on behalf of BDC and several other councils in the region. The funding will cover the planting of six-foot trees as well as three years of maintenance to ensure their establishment. The initiative aims to replenish tree cover in areas outside of woodlands that have been affected by various factors like disease and aging tree stock, with a focus on involving local communities and school students in the proposed projects.

**Tax Premiums For Empty And Second Homes:**

In an effort to address the issue of empty homes in Babergh, councillors have approved higher tax premiums for owners of second homes and long-term vacant properties as part of a new policy aimed at increasing the availability of housing.

The current council tax premium for empty and unfurnished properties lasting over two years will continue, but new legislation will allow for the targeting of such properties after just one year starting in April 2024. Additionally, a levy will now be imposed on second home owners from April 2025.

The new policy will require owners of properties empty for a year or more to pay double the council tax, with premiums reaching up to 100%. For properties empty for over five years, the council tax will triple with premiums of up to 200%, and for those vacant for a decade, the bills will quadruple with premiums of up to 300%. Furthermore, owners of 576 second homes in Babergh will see their council tax bill double starting in April 2025 under the new definition which classifies a second home as a property that is 'substantially furnished' but lacks a resident.

**Babergh and Mid Suffolk District Councils have taken the top honour at a prestigious local government awards ceremony.**

Babergh and Mid Suffolk, were named UK Council of the Year at the iESE Public Sector Transformation Awards in London on Wednesday, 6 March. The award is presented to a council deemed 'outstanding' in transforming its services and creating vibrant communities.

The judges praised the councils for their joint vision and innovation – achieving a number of UK firsts – and noted how, by working in collaboration with each other, with partners, and their communities, they continue to raise the bar for public services.

**SUDBURY TOWN COUNCIL**  
**SUMMARY OF FIXED ASSETS**

Approved by Full Council 12 March 2024

	Check	Date Acquired	C O S T				Quantity
			01/04/2023	Added	Removed	31/03/2024	
<b>Land and Buildings</b>							
Town Hall CO10 1TL			£ 1,115,335.00			£ 1,115,335.00	
Land at the back of Town Hall			£ 436,650.00			£ 436,650.00	
Cemetery Chapel			£ 192,700.00			£ 192,700.00	
Flint Lodge CO10 2RN			£ 250,000.00			£ 250,000.00	
Land at cemetery CO10 2RN			£ 100,800.00			£ 100,800.00	
Cemetery land extension			£ 1.00			£ 1.00	
Town Hall Museum			£ 1.00		-£ 1.00	£ -	
Land at Croft CO10 1HR			£ 1.00			£ 1.00	
Land at Mill Acre 1.519 acre			£ 1.00			£ 1.00	
Land at Woodhall 3.33 acres CO10 1PE / 1PF??			£ 1.00			£ 1.00	
Francis Road CO10 2SS			£ 1.00			£ 1.00	
(Last Revealed 31/3/05)			£ 2,095,491.00	£ -	-£ 1.00	£ 2,095,490.00	
<b>Intangible Assets</b>							
Map Manager software		28/02/2017	£ 1,200.00			£ 1,200.00	
Pear Cemetery Mapping		10/10/2019	£ 4,545.00			£ 4,545.00	
			£ 5,745.00	£ -	£ -	£ 5,745.00	
<b>Vehicles &amp; Equipment</b>							
Office Furniture & Equipment			£ 32,203.00			£ 32,203.00	
Town Hall Furniture			£ 34,327.00			£ 34,327.00	
Christmas Green Lights			£ 2,052.00			£ 2,052.00	38
Christmas Lights icicles (239+2+4-36)			£ 12,431.91			£ 12,431.91	209
Christmas Lights Memory tree (8 sets)		10/09/2019	£ 272.86			£ 272.86	8
Christmas lights for Library (4&c drapes)		01/04/2019	£ 1,252.90			£ 1,252.90	4
Christmas lights icicles Blachere (20)		17/07/2020	£ 1,352.00			£ 1,352.00	20
Christmas lights MK Illumination(7&c drapes)		17/07/2020	£ 2,521.52		-£ 360.22	£ 2,161.30	7
Christmas lights MK Illumination (24X Piece X ice Lite & 4X Piece Main Connector)		28/07/2023		£ 1,500.00		£ 1,500.00	28
Compact cleaning equipment		16/03/2021	£ 1,620.00			£ 1,620.00	1
Museum Display & Cabinets		31/03/2005	£ 16,072.00			£ 16,072.00	
Museum Lighting		31/03/2006	£ 1,291.00		-£ 1,291.00	£ -	
Mobile Steam Cleaner (Graffiti machine)			£ 8,500.00			£ 8,500.00	1
Defibrillator		24/09/2018	£ 1,560.00			£ 1,560.00	1
Defibrillator X3		28/11/2019	£ 5,045.00			£ 5,045.00	3
Trailer			£ 785.00			£ 785.00	1
70 Chairs - Cemetery		31/03/2015	£ 1,060.00			£ 1,060.00	70
S/H Coffee Machine		31/03/2015	£ 1,951.00		-£ 1,951.00	£ -	1
TIC Display Cabinets		31/03/2015	£ 2,716.00			£ 2,716.00	
New PC (Mayor's Secretary)		31/07/2019	£ 419.00			£ 419.00	1
Laptop for Meetings		12/03/2018	£ 555.00		-£ 555.00	£ -	1
Laptops for staff		29/04/2020	£ 4,194.60			£ 4,194.60	6
Laptop for loan to councillors		20/01/2021	£ 206.67			£ 206.67	1
Laptops for staff		03/02/2021	£ 1,363.20			£ 1,363.20	2
Laptop (RFO)		25/04/2022	£ 721.60			£ 721.60	1
Laptop (C Griffin)		31/10/2022	£ 645.00			£ 645.00	1
Laptops X2 Dell Latitude 15"		23/01/2023	£ 1,380.00			£ 1,380.00	2
Dell Powersedge Server		24/02/2015	£ 1,935.00			£ 1,935.00	1
Dell Optiplex 15 Monitors		24/02/2015	£ 1,050.00			£ 1,050.00	15
Museum Display & Cabinets (4)		12/01/2015	£ 4,340.00			£ 4,340.00	4
Museum LED Monitors (3)		19/02/2015	£ 5,178.00			£ 5,178.00	3
Office Shredder		20/09/2022	£ 658.05			£ 658.05	1
Air conditioning units (2)		03/07/2015	£ 2,892.00			£ 2,892.00	2
Air conditioning units (1)			£ 2,096.00			£ 2,096.00	1
Book Unit Mayors Parlour (1)		30/06/2016	£ 47.99			£ 47.99	
Table&chairs Mayors Parlour		20/05/2016	£ 100.00			£ 100.00	
Finance office cabinet		01/11/2016	£ 384.70			£ 384.70	1
Office desk+chair		30/11/2016	£ 424.98			£ 424.98	
Ramp		06/06/2017	£ 1,187.00			£ 1,187.00	1
Body cameras (4+2)		07/03/2019	£ 2,205.93			£ 2,205.93	6
Elit Shredder		27/03/2018	£ 7,299.00			£ 7,299.00	1
Ride on mower		26/07/2018	£ 2,708.01			£ 2,708.01	1
Projector		28/11/2018	£ 2,828.00			£ 2,828.00	1
Screen		28/11/2018	£ 595.00			£ 595.00	1
Loudspeakers		03/10/2018	£ 600.00			£ 600.00	2
Portble speed indicators		18/01/2021	£ 6,300.00			£ 6,300.00	2
Compact cleaning equipment		01/12/2020	£ 1,620.00			£ 1,620.00	1
Edge Cutter		02/09/2021	£ 1,285.00			£ 1,285.00	1
16" Bar for Combi Attachment Tool S/N 188351142		21/06/2022	£ 395.00			£ 395.00	1
16" Bar for Combi Attachment Tool S/N 190121834		21/06/2022	£ 395.00			£ 395.00	1
Engine KM131R for Combi Attachment Tool S/N 532669247		21/06/2022	£ 456.67			£ 456.67	1
Engine KM131R for Combi Attachment Tool S/N 532281192		21/06/2022	£ 456.67			£ 456.67	1
Back Pack Blower BR600 S/N 531389898		21/06/2022	£ 545.83			£ 545.83	1
Lawnmower 21" Izy Rotostop V/S S/N MANA-1954054		21/06/2022	£ 666.67			£ 666.67	1
Billy Goat		13/09/2022	£ 1,460.00			£ 1,460.00	1
Mulching Lawnmower		05/10/2022	£ 520.00			£ 520.00	1
Strimmer Head		05/10/2022	£ 281.66			£ 281.66	1
John Deere Ride on equipment		23/02/2023	£ 19,428.89			£ 19,428.89	1
Cobra T60RL Petrol Cultivator		13/03/2023	£ 391.66			£ 391.66	1
Stihl HS 82 RC-E Petrol Hedge Trimmer		14/03/2023	£ 449.00			£ 449.00	1
Blower SH-BG86 27.2CC		29/03/2023	£ 270.83			£ 270.83	1
Water Bowser		27/04/2023		£ 4,150.00		£ 4,150.00	1
Honda HRS536VK Petrol Lawn Mower 21" S/D or Mulch		26/04/2023		£ 545.00		£ 545.00	
			£ -			£ -	
			£ 207,950.80	£ 6,195.00	-£ 4,157.22	£ 209,988.58	

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<b>Infrastructure Assets</b>							
Bus Shelters (2) Melford Rd	31/03/2010	year end	£ 10,000.00			£ 10,000.00	2
CCTV&3 STC building roof	03/08/2020		£ 756.17			£ 756.17	3
CCTV&1 museum	28/10/2020		£ 646.54			£ 646.54	2
Cemetery Fence - Newton Road	16/11/2023			£ 9,595.00		£ 9,595.00	125m
Cycle Stands (6)	31/03/2012	year end	£ 1,050.00			£ 1,050.00	6
Dog Bins (10-7=3)			£ 2,123.00	-£ 1,486.10		£ 636.90	3
Dog bins (10)	26/04/2016		£ 2,123.00			£ 2,123.00	10
Dog Bins (13- less 4 w/off)	31/03/2011	year end	£ 1,288.38			£ 1,288.38	9
Dog bins (25)	06/03/2017		£ 5,042.25			£ 5,042.25	25
Dog Bins Metal (5)	31/03/2015	year end	£ 775.00			£ 775.00	5
Dog Dispensers (11)			£ -			£ -	11
Flower brackets (111) new	24/05/2016		£ 1,384.49			£ 1,384.49	111
Flower brackets (50) old			£ -			£ -	50
Hanging Baskets (160) & Flower Towers (4)			£ 9,446.00			£ 9,446.00	
Gaol Lane Archway			£ 2,300.00			£ 2,300.00	1
Gates at St Gregory Church			£ -			£ -	1
Gates at Newton Road			£ -			£ -	1
Cigarette&Gum Bins (10)	24/10/2016		£ 782.50			£ 782.50	10
Cigarette&Gum Bins (20)	02/03/2016		£ 1,388.00			£ 1,388.00	20
Cigarette&Gum Bins (10)	24/11/2017		£ 797.35			£ 797.35	10
Grit Bins (16)	31/03/2012	year end	£ 1,886.00			£ 1,886.00	16
Grit Bins (23)	31/03/2013	year end	£ 1,856.00			£ 1,856.00	23
Grit bins (10)	08/02/2015		£ 850.00			£ 850.00	10
Grit bins (38)			£ -			£ -	38
Litter bin (1) Woodhall	27/09/2016		£ 265.20			£ 265.20	1
Litter bins (25-3)	22/03/2017		£ 6,253.28			£ 6,253.28	22
Litter Bins (24)			£ 3,250.87			£ 3,250.87	24
Litter Bins (6)	31/03/2015	year end	£ 1,297.00			£ 1,297.00	6
Litter Bins (7) Croft	31/03/2013	year end	£ 1,622.00			£ 1,622.00	7
Litter bins (8)	05/03/2016		£ 2,196.00			£ 2,196.00	8
Litter Brunel bins	07/01/2020		£ 7,323.00			£ 7,323.00	15
Litter Brunel bins	12/02/2020		£ 3,494.52			£ 3,494.52	6
Litter Brunel bins	28/05/2020		£ 2,329.68			£ 2,329.68	4
Litter Bins (Glasdon) - Croft 10	30/06/2022		£ 7,123.20			£ 7,123.20	10
Litter Bins (Glasdon) - Cemetery 10	30/06/2023			£ 7,066.30		£ 7,066.30	10
Litter Bins (Glasdon) - Mill Acre 8	12/07/2023			£ 5,721.12		£ 5,721.12	8
Marquee (1)	27/04/2016		£ 1,306.64			£ 1,306.64	1
New IT Infrastructure (2014/15)	24/02/2015		£ 10,592.00	-£ 10,592.00		£ -	
North Street Trees, Guards etc	31/03/2005	year end	£ 6,300.00			£ 6,300.00	6
Noticeboard	10/12/2019		£ 804.00			£ 804.00	1
Old Mkt Place - Lighting	31/03/2008	year end	£ 5,516.00	-£ 5,516.00		£ -	
Old Mkt Place - Planters (3)	31/03/2008	year end	£ 3,970.00			£ 3,970.00	3
Old Mkt Place - Seats (5)	31/03/2008	year end	£ 3,864.00			£ 3,864.00	5
Picnic Tables (Mill Acre) (5)			£ 2,500.00			£ 2,500.00	4
Picnic Tables (Mill Acre) (1)	19/12/2019		£ 565.02			£ 565.02	1
Pembridge Picnic Tables (Glasdon) (Mill Acre 7)	11/07/2023			£ 6,317.57		£ 6,317.57	7
Pembridge Picnic Tables Wheelchair Access (Glasdon) (Mill Acre 4)				£ 3,610.04		£ 3,610.04	4
Planters/Window boxes (Amberol)	16/10/2012		£ 946.00			£ 946.00	5
Public Seats 53			£ 19,412.00			£ 19,412.00	53
Public Seats 4	31/03/2010	year end	£ 2,799.00			£ 2,799.00	4
Public Seats 2	31/03/2011	year end	£ 1,237.00			£ 1,237.00	2
Public Seats 1	31/03/2012	year end	£ 651.00			£ 651.00	1
Seats (Cemetery - 4)	13/09/2012		£ 3,358.00			£ 3,358.00	4
Seat cast iron 1	25/07/2018		£ 625.00			£ 625.00	1
Seat Phoenix Glasdon 1 (Mill Acre)	03/07/2020		£ 521.48			£ 521.48	1
Memorial bench A Elliott (Mill Acre)	12/03/2021		£ 852.55			£ 852.55	1
Memorial bench S Winyard from Broxap (Mill)	24/05/2021		£ 674.00			£ 674.00	1
Benches (Glasdon) - Croft 10	30/08/2022		£ 6,672.80			£ 6,672.80	10
Benches (Glasdon) - Mill Acre 1	11/07/2023			£ 734.00		£ 734.00	1
Benches (Glasdon) - Mill Acre 7	12/07/2023			£ 5,138.00		£ 5,138.00	7
Signs Welcome to Sudbury (3)			£ 1,092.00			£ 1,092.00	3
Signs Welcome to Sudbury (4)			£ 1,456.00			£ 1,456.00	4
Noticeboards (3)			£ 2,412.00			£ 2,412.00	3
Street sign Friar St	17/12/2015		£ 2,130.00			£ 2,130.00	1
St Peter's Church Lights	31/03/2009	year end	£ 3,367.00			£ 3,367.00	
Town Centre Benches (15)	31/03/2009	year end	£ 10,603.00			£ 10,603.00	15
Town Hall Gates			£ 2,000.00			£ 2,000.00	1
Town Hall Noticeboards (2)	31/03/2011	year end	£ 1,950.00			£ 1,950.00	2
Crowd barriers	19/01/2018		£ 1,012.40			£ 1,012.40	40
Crowd barriers	02/03/2021		£ 1,365.40			£ 1,365.40	40
3 Flower Tiers - Amberol Inv 21457	14/03/2022		£ 2,126.54			£ 2,126.54	3
			£ 182,342.26	£ 38,202.03	-£ 17,594.10	£ 202,950.19	

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<b>Street Improvements</b>								
Melford Road				£ 20,000.00		-£ 20,000.00	£ -	
Francis Road				£ 31,028.00		-£ 31,028.00	£ -	
Paving Scheme				£ 68,000.00		-£ 68,000.00	£ -	
Old Mkt Place Improvements		31/03/2008	year end	£ 48,789.00		-£ 48,789.00	£ -	
Market Hill Improvements		31/03/2009	year end	£ 9,000.00		-£ 9,000.00	£ -	
				£ 176,817.00	£ -	-£ 176,817.00	£ -	
<b>Community Assets</b>								
Boating Pond				£ 30,000.00		-£ 30,000.00	£ -	
Gainsborough Statue				£ 29,426.00			£ 29,426.00	
Aelfun Statue				£ 5,000.00			£ 5,000.00	
St Peter & All Saints Clock				£ 18,831.00		-£ 18,831.00	£ -	
Gilded Weather Vane				£ 1,173.00			£ 1,173.00	
Beacon at Croft				£ 1,173.00			£ 1,173.00	
War Memorial				£ 3,526.00			£ 3,526.00	
Allotment Land - Newton Road				£ 1.00			£ 1.00	
Glass Sculpture Old Mkt Pl		31/03/2008	year end	£ 9,258.00			£ 9,258.00	
Drinking Fountain (St Peters)				£ 7,894.00			£ 7,894.00	
Talbot Trail Statues and posts (14)							£ -	
Weavers' Piece Garden Statues and posts (3)							£ -	
				£ 106,282.00	£ -	-£ 48,831.00	£ 57,451.00	
<b>Civic Regalia</b>								
Pair of Maces				£ 60,000.00			£ 60,000.00	1 £ 60,000.00
The Godfrey Tankard				£ 30,000.00			£ 30,000.00	1 £ 50,000.00
Pair of Victorian Hallmarked Silver Claret Jugs				£ 14,000.00			£ 14,000.00	2 £ 2,500.00
Silver Lidded Tankard - Burke Cup				£ 3,000.00			£ 3,000.00	1 £ 4,500.00
Hallmarked Silver Victorian Goblet Cup				£ 2,000.00			£ 2,000.00	1 £ 2,300.00
Desk Seal (Silver and Ivory)				£ 1,800.00			£ 1,800.00	1 £ 2,225.00
Silver Plated Desk Ink Stand				£ 1,200.00			£ 1,200.00	1 £ 1,275.00
Mayoral Chain of Office				£ 6,000.00			£ 6,000.00	1 £ 10,995.00
Deputy Mayor's Chain of Office				£ 2,500.00			£ 2,500.00	1 £ 8,250.00
Mayor's Consort Chain of Office				£ 600.00			£ 600.00	1 £ 2,500.00
Robes for Mayor/Dep Mayor/Town Clerk				£ 1.00			£ 1.00	3
Desk Seal (White Handle)				£ 1.00			£ 1.00	1 £ 1,650.00
Silver Goblet (Won by Sudbury Corporation 1913)				£ 1.00			£ 1.00	1 £ 925.00
Silver Trowel				£ 1.00			£ 1.00	1 £ 845.00
Key (Used at Opening of Sewage Works)				£ 1.00			£ 1.00	1 £ 650.00
				£ 121,105.00	£ -	£ -	£ 121,105.00	£ 148,615.00
<b>COUNCIL ARTEFACTS</b>								
Miss K Maude Humphry portrait of Sir George Murray Humphry				£ 5,000.00			£ 5,000.00	1 £ 4,500.00
George Washington Brownlow "The Moorhen's Nest"				£ 25,000.00			£ 25,000.00	1 £ 18,000.00
Robert Burrows "Cattle watering near peasant farmer with dog"				£ 12,000.00			£ 12,000.00	1 £ 8,000.00
Head and Shoulders portrait of George Andrews				£ 350.00			£ 350.00	1 £ 1,500.00
Joseph Humphry Self portrait wearing frock coat with cravat				£ 6,500.00			£ 6,500.00	1 £ 4,500.00
Medal with head of Thomas Gainsborough				£ 1.00			£ 1.00	1 £ 250.00
Dr Richard Waring Portrait of Thomas Gainsborough				£ 1.00			£ 1.00	1 £ 300.00
Charles Henry Midforth Portrait of Viscount Maitland				£ 1.00			£ 1.00	1 £ 400.00
After Franchesco Bartolozzi Portrait of Thomas Gainsborough				£ 1.00			£ 1.00	1 £ 150.00
Arthur Gullyes Pastiche of the Mall showing Schomberg House				£ 1.00			£ 1.00	1 £ 200.00
Richard W Waring after print by George Finden Gainsborough House				£ 1.00			£ 1.00	1 £ 100.00
Framed documents & watercolours relating to Gainsborough's places				£ 4.00			£ 4.00	4 £ 20.00
				£ 48,860.00	£ -	£ -	£ 48,860.00	£ 37,920.00
<b>COUNCIL ARTEFACTS on loan to Gainsborough's House</b>								
Thomas Gainsborough Study of Cottages in Undulating Country				£ 1.00			£ 1.00	1 £ 10,000.00
Thomas Gainsborough Study of Trees on a Bank				£ 1.00			£ 1.00	1 £ 10,000.00
Sign Board of John Gainsborough				£ 1.00			£ 1.00	1 £ 2,000.00
Snuff box tortoiseshell with gold hinges				£ 1.00			£ 1.00	1 £ 2,000.00
Notebook reputedly owned by Thomas Gainsborough				£ 1.00			£ 1.00	1 £ 5,000.00
Model of Bedroom at Gainsborough's House				£ 1.00			£ 1.00	1 £ 3,000.00
Signature and seal of Thomas Gainsborough				£ 1.00			£ 1.00	1 £ 25.00
The Brewer's Map				£ 1.00			£ 1.00	1
Print: J Scales "View of St Peter's Church, Sudbury"				£ 1.00			£ 1.00	1
Print: J Scales "View of St Gregory's Church, Sudbury"				£ 1.00			£ 1.00	1
Print: J Scales "View of All Saints Church, Sudbury"				£ 1.00			£ 1.00	1
				£ 11.00	£ -	£ -	£ 11.00	£ 32,025.00
<b>Total Fixed Assets</b>				<b>£ 2,944,604.06</b>	<b>£ 44,397.03</b>	<b>-£ 247,400.32</b>	<b>£ 2,741,600.77</b>	

## SUDBURY TOWN COUNCIL RISK MANAGEMENT POLICY 2024

1. Sudbury Town Council is committed to a proactive approach to risk management. The Council recognises the value of maintaining an effective risk management culture and will seek to identify, analyse, manage and control the risks it faces. The Council acknowledges that risk cannot be totally eliminated and may sometimes need to be embraced as part of an innovative approach to problem solving.

### **Objectives of the Risk Management Strategy:**

2. To ensure that statutory obligations and policy objectives are met.
3. To prioritise areas for improvement in service provision and encourage meeting or exceeding customer and stakeholder expectations.
4. To safeguard its members, employees, clients or service users and all other stakeholders to whom the Council has a duty of care.
5. To protect its property including buildings, equipment, vehicles, knowledge and all other assets and resources.
6. To identify and manage potential liabilities.
7. To maintain effective control of public funds and efficient deployment and use of resources achieving value for money.
8. To preserve and promote the good reputation of the Council.
9. To support the quality of the environment.
10. To learn from previous threats, opportunities, successes and failures to inform future management of risks.
11. The Clerk, jointly with the Administration Manager, will review risks on a regular basis, including any newly identified risks, and will report to the Council. The review will include identification of any unacceptable levels of risk.

### **Risk identification and mitigation**

12. Members should, therefore:
  - a. Take steps to identify key risks facing the Council.
  - b. Evaluate the potential consequences to the Council if an event identified as a risk takes place.
  - c. Decide upon appropriate mitigation measures to avoid, reduce or control the risk or its consequences.
  - d. Record any conclusions or decisions reached.



13. To identify the risks facing the council, activities are grouped into the following areas:

- a. Assets and facilities.
- b. Operations and processes.
- c. Financial operations.

14. The risk mitigation approach is to use management checks to reduce the likelihood and insurance cover to reduce the impact of risks.

### **1. ASSETS AND FACILITIES**

1.1. Assets management:

- The Asset Register is reviewed annually by the Town Clerk and the Administration Manager, then members receive an updated list.
- Regular maintenance for physical assets by the Operations Manager.
- Security for vulnerable buildings, amenities or equipment monitored by the Operations Manager.
- Annual Review of risk and the adequacy and robustness of insurance cover by the Clerk and the Administration Manager.

1.2. Risks identification, assessment and mitigation: See Annex A

### **2. OPERATIONS AND PROCESSES**

Risk mitigation factors and approaches:

2.1. Insurance cover:

- Public Liability: The Council has a Public Liability Insurance of £10,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.
- Employers Liability: The Council has an Employers Liability Insurance of £10,000,000.
- Libel and Slander: Insured to the sum of £250,000
- Personal Accident: Insured to standard contingencies

2.2. Risks identification, assessment and mitigation: See Annex B

### **3. FINANCIAL OPERATIONS**

Risk mitigation factors and approaches:

3.1. Insurance cover:

- Loss of cash: Insured up to the sum of £10,000 for cash in transit or in the Council's premises during business hours. Limited to £5,000 for cash in a locked safe at the Council's premises out of business hours.
- Fidelity guarantee: Insured to the sum of £1,000,000

3.2. Internal control

Internal control procedures are approved by the Full Council, maintained in a regular basis and reviewed annually.

### 3.3 Internal Audit

Independent internal auditors appointed by the Finance Committee. The internal audit procedures are conducted at least once per year. All Audit reports and recommendations are submitted to Council.

### 3.4. Management of financial records and operations:

Financial records and operations are conducted in accordance with the statutory requirements, Standing Orders, Financial Regulations and other regulations adopted by the Council which are reviewed at least annually.

### 3.5. Risks identification, assessment and mitigation: See Annex C

## 4. RISK MATRIX

Risks to Sudbury Town Council will be assessed using the matrix below where their likelihood and impact in the three areas of physical injury, financial loss and reputational damage, will be scored.

### 4.1. Probability and Impact Matrix:

Any risk scoring medium, high or very high, must have a mitigation plan to reduce the residual risk to low, very low or minimal.

Near Certain	5	Low	Medium	High	Very High	Very High
Very Likely	4	Very Low	Low	Medium	High	Very High
Likely	3	Very Low	Very Low	Medium	Medium	High
Possible	2	Minimal	Very Low	Very Low	Low	Medium
Unlikely	1	Minimal	Minimal	Minimal	Very Low	Low
		1	2	3	4	5
Injury		Shock	Minor Injury	RIDDOR	Major Injury	Fatality
Financial		Loss < £10	Loss <£100	Loss <£1,000	Loss < £10,000	Loss > £10,000
Reputation		Insignificant	Minor	Moderate	Major	Severe

## Annex A - ASSETS AND FACILITIES RISKS

Risk	Risk Area	Risk identified	Probability 1 to 5	Severity 1 to 5	Original Risk Score	Management of risk	Responsibility of	Frequency of check	Risk Score after Mitigation
A1	Office assets	Loss, damage	3	3	9	Keep security doors closed & locked	Operations Manager	Daily	2 x 3 = 6
A2	Equipment	Poor performance	2	5	10	Equipment contractors	Operations Manager to report problem	When required	1 x 5 = 5
A3	STC building	Fire	2	5	10	Regular checks of fire alarms	Operations Manager	Monthly	1 x 5 = 5
A4	STC building	Electric failure	2	5	10	Regular checks By electric contractors	Operations Manager	Monthly	1 x 5 = 5
A5	Allotments	Vandalism	2	3	6	Regular checks of sites	Community Wardens	Weekly	1 x 3 = 3
A6	Cemetery	Loss	3	4	12	Strong doors and locks, with visits	Operations Manager	Daily	2 x 4 = 8
A7	Cemetery	Damage	3	3	9	Regular visits and inspection	Operations Manager	Daily	2 x 3 = 6
A8	Cemetery	Failure to fulfil contractual responsibilities by service subcontractors	2	3	6	Supervision and approval of work done. Authorisation of invoices before payment	Operations Manager	Monthly	1 x 3 = 3
A9	Flint Lodge	Fire / Damage	2	5	10	Inspections by Letting Agency	Letting Agents	Annually	1 x 5 = 5

A10	Market	Public liability, income and reputation	2	5	10	Daily Checks, Traders' Insurance	Business Manager	Daily, Yearly	1 x 5 = 5
A11	Sudbury Town Council building and outbuildings	Failure to fulfil contractual responsibilities by service subcontractors	2	3	6	Supervision and approval of work done. Authorisation of invoices before payment	Operations Manager	Monthly	1 x 3 = 3
A12	Croft, Mill Acre, allotments and other open spaces	Failure to fulfil contractual responsibilities by service subcontractors	2	3	6	Supervision and approval of work done. Authorisation of invoices before payment	Operations Manager	Monthly	1 x 3 = 3
A13	Croft, Mill Acre, allotments and other open spaces	Injury to the public	2	5	10	Regular Checks, Yearly Asset Check	Operations Manager	Reactive, Yearly	1 x 5 = 5
A14	Vehicles	Loss, Damage, Accident	3	4	12	Trackers, Dashcams, Check sheets	Operations Manager	Daily, Weekly	2 x 4 = 8
A15	Electronic Data	Loss or compromise	3	4	12	Daily back-up / Cloud storage	Administration Manager with Support from 3it	Daily	1 x 4 = 4
A16	Regalia	Loss, damage	2	5	10	CCTV / alarms	Facilities Manager	Annual service / weekly checks	1 x 5 = 5
A17	Museum	Loss, damage	2	4	8	CCTV / alarms	Operations manager	Annual service /	1 x 4 = 4

A18	Monuments	Damage	2	5	10	Regular checks / cleaning / CCTV	Operations Manager	Monthly	1 x 5 = 5
A19	Street furniture	Damage Theft Injury to the public	4	3	12	Regular Checks, Yearly Asset Check	Operations Manager	Reactive, Yearly	2 x 3 = 6
A20	Public convenience	Damage to toilets	3	4	12	Insurance in place, regular check	Operations Manager	Hourly	2 x 3 = 6
A21	Information Office Assets	Theft, damage	2	3	6	Regular stock check	Information Staff	Daily	1 x 3 = 3
A22	Christmas Lights	Damage, faulty, Injury to the public	2	5	10	Checking by community wardens and outsourced specialist	Operations Manager	Daily when the lights are up.	1 x 4 = 8

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## Annex B - OPERATIONS AND PROCESSES RISKS

Risk	Risk area	Risk identified	Probability 1 to 5	Severity 1 to 5	Original Risk Score	Management of risk	Responsibility of	Frequency of check	Risk Score after Mitigation
B1	Staff	Loss of key personnel	3	3	9	Hours, stress, management	HR Committee	Ongoing	2 x 3 = 6
B2	Minutes	Accurate and legal	2	3	6	Review at the following meeting	Council	Monthly	1 x 3 = 3
B3	Members' Interest	Conflict of interests	3	3	9	Update declaration of interest	Clerk	Annual	2 x 3 = 6
B4	Legal power	Ultra vires activity	2	4	8	Educate councillors as to their legal power	Council	Ongoing	1 x 4 = 4
B5	Environment	Damage	2	4	8	Supervision by Community Wardens	Operations Manager	Ongoing	1 x 4 = 4
B6	Provision of services at the Information Centre	Poor staff performance	3	3	9	Regular team meetings	Line Managers	Quarterly or as required	1 x 3 = 3
B7	Provision of services at the Information Centre	Security of staff	3	5	15	New alarm to be installed. Staff back up support	Business Manager / Clerk	Annual service / weekly/daily checks	1 x 5 = 5
B8	No longer required								
B9	Cemetery Services	Injury to Grave Digger	2	3	6	Own insurance as contractor Grave Digger	Operations Manager	Annual	1 x 2 = 2

B10	Allotments Services	Neglect of plots	4	2	8	Regular supervision	Operations Manager	Monthly	2 x 2 = 4
B11	Market Services	Risk of injury from moving vehicles	3	5	15	Road closure during Market	Business Manager	Weekly	1 x 5 = 5
B12	Public convenience services	Poor staff performance Injury to the public	2	3	9	Training of staff	Operations Manager	Annual	2 x 2 = 4
B13	STC events	Injury to the public Damage	3	3	9	Supervision by Event Co-ordinator	Business Manager	Ongoing	1 x 3 = 3

## Annex C - FINANCIAL OPERATIONS RISKS

Risk	Risk area	Risk identified	Probability 1 to 5	Severity 1 to 5	Original Risk Score	Management of risk	Responsibility of	Frequency of check	Risk Score after Mitigation
C1	Financial Operations	Fraud	2	5	10	Fidelity guarantee value	Council	Monthly	2 x 3 = 6
C2	Precept	Claim not submitted	2	5	10	Full TC minute	RFO check	Annual	1 x 5 = 5
C3	Precept	Not received Not fully received	2	5	10	Check and verify the reason	RFO	Annual	1 x 5 = 5
C4	Financial Operations	Human error	4	3	12	Records checking; staff training	RFO Internal control	Daily monthly	1 x 5 = 5
C5	Cash	Loss through theft, error or dishonesty	3	2	6	Fidelity guarantee value, cash register, records checking.	RFO	daily	2 x 2 = 4
C6	Financial Records	Inadequate records	2	3	6	Reconciliation of all Balance Sheet items, Staff training, Internal control, internal audit	RFO Internal Control Internal Auditor External Auditor	Monthly Monthly Annual	1 x 3 = 3
C7	Financial investments	Security of invested capital	2	5	10	Risk assessment measures as per Treasury Management	RFO	Quarterly	1 x 5 = 5



C8	Borrowing	Adequacy of finance to repay the loan	2	2	4	Strategy Statement Financial review	RFO	Monthly	1 x 2 = 2
C9	Direct costs	Incorrect invoice	2	3	6	Order system	RFO	Daily	1 x 3 = 3
C10	Direct costs	Incorrect payment	2	3	6	2 signatories, Invoice check	Councillors RFO	Daily	1 x 3 = 3
C11	Sales	Uncollected	2	3	6	Cash through the till Trade Debtors	RFO check and report to Fin. committee	Daily Monthly	1 x 3 = 3
C12	Salaries	Incorrect payment	3	2	6	Check to contract and timesheet Timesheet approval	RFO	Monthly	2 x 2 = 4
C13	Grants	Power to pay	2	2	4	Minutes	RFO/Members	Annual	1 x 2 = 2
C14	VAT recoverable	Incorrect claim	3	3	9	Check to bookkeeping records; Staff training	RFO Internal Audit	Quarterly Annual	2 x 3 = 6
C15	Reserves	Adequacy	2	4	8	Set by the Finance Committee	RFO/Members	Annual	1 x 4 = 4
C16	Earmarked reserves	Adequacy	2	4	8	Planned by the Clerk and approved by the Finance Committee	RFO/Members	Annual	1 x 4 = 4

<b>Sudbury Town Council</b>		
<b>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 5.6</b>		
<b>Name</b>	<b>Purpose</b>	<b>Payment Method</b>
3IT Ltd	IT and Phone Support	Monthly
All Star	Fuel for community warden vans	Monthly D/D
Anglian Water - Wave	Water for Town Hall, Market and Allotments	Quarterly
Anglian Water - Aquam	Standpipe lease	Annually and Monthly
ARVAL BNP Paraibas Group	Community Warden vehicles lease	Monthly D/D
Babergh District Council	Business Rates	Quarterly and Monthly D/D
Baldwins	Intruder Alarms	Annually
Best Host	Domain lease	Annually
BHIB Insurance	General insurance	Annually
BNP Paribas	Photocopier lease for the machine	Quarterly D/D
Cadcorp	Mapping System	Annually
CANVA	Events magazine - design tool	Annually
Common Lands Charity (Sudbury)	Valley Walk and Mill Acre clearing and cleaning	Quarterly
County Broadband	Broadband	Quarterly or Monthly D/D
Eastern Lift Services	Lift servicing	Annually
EE Limited	Mobile phones	Monthly D/D
Elite Washroom Services Ltd	Public Toilets sanitary services	Annually
Elite Washroom Services Ltd	Town Hall sanitary services	Annually
Evolve	Photocopy maintenance and supplies	Quarterly
Felix of Long Melford	Commission on ticket sales	As and When
G A Smith Gardening Services Ltd	Grave digging sevices	As and When
Gipping	Occupational Health & Wellbeing	Annually
HM Land Registry	Property searches	Not Known D/D
Initial Washroom Hygiene (Rentokil)	Hand dryers in the Town Hall toilets	Half-yearly D/D
J	None	
K	None	
LEX Auto Lease	Community Warden van hire	Monthly D/D
McColls Store 0966 - Sudbury	Newspapers	Monthly
NEST Pensions	Staff pensions	Monthly D/D
O	None	
Partner GuideEast Tour Guides for Groups	Tour guides	As and When
Peninsula	Health & Safety contract	Monthly D/D
Public Works Loan Board	Repayments and interest	Half-yearly D/D
Q	None	
Reveal Media Ltd	Body cameras for wardens	Annually
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	Quarterly & Monthly DD
Southern Electric - Gas	Gas supply	Quarterly D/D
Staff	Salaries, PAYE and National Insurance	Monthly
Suffolk Highways	Street lights, electricity points, footpath lights charges	Annually
Suffolk Pension	Staff pensions	Monthly
Sum Up	Debit and Credit Card handling services	As and When
T & P Fire Ltd	Fire emergency lighting tests	Monthly
U	None	
Verizon Connect	Vehicle trackers	Monthly
W	None	
X	None	
Y	None	
Z	None	



