

Brandon Town Council  
Full Council Meeting  
Monday 8th March 2021

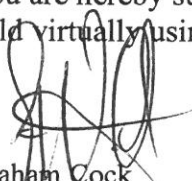
Note: In the case of non-members, this Agenda is for information only

**BRANDON TOWN COUNCIL**  
**Old School House, Market Hill, Brandon, Suffolk, IP27 0AA**  
**Telephone 01842 811844**

3<sup>rd</sup> March 2021

**TO ALL MEMBERS OF THE FULL COUNCIL**

You are hereby summoned to join the **FULL BRANDON TOWN COUNCIL MEETING** to be held virtually using Microsoft Teams on Monday 8th March 2021 at 1900hrs



Graham Cock  
Town Clerk

Members requiring further information, or with specific questions are asked to raise these with the Clerk at least 2 working days before the meeting. If the information requested is available, this will be provided and reported to the Council

**AGENDA**

- 1 **APOLOGIES** for absence and approval of reasons tendered.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**
- 4 **TO RECEIVE AND CONFIRM MINUTES**  
- Of the Brandon Town Council Meeting of Monday 15th February 2021.
- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 15th February 2021.
- 6 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.
- 7 **TO RECEIVE REPORTS** from County, District and Town Councillors and Community Groups Representatives.
- 8 **TO RECEIVE WRITTEN REPORT** from the Town Clerk.
- 9 **PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident.

**10 CORRESPONDENCE**

- Beck Row Parish Council – Forming Local Group of Parish Councils.
- Suffolk Highways – Street Lighting Maintenance and Energy Costs for 2020/2021.
- WPS Hallam – Council Guard Insurance Scheme.
- Brandon in Bloom – Anglia in Bloom.

**11 ACCOUNTS** To approve the payments for February 2021 (see attached).

**12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR JANUARY 2021**

**13 RESOLUTION from Cllr D Palmer No. 376**

Brandon Town Council resolves to approve the final payment to Brandon Remembrance Playing Fields Association.

**14 GRANT APPLICATIONS** discussion to consider S137 grants from Citizens Advice West Suffolk.

**15 TO NOTE MINUTES OF PLANNING COMMITTEE** of 1st March 2021.

**16 TO NOTE MINUTES OF NEW CEMETERY WORKING PARTY GROUP** of 25th February 2021.

**17 TO REVIEW THE TERMS OF REFERENCE** for the New Cemetery Working Party.

**18 REPORT** from Cllr V Lukaniuk on the progress, including cost, of the proposed cycle track between Coulson Lane and Victoria Avenue.

**19 RESOLUTION from Cllr N Vant No. 377**

Brandon Town Council resolves to appoint the following members to the Planning Committee – Cllr Annear, Cllr Atkins, Cllr Brabbs, Cllr Lloyd-Blackwell, Cllr Moore and Cllr Vant.

**20 RESOLUTION from Cllr S Skinner No. 378**

Brandon Town Council resolves to appoint the following member to the New Cemetery Working Party – Cllr Annear.

**21 RESOLUTION from Cllr P Etherington No. 379**

Brandon Town Council resolves to design a brief for the redesign and completion of the website, investigate and obtain quotes with a view to presenting them at the April Council meeting.

**22 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**

*That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT.*

**23 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES**

- Of the Brandon Town Council Meeting of Monday 15th February 2021.

**24 MATTERS ARISING**

**25 RESOLUTION from Cllr S Skinner No. 380**

Brandon Town Council resolves to update computer archive of cemetery records.

**26 RESOLUTION from Cllr S Skinner No. 381**

Brandon Town Council resolves to engage professional services to prepare high-level design and definitive cost base for the new Brandon cemetery.

**27 RESOLUTION from Cllr S Skinner No. 382**

Brandon Town Council resolves to engage professional services to set out the boundary of the new Brandon cemetery.

**28 QUOTES**

**28.1** To consider quotations to repair the wall in the churchyard.

**28.2** To consider quotations to paint OSH internally.

**28.3** To consider quotations to paint OSH externally.

**28.4** To consider quotations to paint the metal railings at OSH.

## BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting  
held virtually using Microsoft Teams on Monday 15th February 2021 at 7.00pm

**Present:** Cllr P Wittam (Chair), Cllr S Annear, Cllr L Atkins, Cllr B Brabbs, Cllr S Corciulo, Cllr P Etherington, Cllr J Hughes, Cllr J Lloyd-Blackwell, Cllr V Lukaniuk, Cllr D Moore, Cllr S Skinner, Cllr N Vant

**Also Present:** 5+ members of the public.

- 1 **APOLOGIES** for absence and approval of reasons tendered.  
Cllr D Palmer, Cllr P Ridgwell absent.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.  
Cllr D Moore – Non-pecuniary interest - item 13. Cllr P Etherington – Non-pecuniary interest – items 24, 25.1 & 25.3.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**  
Sqn Leader Turnbull informed the meeting that the BBC had reported that the schools at RAF Lakenheath would be reopening. This was following a review and the vaccination programme being undertaken. No new Covid infections have been reported on base. Personnel are now isolating as per UK regulations and are not coming onto base until isolation has been served.
- 4 **TO RECEIVE AND CONFIRM MINUTES**
  - Of the Brandon Town Council Meeting of Monday 14th December 2020.  
**Proposer:** Cllr N Vant  
**Seconder:** Cllr V Lukaniuk  
Resolution Record No: **BTC/63/15/Feb/21**  
**CARRIED:** By majority vote: 8 for, 1 abstention, 3 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 14TH DECEMBER 2020 BE APPROVED.

  - Of the Brandon Town Council Meeting of Monday 11th January 2021.  
**Proposer:** Cllr S Skinner  
**Seconder:** Cllr S Corciulo  
Resolution Record No: **BTC/64/15/Feb/21**  
**CARRIED:** By majority vote: 9 for, 1 abstention, 2 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 11TH JANUARY 2021 BE APPROVED.

Signed.....

- Of the Brandon Town Council Precept Meeting of Thursday 21st January 2021.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr J Hughes

Resolution Record No: **BTC/65/15/Feb/21**

**CARRIED:** By majority vote: 10 for, 2 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE PRECEPT MEETING OF THURSDAY 21ST JANUARY 2021 BE APPROVED.

- 5 MATTERS ARISING** for information exchange only of the Full Council Meeting of 11th January 2021 – None.
- 6 URGENT BUSINESS** any items the Chairman considers a matter of urgent business – None.
- 7 TO RECEIVE REPORTS** from County, District and Town Councillors and Community Groups Representatives.  
Cllr Lukaniuk reported that Suffolk had increased their Council Tax by 1.99%. Cllr Lukaniuk is currently dealing with subsidence due to water erosion adjacent to the Aldi entrance. This may cause some inconvenience whilst the work is being carried out.  
Cllr Palmer reported that the Parking Officer had visited Brandon eighty-eight times and had to date issued twenty-eight parking enforcement tickets.
- 8 TO RECEIVE WRITTEN REPORT** from the Town Clerk.  
Report was received.
- 9 PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident.  
**Proposer:** Cllr P Wittam  
**Seconder:** Cllr N Vant  
Resolution Record No: **BTC/66/15/Feb/21**  
**CARRIED:** By majority vote: 10 for, 2 unable to vote due to technical issues.

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM

A Member of the public stated that the new website appeared much better, but it would be improved if there were pictures of the Councillors available.

A resident updated the Council regarding Brandon in Bloom being nominated to represent Anglia in Bloom in the Britain in Bloom competition. They thanked Councillor Wittam and his son for assisting with the erecting of the NHS flags in the High Street. They informed Council that they had received details of the street lighting arrangements from surrounding towns. This demonstrated that towns in the old Forest Heath area paid for their street lighting whereas those in St Edmundsbury did not. They asked that the District Representatives take this matter forward.

Signed.....

Cllr Vant informed Council that the street lighting issue is a result of a historical decision taken by Council adopting responsibility of the street lighting. It was in his opinion that to reverse the situation would be extremely protracted due to the large number of concrete lighting columns in Brandon that now need replacing. The resident replied that this was a general situation applicable to the old Forest Heath area and a different system seemed to apply elsewhere. Cllr Lukaniuk agreed to take this further at District level.

THE CHAIRMAN RECONVENED THE MEETING.

**10 CORRESPONDENCE** – None.

**11 ACCOUNTS** To approve the payments for January 2021.

**Proposer:** Cllr P Wittam

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/67/15/Feb/21**

**CARRIED:** By majority vote: 10 for, 2 unable to vote due to technical issues.

| Invoice Date | Invoice No | Supplier               | Expense Type                  | Nett    | VAT    | Gross   | Payment      |
|--------------|------------|------------------------|-------------------------------|---------|--------|---------|--------------|
| 14/01/2021   |            | Brandon Neigh. Watch   | Grant                         | £400.00 | £0.00  | £400.00 | BACS         |
| 14/01/2021   |            | Brandon in Bloom       | Grant                         | £300.00 | £0.00  | £300.00 | BACS         |
| 14/01/2021   |            | Fledgelings Pre-school | Grant                         | £500.00 | £0.00  | £500.00 | BACS         |
| 25/01/2021   |            | CMS                    |                               | £45.00  | £0.00  | £45.00  | BACS         |
| 25/01/2021   |            | Mr D Clark             | Relinquished Burial Plot      | £224.00 | £0.00  | £224.00 | BACS         |
| 03/11/2020   | 1111790108 | Trade UK               | Christmas Event               | £109.16 | £21.84 | £131.00 | Direct Debit |
| 05/01/2021   | 115490     | Cranberry Comms.       | Microsoft 365 Subscription    | £217.41 | £43.48 | £260.89 | Direct Debit |
| 20/12/2020   | M037 HH    | BT                     | Phone OSH                     | £39.50  | £7.90  | £47.40  | Direct Debit |
| 20/12/2020   | M013 3J    | BT                     | Phone OSH                     | £20.20  | £4.04  | £24.24  | Direct Debit |
| 22/12/2020   | 956684339  | British Gas            | Gas OSH                       | £84.91  | £4.24  | £89.15  | Direct Debit |
| 16/12/2020   | H10B5DC0FF | E.ON                   | Electric OSH                  | £16.32  | £0.82  | £17.14  | Direct Debit |
| 27/12/2020   | H10B81F713 | E.ON                   | Christmas Tree Pillar         | £33.94  | £1.70  | £35.64  | Direct Debit |
| 27/12/2020   | H19502314C | E.ON                   | Electric Cemetery Yard        | £62.73  | £3.14  | £65.87  | Direct Debit |
| 28/12/2020   | H195071F08 | E.ON                   | Electric Pillar 8 Market Hill | £11.55  | £0.58  | £12.13  | Direct Debit |
| 28/12/2020   | H19512C715 | E.ON                   | Electric Pillar 9 Market Hill | £4.81   | £0.24  | £5.05   | Direct Debit |
| 06/01/2021   | H10B9E1EA7 | E.ON                   | Electric New Yard             | £130.75 | £6.54  | £137.29 | Direct Debit |
| 02/01/2021   | 8341951    | Wave - Anglian Water   | Water Cemetery Yard           | £47.87  | £0.00  | £47.87  | Direct Debit |
| 11/01/2021   | 97343629   | Quadient UK Ltd        | Postage                       | £50.00  | £0.00  | £50.00  | Direct Debit |
| 18/01/2021   | 817481     | Everflow               | Water OSH                     | £15.82  | £0.00  | £15.82  | Direct Debit |
| 25/01/2021   |            | Creative Pension Trust | Pensions                      | £303.71 | £0.00  | £303.71 | Direct Debit |
| 26/01/2021   |            | Digital Ocean/Paypal   | Website Hosting               | £15.35  | £0.00  | £15.35  | Direct Debit |
| 26/01/2021   |            | Digital Ocean/Paypal   | Website Hosting               | £7.68   | £0.00  | £7.68   | Direct Debit |
| 28/01/2021   | 1127508    | West Suffolk Council   | Trade Waste                   | £71.88  | £0.00  | £71.88  | Direct Debit |

Signed.....

|            |                |                          |                              |         |         |         |      |
|------------|----------------|--------------------------|------------------------------|---------|---------|---------|------|
| 28/10/2020 | 60183          | Blademaster              | Re sharpen Mower Blades      | £15.00  | £3.00   | £18.00  | BACS |
| 30/11/2020 | SB20204163     | PKF Littlejohn LLP       | External Audit               | £800.00 | £160.00 | £960.00 | BACS |
| 01/01/2021 |                | Federation of Burials    | Membership                   | £150.00 | £23.20  | £173.20 | BACS |
| 11/01/2021 | 283709         | J & D Green              | Cleaning Windows OSH         | £16.50  | £0.00   | £16.50  | BACS |
| 13/01/2021 | 283711         | J & D Green              | Cleaning Bus Shelters        | £50.00  | £0.00   | £50.00  | BACS |
| 17/01/2021 | 88335          | Sky High Access Ltd      | MEWP Hire - Christmas        | £300.00 | £60.00  | £360.00 | BACS |
| 20/01/2021 | 2DCA283B-0006  | Wittam Info. Tech. Ltd   | Technical Support - OSH      | £20.00  | £0.00   | £20.00  | BACS |
| 20/01/2021 | 2DCA283B-0007  | Wittam Info. Tech. Ltd   | Technical Support - J Hughes | £20.00  | £0.00   | £20.00  | BACS |
| 26/01/2021 | 2DCA283B-CN-01 | Wittam Info. Tech. Ltd   | Credit Note Re Invoice 6     | -£20.00 | £0.00   | -£20.00 | BACS |
| 22/01/2021 |                | Mr G Cock                | Reimbursement                | £27.78  | £0.00   | £27.78  | BACS |
| 26/01/2021 | 51557          | Chase Timber Products    | Town Costs                   | £22.25  | £4.45   | £26.70  | BACS |
| 29/01/2021 | 209813         | Fengate Fasteners Ltd    | Town Costs                   | £105.25 | £21.05  | £126.30 | BACS |
| 31/01/2021 | 6210284424     | Lyreco UK Ltd            | Stationery                   | £31.68  | £6.34   | £38.02  | BACS |
| 31/01/2021 | 20210000098    | Finevale Service Station | Fuel                         | £38.46  | £7.69   | £46.15  | BACS |
| 05/02/2021 |                | HMRC                     | NICS                         | £898.72 | £0.00   | £898.72 | BACS |

## 12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR DECEMBER 2020

The Income and Expenditure Statement against Budget for December was received.

## 13 GRANT APPLICATIONS discussion to consider S137 grants from Brandon and District Society of Model Engineers and St Peter's Church.

Cllr Vant outlined the lack of income that this and similar groups are currently experiencing due to the Covid lockdown. Cllr Lukaniuk asked Cllr Moore for details of where the Model Engineers facilities are based. Cllr Moore replied that the track is currently sited at the site of the Weeting Steam Rally. Cllr Lukaniuk queried giving funds to what appeared to be a Norfolk based entity. Cllr Moore replied that the group were originally based in Brandon and the track was sited on Brandon Remembrance Playing Fields but had to relocate due to the volume of vandalism they encountered. He further added that the group was started in Brandon but now covers Brandon, Weeting and surrounding areas. A general discussion ensued regarding the legality of funding a group which appeared to be partly located in Norfolk. Cllr Vant informed Council that S137 funds could be used as it benefited "some or all" Brandon residents. A vote ensued for the approval of the grant to Brandon and District Society of Model Engineers.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr J Hughes

Resolution Record No: **BTC/68/15/Feb/21**

**CARRIED:** By majority vote: 7 for, 1 against, 2 abstention, 1 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM BRANDON AND DISTRICT SOCIETY OF MODEL ENGINEERS FOR £500.

Signed.....

Cllr Vant described the charitable works undertaken by St Peter's PCC in respect of those people in Brandon that required small amounts of assistance to resolve short term problems. He stated that the PCC work resolved issues far more efficiently than the Atmere Trust was able, hence the donation from the Atmere Trust to the PCC earlier. Cllr Wittam stated that he believed that the request was for £7000 but asked the Clerk to confirm this figure. The Clerk stated that £7000 had been requested, but only £5000 was now available. A vote ensued for the approval of the grant to St Peter's Church.

**Proposer:** Cllr N Vant

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/69/15/Feb/21**

**CARRIED:** By majority vote: 11 for, 1 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES TO APPROVE THE GRANT APPLICATION FROM ST PETER'S CHURCH FOR £5,000.

- 14 CO-OPTION** from the meeting held on 12<sup>th</sup> October 2020. To note and confirm the two new members to the Council are:- Cllr Louise Atkins and Cllr Penny Etherington.  
The information was confirmed and noted.

- 15 REPORT** from the Planning Committee.

Cllr Lukaniuk outlined the January planning applications.

- 16 RESOLUTION from Cllr S Skinner No. 373**

Brandon Town Council resolves to take responsibility for the provision of the Christmas lighting in the High Street. Cllr Skinner outlined his proposed methodology for the lighting of the High Street at Christmas. He stated that the current outlay would reduce to a minimal amount once the initial hardware had been purchased. Cllr Etherington voiced her support of the scheme which would assist the shop keepers during these hard times. Cllr Lukaniuk supported the resolution but wished the issue of the weeds to be included in the resolution. Cllr Etherington stated that we stick to the resolution before Council, if Cllr Lukaniuk wants the weeds sprayed, can he investigate a rebate from District that we are already paying for in the Council Tax.

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/70/15/Feb/21**

**CARRIED:** By majority vote: 11 for, 1 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES TO TAKE RESPONSIBILITY FOR THE PROVISION OF THE CHRISTMAS LIGHTING IN THE HIGH STREET.

- 17 RESOLUTION from Cllr N Vant. 374**

Brandon Town Council resolves to appoint a Planning Committee to sit until the 2021 Annual Meeting.

Cllr Wittam stated that he would like to set up a separate review of the terms of reference and additional members. Cllr Vant outlined his amended proposal. Cllr Wittam stated that it is not possible to replace the current Planning Committee.

Signed.....



Cllr Vant stated that a number of the Councillors were undergoing training in this aspect and would be better qualified than some current Councillors. Cllr Wittam stated that he was currently working on the Local Plan at District level.

He further added that the terms of reference could be reviewed as can the membership which is open to any Councillor that wishes to stand and that we do not need a resolution for members to join the Planning Committee, they just need to put themselves forward and they will be welcomed.

Cllr Wittam stated that he did not see it necessary to review the membership of the Planning Committee, but it was likely that the terms of reference could be reviewed. Cllr Vant queried if new members could be appointed at this meeting. Cllr Wittam confirmed that Councillors could put their names forward. Cllr Vant stated he would like to be first. A general discussion ensued resulting in Cllr Atkins, Cllr Brabbs, Cllr Lloyd-Blackwell and Cllr Vant wishing to be included as members of the Planning Committee. Cllr Vant confirmed that he wished the resolution withdrawn as additional members had now been appointed.

**18 REPORT** from the New Cemetery Working Party Group.

Cllr Skinner informed the meeting of the priorities decided by the working party and confirmed that at the next full Council meeting further information will be available and options will need to be ratified by Council in order to proceed further. The Clerk added further minor information regarding progress.

**19 DISCUSSION** regarding updating the Emergency Action Plan.

Cllr Wittam confirmed that the Emergency Action Plan did need updating and suggested contacting West Suffolk and Suffolk County Council so that our plan dovetails into any overall emergency plan. The Clerk confirmed that the plan did need updating and he would take the Chairs suggestion on board. Cllr Hughes offered her assistance as she had some first aid training.

**20 DISCUSSION** regarding progress towards completion of the website and staff training.

The Clerk stated that the problems encountered with cancelling the previous meeting were unintentional and were due to lack of operational knowledge of the system. The Clerk confirmed that some issues remained unresolved e.g. Cllr Vant suggested altering a web page but this proved not possible. The Chair suggested using the web designer who he was confident would be able to assist. Cllr Etherington stated that in her opinion the website was not fit for purpose and that a number of documents which should appear were not available. Cllr Wittam stated that Cllr Etherington's comments were in stark contrast to the view of a member of the public made earlier. Cllr Vant added that a number of documents were missing and some alterations to the current web pages were needed in order that they were more readable. Cllr Wittam stated that the website had been built to be easily manipulated, but he would have words with the web designer to give further assistance.

Signed.....

**21 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**

*That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT.*

**Proposer:** Cllr P Wittam

**Seconder:** Cllr P Etherington

Resolution Record No: **BTC/71/15/Feb/21**

**CARRIED:** Unanimous

The meeting closed at 9.26pm

Signed.....

## **Brandon Town Council**

### **Town Clerks Report**

In the Correspondence section of the meeting, it should be noted that we have received a communication from Suffolk, advising that many of the lamps used in our amenity and street lighting are being phased out due to the materials used in their construction being more difficult to recycle.

Therefore, replacement lighting fixtures will be likely LED compatible versions. This will reduce our energy bills over time, and reduce the maintenance call outs required, again reducing costs.

Given the slightly better weather, we are about to commence grass cutting again. We have received the new Strimmer we ordered last month, and eagerly await the new road going mower to arrive on site. Staff training will be ongoing throughout the year, with some main topics to be covered.

I have been in contact with West Suffolk Council regarding several matters that needed their attention, and hopeful that they will be resolved rapidly. On this subject several local Suffolk Clerks have been in contact regarding common issues that we all are continually dealing with. These will ultimately be discussed with West Suffolk to find solutions.

We are still actively trying to use local suppliers and tradesmen where it is possible, so that Public Money is retained in the Community, and means that local people benefit from the work we undertake.

Accounts for Payment February 2021

| Invoice Date | Invoice No  | Supplier               | Expense Type                  | Nett      | VAT     | Gross     | Payment      |
|--------------|-------------|------------------------|-------------------------------|-----------|---------|-----------|--------------|
| 03/02/2021   | 23319       | Mildenhall Skip Hire   | Skip Hire                     | £158.33   | £31.67  | £190.00   | BACS         |
| 09/02/2021   | INV-1754    | Right Track Training   | Staff Training - MT           | £120.00   | £0.00   | £120.00   | BACS         |
| 25/02/2021   |             | CMS                    |                               | £45.00    | £0.00   | £45.00    | BACS         |
| 25/02/2021   |             | B & D S of Model Eng   | Grant                         | £500.00   | £0.00   | £500.00   | BACS         |
| 25/02/2021   |             | PCC                    | Grant                         | £5,000.00 | £0.00   | £5,000.00 | BACS         |
| 11/12/2020   | 1122770170  | Trade UK               | Christmas Event               | £17.50    | £3.50   | £21.00    | Direct Debit |
| 18/01/2021   | H10BCB1879  | E.ON                   | Electric OSH                  | £170.85   | £8.54   | £179.39   | Direct Debit |
| 27/01/2021   | H10BEEC73E  | E.ON                   | Christmas Tree Pillar         | £11.07    | £0.55   | £11.62    | Direct Debit |
| 27/01/2021   | H196CC871E  | E.ON                   | Electric Cemetery Yard        | £90.38    | £4.52   | £94.90    | Direct Debit |
| 29/01/2021   | H196F40D03  | E.ON                   | Electric Pillar 8 Market Hill | £16.85    | £0.84   | £17.69    | Direct Debit |
| 29/01/2021   | H196F09715  | E.ON                   | Electric Pillar 9 Market Hill | £9.15     | £0.46   | £9.61     | Direct Debit |
| 04/02/2021   | H10C099B5E  | E.ON                   | Electric OSH                  | £35.08    | £1.75   | £36.83    | Direct Debit |
| 07/02/2021   | H10C179FA5  | E.ON                   | Electric New Yard             | £137.24   | £6.86   | £144.10   | Direct Debit |
| 20/01/2021   | 958694725   | British Gas            | Gas OSH                       | £113.41   | £5.67   | £119.08   | Direct Debit |
| 22/01/2021   | M038 L3     | BT                     | Phone OSH                     | £40.50    | £7.90   | £47.40    | Direct Debit |
| 22/01/2021   | M014 7X     | BT                     | Phone OSH                     | £19.50    | £3.90   | £23.40    | Direct Debit |
| 07/02/2021   | Q012 YR     | BT                     | Phone OSH                     | £155.64   | £31.12  | £186.76   | Direct Debit |
| 05/02/2021   | 97343630    | Quadient UK Ltd        | Postage                       | £50.00    | £0.00   | £50.00    | Direct Debit |
| 07/02/2021   |             | Siemens                | Photocopier                   | £472.00   | £94.40  | £566.40   | Direct Debit |
| 18/02/2021   | 856383      | Everflow               | Water OSH                     | £14.25    | £0.00   | £14.25    | Direct Debit |
| 03/12/2020   | 104316      | Thetford Garden Centre | Town Costs                    | £6.66     | £1.33   | £7.99     | BACS         |
| 23/12/2020   | 104320      | Thetford Garden Centre | Christmas Event               | £16.66    | £3.33   | £19.99    | BACS         |
| 03/02/2021   | 92732163    | Quadient UK Ltd        | Ink for Franking Machine      | £101.99   | £20.40  | £122.39   | BACS         |
| 08/02/2021   | 3754 AGH640 | Travis Perkins Ltd     | Water Softener Salt           | £24.84    | £4.97   | £29.81    | BACS         |
| 15/02/2021   | 101051      | J & D Green            | Cleaning Windows OSH          | £16.50    | £0.00   | £16.50    | BACS         |
| 15/02/2021   |             | Mr G Cock              | Reimbursement                 | £131.26   | £0.00   | £131.26   | BACS         |
| 24/02/2021   | K20692      | Ernest Doe Ltd         | Strimmer Harness              | £32.94    | £6.59   | £39.53    | BACS         |
| 28/02/2021   | K20953      | Ernest Doe Ltd         | New Strimmer                  | £552.00   | £110.40 | £662.40   | BACS         |

**Accounts for Payment February 2021**

|            |        |                       |                             |           |        |           |      |
|------------|--------|-----------------------|-----------------------------|-----------|--------|-----------|------|
| 25/02/2021 | 51843  | Chase Timber Products | New Fence - Cemetery        | £79.84    | £15.97 | £95.81    | BACS |
| 26/02/2021 | 211276 | Fengate Fasteners Ltd | Town Costs                  | £61.24    | £12.25 | £73.49    | BACS |
| 28/02/2021 |        | Mrs A Barnes          | Reimbursement - Key Cutting | £10.00    | £0.00  | £10.00    | BACS |
| 05/03/2021 |        | HMRC                  | NICS                        | £1,279.94 | £0.00  | £1,279.94 | BACS |

19/02/2021

## Brandon Town Council 2019/20

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## Detailed Income &amp; Expenditure by Budget Heading 01/02/2021

Month No: 10

## Cost Centre Report

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <b>101 Administration</b>              |                     |                        |                       |                          |                          |                    |                         |
| 1174 Insurance Claim income            | 824                 | 0                      | 0                     | 0                        |                          |                    |                         |
| 1176 Precept                           | 272,052             | 286,001                | 286,002               | 1                        |                          |                    |                         |
| 1177 Misc Income                       | 26                  | 10,164                 | 0                     | (10,164)                 |                          |                    |                         |
| 1180 Room Hire                         | 171                 | 150                    | 100                   | (50)                     |                          |                    |                         |
| 1190 Interest on Investments           | 615                 | 159                    | 0                     | (159)                    |                          |                    |                         |
| Administration :- Income               | <b>273,688</b>      | <b>296,473</b>         | <b>286,102</b>        | <b>(10,371)</b>          |                          |                    | <b>0</b>                |
| 1101 Insurances                        | 5,889               | 6,416                  | 6,000                 | (416)                    |                          | (416)              |                         |
| 1110 Audit Fees (External)             | 1,875               | (600)                  | 1,500                 | 2,100                    |                          | 2,100              |                         |
| 1111 Audit Fees (Internal)             | 1,300               | (500)                  | 1,000                 | 1,500                    |                          | 1,500              |                         |
| 1120 Legal Fees                        | 3,024               | 3,700                  | 1,500                 | (2,200)                  |                          | (2,200)            |                         |
| 1125 Website Upkeep                    | 1,087               | 362                    | 250                   | (112)                    |                          | (112)              |                         |
| 1130 Office Equipment/Furniture        | 215                 | 100                    | 400                   | 300                      |                          | 300                |                         |
| 1131 Computer Equipment                | 204                 | 53                     | 300                   | 247                      |                          | 247                |                         |
| 1132 Stationery                        | 569                 | 54                     | 500                   | 446                      |                          | 446                |                         |
| 1133 Payroll                           | 378                 | 198                    | 460                   | 262                      |                          | 262                |                         |
| 1138 Misc Expenses                     | 450                 | 450                    | 600                   | 150                      |                          | 150                |                         |
| 1140 Staff Training                    | 0                   | 380                    | 500                   | 120                      |                          | 120                |                         |
| 1141 Councillor Training               | 156                 | 0                      | 200                   | 200                      |                          | 200                |                         |
| 1142 Chairman's Allowance              | 281                 | 0                      | 250                   | 250                      |                          | 250                |                         |
| 1143 SW/HW Support                     | 628                 | 3,139                  | 700                   | (2,439)                  |                          | (2,439)            |                         |
| 1144 SALC/NALC                         | 1,159               | 0                      | 1,300                 | 1,300                    |                          | 1,300              |                         |
| 1145 Subscriptions                     | 440                 | 1,582                  | 400                   | (1,182)                  |                          | (1,182)            |                         |
| 1148 Lift servicing                    | 350                 | 535                    | 1,000                 | 465                      |                          | 465                |                         |
| 1150 Advertising                       | 58                  | 374                    | 100                   | (274)                    |                          | (274)              |                         |
| 1156 Postage                           | 888                 | 587                    | 200                   | (387)                    |                          | (387)              |                         |
| 1160 Mileage                           | 243                 | 25                     | 150                   | 125                      |                          | 125                |                         |
| 1165 Photocopier Rental                | 1,889               | 1,441                  | 1,500                 | 59                       |                          | 59                 |                         |
| 1166 Photocopier Charges               | 954                 | 316                    | 1,000                 | 684                      |                          | 684                |                         |
| 1167 Election Costs                    | 18                  | 0                      | 4,000                 | 4,000                    |                          | 4,000              |                         |
| 1170 Telephone, Fax, Internet          | 1,546               | 939                    | 1,500                 | 561                      |                          | 561                |                         |
| 4113 Bank Charges                      | 18                  | 66                     | 1,500                 | 1,434                    |                          | 1,434              |                         |
| Administration :- Indirect Expenditure | <b>23,619</b>       | <b>19,619</b>          | <b>26,810</b>         | <b>7,191</b>             | <b>0</b>                 | <b>7,191</b>       | <b>0</b>                |
| <b>Net Income over Expenditure</b>     | <b>250,069</b>      | <b>276,854</b>         | <b>259,292</b>        | <b>(17,562)</b>          |                          |                    |                         |
| <b>102 Staff</b>                       |                     |                        |                       |                          |                          |                    |                         |
| 1201 Staff Salaries (Gross)            | 68,350              | 58,604                 | 86,820                | 28,216                   |                          | 28,216             |                         |
| 1202 LGA Superannuation                | 6,026               | 2,927                  | 2,605                 | (322)                    |                          | (322)              |                         |
| 1203 NI Contributions                  | 14,090              | 10,870                 | 12,155                | 1,285                    |                          | 1,285              |                         |
| Staff :- Indirect Expenditure          | <b>88,466</b>       | <b>72,401</b>          | <b>101,579</b>        | <b>29,178</b>            | <b>0</b>                 | <b>29,178</b>      | <b>0</b>                |
| <b>Net Expenditure</b>                 | <b>(88,466)</b>     | <b>(72,401)</b>        | <b>(101,579)</b>      | <b>(29,178)</b>          |                          |                    |                         |

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/02/2021

Month No: 10

## Cost Centre Report

|                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | Transfer<br>to/from EMR |
|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <b>103 PWLB</b>                       |                     |                        |                       |                          |                          |                    |                         |
| 1301 Public Works Loan board          | 13,559              | 6,779                  | 13,600                | 6,821                    |                          | 6,821              |                         |
| PWLB :- Indirect Expenditure          | <b>13,559</b>       | <b>6,779</b>           | <b>13,600</b>         | <b>6,821</b>             | <b>0</b>                 | <b>6,821</b>       | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(13,559)</b>     | <b>(6,779)</b>         | <b>(13,600)</b>       | <b>(6,821)</b>           |                          |                    |                         |
| <b>104 Grants</b>                     |                     |                        |                       |                          |                          |                    |                         |
| 1401 Grants                           | 28,182              | 14,514                 | 29,027                | 14,514                   |                          | 14,514             |                         |
| 1402 S137                             | 4,600               | 3,700                  | 10,000                | 6,300                    |                          | 6,300              |                         |
| Grants :- Indirect Expenditure        | <b>32,782</b>       | <b>18,214</b>          | <b>39,027</b>         | <b>20,814</b>            | <b>0</b>                 | <b>20,814</b>      | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(32,782)</b>     | <b>(18,214)</b>        | <b>(39,027)</b>       | <b>(20,814)</b>          |                          |                    |                         |
| <b>201 Cemetery/Town</b>              |                     |                        |                       |                          |                          |                    |                         |
| 2177 Burial Fees                      | 8,150               | 8,526                  | 10,000                | 1,474                    |                          |                    |                         |
| 2178 Ashes Interment Fees             | 3,472               | 4,256                  | 5,000                 | 744                      |                          |                    |                         |
| 2179 Memorial Fees                    | 3,536               | 2,494                  | 2,000                 | (494)                    |                          |                    |                         |
| Cemetery/Town :- Income               | <b>15,158</b>       | <b>15,276</b>          | <b>17,000</b>         | <b>1,724</b>             |                          |                    | <b>0</b>                |
| 2101 Cemetery/Town Costs              | 6,945               | 3,589                  | 3,000                 | (589)                    |                          | (589)              |                         |
| 2104 New Cemetery Purchase            | 104,244             | 0                      | 0                     | 0                        |                          | 0                  |                         |
| 2107 Cemetery Works                   | 11                  | 0                      | 25,000                | 25,000                   |                          | 25,000             |                         |
| 2110 Water Charges (Cemetry/OSH)      | 544                 | 357                    | 750                   | 393                      |                          | 393                |                         |
| 2111 Electricity                      | 891                 | 968                    | 500                   | (468)                    |                          | (468)              |                         |
| 2116 Garage Rental                    | 526                 | 500                    | 600                   | 100                      |                          | 100                |                         |
| 2131 New Equipment                    | 27,449              | (720)                  | 3,000                 | 3,720                    |                          | 3,720              |                         |
| 2132 Trade Waste                      | 1,320               | 1,244                  | 1,500                 | 256                      |                          | 256                |                         |
| 2133 Bus Shelter Cleaning             | 150                 | 150                    | 300                   | 150                      |                          | 150                |                         |
| Cemetery/Town :- Indirect Expenditure | <b>142,080</b>      | <b>6,089</b>           | <b>34,650</b>         | <b>28,561</b>            | <b>0</b>                 | <b>28,561</b>      | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>(126,922)</b>    | <b>9,187</b>           | <b>(17,650)</b>       | <b>(26,837)</b>          |                          |                    |                         |
| <b>301 Old School House</b>           |                     |                        |                       |                          |                          |                    |                         |
| 3100 Water Cooler                     | 139                 | 0                      | 0                     | 0                        |                          | 0                  |                         |
| 3110 Gas Supply                       | 611                 | 392                    | 1,300                 | 908                      |                          | 908                |                         |
| 3111 Gas Force Contract               | 0                   | 0                      | 100                   | 100                      |                          | 100                |                         |
| 3113 PAT Testing                      | 56                  | 68                     | 100                   | 32                       |                          | 32                 |                         |
| 3114 Electricity (Old School House)   | 1,149               | 677                    | 1,000                 | 323                      |                          | 323                |                         |
| 3117 Water charges OSH                | 247                 | 104                    | 250                   | 146                      |                          | 146                |                         |
| 3120 Window Cleaning                  | 198                 | 149                    | 300                   | 152                      |                          | 152                |                         |
| 3125 Fire Extinguisher Servicing      | 149                 | 184                    | 200                   | 17                       |                          | 17                 |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/02/2021

Month No: 10

## Cost Centre Report

|  | Actual Last<br>Year    | Actual Year<br>To Date | Current<br>Annual Bud  | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | Transfer<br>to/from EMR |
|--|------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 3178 Old School House Maintenance        | 3,282                  | 460                    | 2,500                  | 2,040                    |                          | 2,040              |                         |
| Old School House :- Indirect Expenditure | <u>5,830</u>           | <u>2,034</u>           | <u>5,750</u>           | <u>3,717</u>             | <u>0</u>                 | <u>3,717</u>       | <u>0</u>                |
| <b>Net Expenditure</b>                   | <b><u>(5,830)</u></b>  | <b><u>(2,034)</u></b>  | <b><u>(5,750)</u></b>  | <b><u>(3,717)</u></b>    |                          |                    |                         |
| <b>401 General</b>                       |                        |                        |                        |                          |                          |                    |                         |
| 2121 Machinery Servicing                 | 251                    | 13                     | 750                    | 738                      |                          | 738                |                         |
| 2122 Fuel & Oil                          | 1,220                  | 855                    | 1,500                  | 645                      |                          | 645                |                         |
| 2130 Truck Replacement                   | 0                      | 0                      | 2,500                  | 2,500                    |                          | 2,500              |                         |
| 2139 Protective Clothing                 | 720                    | 842                    | 1,000                  | 158                      |                          | 158                |                         |
| 2140 Town Keepers Mobile Calls           | 0                      | 0                      | 360                    | 360                      |                          | 360                |                         |
| 4101 Horticultural                       | 597                    | 118                    | 200                    | 82                       |                          | 82                 |                         |
| 4102 Christmas Lighting                  | 5,066                  | 2,241                  | 6,000                  | 3,759                    |                          | 3,759              |                         |
| 4104 Truck Maintenance & Tax             | 455                    | 50                     | 1,000                  | 950                      |                          | 950                |                         |
| 4105 Town Clock Repairs                  | 14                     | 0                      | 500                    | 500                      |                          | 500                |                         |
| 4110 Civic Expenditure                   | 0                      | 7                      | 0                      | (7)                      |                          | (7)                |                         |
| 4112 Events                              | 2,656                  | 2,501                  | 4,000                  | 1,499                    |                          | 1,499              |                         |
| General :- Indirect Expenditure          | <u>10,978</u>          | <u>6,627</u>           | <u>17,810</u>          | <u>11,183</u>            | <u>0</u>                 | <u>11,183</u>      | <u>0</u>                |
| <b>Net Expenditure</b>                   | <b><u>(10,978)</u></b> | <b><u>(6,627)</u></b>  | <b><u>(17,810)</u></b> | <b><u>(11,183)</u></b>   |                          |                    |                         |
| <b>402 Recreation</b>                    |                        |                        |                        |                          |                          |                    |                         |
| 4201 The Lode - Lifebelts                | 70                     | 0                      | 500                    | 500                      |                          | 500                |                         |
| 4202 The Orchard, Coulson Lane           | 182                    | 0                      | 0                      | 0                        |                          | 0                  |                         |
| 4204 Thetford Rd Play Area               | 208                    | 0                      | 1,000                  | 1,000                    |                          | 1,000              |                         |
| 4205 Playing Fields                      | 1,947                  | 0                      | 3,000                  | 3,000                    |                          | 3,000              |                         |
| 4206 Horticultural Work                  | 0                      | 68                     | 200                    | 132                      |                          | 132                |                         |
| 4208 Cemetery - Trees                    | 0                      | 0                      | 6,000                  | 6,000                    |                          | 6,000              |                         |
| Recreation :- Indirect Expenditure       | <u>2,407</u>           | <u>68</u>              | <u>10,700</u>          | <u>10,632</u>            | <u>0</u>                 | <u>10,632</u>      | <u>0</u>                |
| <b>Net Expenditure</b>                   | <b><u>(2,407)</u></b>  | <b><u>(68)</u></b>     | <b><u>(10,700)</u></b> | <b><u>(10,632)</u></b>   |                          |                    |                         |
| <b>403 Street Lights</b>                 |                        |                        |                        |                          |                          |                    |                         |
| 4188 Other Income                        | 1,500                  | 0                      | 0                      | 0                        |                          |                    |                         |
| Street Lights :- Income                  | <u>1,500</u>           | <u>0</u>               | <u>0</u>               | <u>0</u>                 |                          |                    | <u>0</u>                |
| 4302 Street Lighting Energy              | 14,437                 | 0                      | 24,200                 | 24,200                   |                          | 24,200             |                         |
| 4303 Street Lights Repairs               | 6,579                  | 1,265                  | 28,875                 | 27,610                   |                          | 27,610             |                         |
| Street Lights :- Indirect Expenditure    | <u>21,017</u>          | <u>1,265</u>           | <u>53,075</u>          | <u>51,810</u>            | <u>0</u>                 | <u>51,810</u>      | <u>0</u>                |
| <b>Net Income over Expenditure</b>       | <b><u>(19,517)</u></b> | <b><u>(1,265)</u></b>  | <b><u>(53,075)</u></b> | <b><u>(51,810)</u></b>   |                          |                    |                         |



## Detailed Income &amp; Expenditure by Budget Heading 01/02/2021

Month No: 10

## Cost Centre Report

|                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | Transfer<br>to/from EMR |
|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| Grand Totals:- Income                 | 290,346             | 311,749                | 303,102               | (8,647)                  |                          |                    |                         |
| Expenditure                           | 340,738             | 133,095                | 303,002               | 169,907                  | 0                        | 169,907            |                         |
| <b>Net Income over Expenditure</b>    | <u>(50,392)</u>     | <u>178,654</u>         | <u>100</u>            | <u>(178,554)</u>         |                          |                    |                         |
| <b>Movement to/(from) Gen Reserve</b> | <u>(50,392)</u>     | <u>178,654</u>         |                       |                          |                          |                    |                         |

Brandon Town Council  
 Planning Committee Meeting  
 Monday 1st March 2021

**BRANDON TOWN COUNCIL**  
 Minutes of the Planning Committee Meeting  
 held virtually using Zoom on Monday 1st March 2021 at 7.00pm

**Present:** Cllr V Lukaniuk (Chair), Cllr S Corciulo, Cllr P Wittam

**Also present:** Cllr S Annear, Cllr L Atkins, Cllr B Brabbs, Cllr J Lloyd-Blackwell, Cllr D Moore,  
 Cllr N Vant

**1. APOLOGIES FOR ABSENCE**

Cllr P Ridgwell – Absent.

**2. DECLARATIONS OF INTEREST**

None.

**3. PUBLIC PARTICIPATION**

4 members of the public.

**4. PLANNING MATTERS**

Cllr Lukaniuk introduced the business to be moved at the meeting. Cllr Vant raised a point of order regarding the ability of other Councillors present to act as members of the Planning Committee. Cllr Lukaniuk stated that this needed addressing at the next Full Council meeting and he would continue as the Planning Committee was quorate.

**4.1 LIST OF APPLICATIONS FROM: 1/2/21 TO: 1/3/21**

DC/21/0168/HH  
 Planning Application – 8 Pinewood Drive, Brandon  
**SUPPORT**

DC/21/0232/FUL  
 Planning Application – Five Bells, Market Hill, Brandon  
**SUPPORT**

DC/21/0263/TPO  
 Planning Application – 13 Heron Avenue, Brandon  
**SUPPORT**

**4.2 ANY APPLICATION RECEIVED AFTER THE AGENDA WAS PRODUCED**

None.

**5. CORRESPONDENCE**

None.

Signed.....

Brandon Town Council  
Planning Committee Meeting  
Monday 1st March 2021

6. **ANY OTHER BUSINESS – AT THE DISCRETION OF THE CHAIRMAN**  
Cllr Wittam made a statement regarding the procedure to gain admittance to the Planning Committee.

The meeting closed at 7.25pm

Signed.....

Brandon Town Council  
 New Cemetery Working Party Meeting  
 Thursday 25th February 2021

## BRANDON TOWN COUNCIL

Minutes of the New Cemetery Working Party Meeting  
 held virtually using Microsoft Teams on Thursday 25th February 2021 at 7.00pm

**Present:** Cllr S Skinner (Chair) Cllr P Etherington, Cllr June Hughes, Cllr V Lukaniuk, Cllr N Vant,  
 Mrs Alison Barnes, Mr Tim Kent, Mr Graham Cock – Town Clerk

- 1 **APOLOGIES** for absence and approval of reasons tendered.  
 Cllr D Palmer, Cllr P Wittam
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest – None.  
 Cllr S Skinner – Non-pecuniary Interest. Alison Barnes – Pecuniary Interest.

### 3 TO RECEIVE AND CONFIRM MINUTES

- Of the New Cemetery Working Party Meeting on 3<sup>rd</sup> February 2021.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTCNC/77/25/Feb/21**

**CARRIED:** Unanimous

THE NEW CEMETERY WORKING PARTY RESOLVES THAT THE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING OF WEDNESDAY 3RD FEBRUARY 2021 BE SUBMITTED TO FULL COUNCIL FOR APPROVAL.

### 4 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

*That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT.*

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTCNC/78/25/Feb/21**

**CARRIED:** Unanimous

Signed.....