

Brandon Town Council  
Full Council Meeting  
Monday 11th January 2021

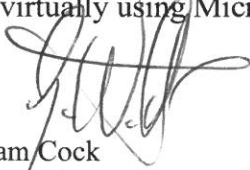
Note: In the case of non-members, this Agenda is for information only

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

6th January 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 11th January 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 NOTE RECEIPT OF NALC LTN 5** regarding the law and procedure relating to Council Meetings, their Committees and Sub-Committees as set out in Schedule 12 of the Local Government Act 1972, the Public Bodies (Admission to Meetings) Act 1960, S13 of the Local Government Housing Act 1989 and the Localism Act 2011.
- 4 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**
- 5 **TO RECEIVE AND CONFIRM MINUTES**  
- Of the Brandon Town Council Meeting of Monday 14th December 2020.
- 6 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 14th December 2020 – a discussion regarding the Ellis Whittam statement.
- 7 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.
- 8 **TO RECEIVE REPORTS** from County, District and Town Councillors and Community Groups Representatives.
- 9 **TO RECEIVE WRITTEN REPORT** from the Town Clerk.

- 10 **PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident.
- 11 **CORRESPONDENCE**
  - Brandon in Bloom – Friendly Bench at Bury Road, Brandon.
- 12 **ACCOUNTS** To approve the payments for December 2020 (see attached).
- 13 **TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR NOVEMBER 2020**
- 14 **GRANT APPLICATIONS** discussion to consider S137 grants from Brandon and Santon Downham Neighbourhood Watch Association, Brandon in Bloom and Fledgelings Preschool.
- 15 **REPORT** from the Chair of the Planning Committee regarding recent planning applications. To note the addition of Cllr Ridgwell to the Planning Committee and ask for another Councillor to become a member.
- 16 **RESOLUTION from Cllr S Skinner No. 370**  
Brandon Town Council resolves to take responsibility for the provision of the Christmas lighting in the High Street.
- 17 **DISCUSSION** regarding progress towards completion of the website and staff training.
- 18 **DISCUSSION** regarding basing TEAMS at Old School House and staff training.
- 19 **DISCUSSION** regarding updating the Emergency Action Plan.
- 20 **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.*
- 21 **TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES**
  - Of the Brandon Town Council Meeting of Monday 14th December 2020.
- 22 **MATTERS ARISING**
- 23 **RESOLUTION from Cllr S Skinner No. 371**  
Brandon Town Council resolves to confirm the format of payments to staff.
- 24 **RESOLUTION from Cllr S Skinner No. 372**  
Brandon Town Council resolves to instruct the Clerk to seek a town keeper.
- 25 **QUOTES**
  - 25.1 To consider quotation from SCC.
  - 25.2 To consider quotation to pollard trees.

## BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting  
held virtually using Microsoft Teams on Monday 14th December 2020 at 7.00pm

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

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

- 1 **APOLOGIES** for absence and approval of reasons tendered.  
Cllr P Ridgwell absent.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.  
Cllr Sam Skinner – Pecuniary interest in item 12. Cllr June Hughes – Non-pecuniary interest in item 14.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**  
Sqd Leader Turnbull was unable to attend.
- 4 **TO RECEIVE AND CONFIRM MINUTES**  
- Of the Brandon Town Council Meeting of Monday 14th November 2020.  
**Proposer:** Cllr V Lukaniuk  
**Seconder:** Cllr S Skinner  
Resolution Record No: **BTC/39/14/Dec/20**  
**CARRIED:** Unanimous

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

### 5 **CO-OPTION TO BRANDON TOWN COUNCIL**

To receive applications for co-option to Brandon Town Council.

Two applications were received. The candidates presented themselves to Council. Following legal advice received previously from NALC it was accepted that we are obliged to accept candidates providing the number of candidates do not exceed the number of vacancies. The declaration of Acceptance of Office was duly signed and displayed by the new Councillors. Register of Interests will be returned in due course to the office. The new members to the Council are Cllr Susan Annear and Cllr Jane Lloyd-Blackwell.

Signed.....

**6 MATTERS ARISING** for information exchange only of the Full Council Meeting of 9th November 2020.

A general discussion ensued. Cllr Etherington started to read a statement relating to the previous meeting of the full Council. The Chair ruled that the statement did not relate to the matters arising and denied the Councillor the opportunity to read the statement. A general discussion of the Councillors ensued.

**7 URGENT BUSINESS** any items the Chairman considers a matter of urgent business.

Cllr Vant raised the issue of the length of the previous minutes. The Clerk stated the position and assured Council that the minutes would revert to the previous format.

**8 TO RECEIVE REPORTS** from County, District and Town Councillors and Community Groups Representatives.

Cllr Lukaniuk advised Council that the Coulson Lane cycle path was progressing with proportion of the costs coming from S106 money and a proportion from his development fund. Cllr Lukaniuk from his perspective as District Councillor relayed the numbers of parking tickets issued in Brandon compared with other areas of Suffolk.

Cllr Palmer informed Council that the work will be commencing at Brandon Lock starting the first week of January for approximately fourteen weeks. During this time, the footpath will be closed. Cllr Brabbs requested confirmation whether it be the lock or the sluice. Cllr Palmer replied that it would be the sluice.

Cllr Wittam reported on the recent meeting regarding the Suffolk plan which had concluded that Brandon required some thirty houses to be built over the next ten years.

**9 TO RECEIVE WRITTEN REPORT** from the Town Clerk.

Report was received.

**10 PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident.

**Proposer:** Cllr P Etherington

**Seconder:** Cllr N Vant

Resolution Record No: **BTC/40/14/Dec/20**

**CARRIED:** Unanimous

THAT THE MEETING BE ADJOURNED FOR THE PUBLIC FORUM

A resident reported that there have been no recent planning applications in Weeting and that the general impression was that the continued efforts regarding Brandon market were working well. They also reported that Weeting would like to work together to develop the Station. Another resident posed the question as to why reports on planning applications had not been brought to the full Council meeting. Cllr Lukaniuk assured the resident that applications will be reported at Council meetings in future. The resident then queried how much is being spent on the new cycle path. Cllr Lukaniuk replied that the cost is confidential. Lastly the resident commented that the cost being spent on the Leisure Centre to convert it to a part commercial use was too much. Cllr Wittam added that all discussions regarding the development were held in private. Cllr Vant commented he had no

Signed.....

knowledge of the proposed cycle path scheme. Cllr Lukaniuk added that the land is owned by the church. A member of the public requested a copy of the statement that Cllr Etherington had wished to read, be sent to him. A further resident stated that the Leisure Centre is rapidly turning into a health centre and is being left to the people of Brandon, therefore how can it be sold. They further commented that the hall is being cut in half. They further raised the issue of the vacancy for a Brandon Town Council towns keeper. Another resident questioned Cllr Lukaniuk that the S106 money for the Coulson Lane cycle path was not listed on the most recent West Suffolk report. Cllr Lukaniuk replied that the money was generated some seven years and is a time limited spend generated from the development at Mount Pit Lane.

THE CHAIRMAN RECONVENED THE MEETING.

## 11 CORRESPONDENCE

- Ian Rush Foundation – Potential purchasing of local community football grounds – information received.

## 12 ACCOUNTS To approve the payments for November 2020.

**Proposer:** Cllr V Lukaniuk

**Seconder:** Cllr S Corciulo

Resolution Record No: **BTC/41/14/Dec/20**

**CARRIED:** Unanimous

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
19/11/2020	96468	Cosy Carpets	Artificial Grass - Christmas	£112.43	£22.48	£134.91	BACS
25/11/2020		CMS		£45.00	£0.00	£45.00	BACS
05/11/2020	115383	Cranberry Comms.	Microsoft 365 Subscription	£144.42	£28.88	£173.30	Direct Debit
21/10/2020	M034 5Y	BT	Phone OSH	£33.77	£6.75	£40.52	Direct Debit
22/10/2020	M011 WR	BT	Phone OSH	£19.72	£3.94	£23.66	Direct Debit
05/11/2020	Q011 UL	BT	Phone OSH	£158.29	£31.65	£189.94	Direct Debit
27/10/2020	H19181900A	E.ON	Electric Cemetery Yard	£44.81	£2.24	£47.05	Direct Debit
29/10/2020	H191A68A0E	E.ON	Electric Pillar 9 Market Hill	£6.58	£0.33	£6.91	Direct Debit
29/10/2020	H191B9909B	E.ON	Electric Pillar 8 Market Hill	£6.81	£0.34	£7.15	Direct Debit
06/11/2020	H10ADBB5AB	E.ON	Electric New Yard	£38.19	£1.91	£40.10	Direct Debit
11/11/2020	H10AEBD5C4	E.ON	Electric OSH	£86.20	£4.31	£90.51	Direct Debit
07/11/2020		Siemens	Photocopier	£472.00	£94.40	£566.40	Direct Debit
19/11/2020	745428	Everflow	Water OSH	£2.36	£0.00	£2.36	Direct Debit
28/11/2020	1127508	West Suffolk Council	Trade Waste	£71.92	£0.00	£71.92	Direct Debit
26/10/2020	417718627	Denmans	Christmas Lighting	£2,228.00	£445.60	£2,673.60	BACS
03/11/2020	939755803	Arco Ltd	PPE	£34.90	£6.98	£41.88	BACS
04/11/2020	106	Access Training Ltd	MEWP Training	£380.00	£76.00	£456.00	BACS
05/11/2020	50874	Chase Timber Products	Christmas Event	£70.93	£14.18	£85.11	BACS
09/11/2020	50906	Chase Timber Products	Christmas Event	£90.76	£18.15	£108.91	BACS
20/11/2020	51017	Chase Timber Products	Christmas Event	£27.70	£5.54	£33.24	BACS
06/11/2020	23529	Hyprosteps Ltd	Mounting for CWGC	£25.00	£5.00	£30.00	BACS
09/11/2020	268439	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
10/11/2020	503265277	WPS Hallam Ins. Brokers	Insurance for Event	£16.83	£0.00	£16.83	BACS

Signed.....

10/11/2020	3754 AGD063	Travis Perkins Ltd	Christmas Event	£9.40	£1.88	£11.28	BACS
11/11/2020	3754 AGD158	Travis Perkins Ltd	Bulk Bags	£34.10	£6.82	£40.92	BACS
20/11/2020	3754 AGD733	Travis Perkins Ltd	Christmas Event	£23.90	£4.78	£28.68	BACS
11/11/2020		Mrs A Barnes	Christmas Decorations	£17.50	£0.00	£17.50	BACS
17/11/2020	87954	Sky High Access Ltd	Safety Harness	£120.00	£24.00	£144.00	BACS
30/11/2020	87989	Sky High Access Ltd	MEWP Hire - Christmas	£340.00	£66.50	£406.50	BACS
17/11/2020	68	Weldtech Eng. & Fab.	Christmas Tree Stands	£600.00	£120.00	£720.00	BACS
18/11/2020	K15682	Ernest Doe & Sons Ltd	Wheelbarrow	£145.00	£29.00	£174.00	BACS
20/11/2020		Mr S Skinner	Christmas Trees & Trailer	£511.16	£24.23	£535.39	BACS
25/11/2020	2DCA283B-0004	Wittam Info. Tech. Ltd	Website Upkeep	£30.00	£0.00	£30.00	BACS
26/11/2020		Mr G Cock	Cleaning Products	£38.47	£6.10	£44.57	BACS
30/11/2020	6210282633	Lyreco UK Ltd	Cleaning Products & Paper	£45.78	£9.16	£54.94	BACS
30/11/2020	20200001081	Finevale Service Station	Fuel	£38.63	£7.73	£46.36	BACS
05/12/2020		HMRC	NICS	£1,405.40	£0.00	£1,405.40	BACS

### 13 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR OCTOBER 2020

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

### 14 GRANT APPLICATIONS discussion to consider S137 grants from Brandon and Santon Downham Neighbourhood Watch Association, Brandon in Bloom and Fledgelings Preschool. **Deferred until January, awaiting account details from the various organisations.**

### 15 REPORT from the Chair of the Planning Committee.

Cllr Lukaniuk outlined the areas which had been considered previously. He also made Councillors aware that he understood an offer had been received for the old cinema site. Cllr Vant noted that there had been no comment about the site access for the recent Rattlers Road planning application. Cllr Lukaniuk advised that West Suffolk are better qualified to make a decision on that subject. A general discussion ensued about the site exit. Cllr Skinner agreed with the view of Cllr Vant.

### 16 RESOLUTION from Cllr P Wittam No. 365

Brandon Town Council resolves to establish a working party for the development of the new Brandon cemetery. Cllr Lukaniuk proposed Cllr Skinner to Chair. Cllr Vant stated he was happy to join and the Chair would have to be decided at the first meeting. Cllr Etherington agreed to join, along with Cllr Hughes and Cllr Palmer.

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/42/14/Dec/20**

**CARRIED:** Unanimous

**BRANDON TOWN COUNCIL RESOLVES TO ESTABLISH A WORKING PARTY FOR THE DEVELOPMENT OF THE NEW BRANDON CEMETERY.**

Signed.....



**17 RESOLUTION from Cllr V Lukaniuk No. 366**

Brandon Town Council wishes to bring together people from Norfolk and Suffolk in the hope of forming a committee to work with Piers Hart Chairman of the Suffolk Building Preservation Trust for the restoration and preservation of the station building.

Cllr Etherington advised Council that the decision hinged on a legal outcome regarding the aggregate plant.

**18 RESOLUTION from Cllr B Brabbs No. 367**

Brandon Town Council resolves to desist from the care and maintenance of Coulson Lane Number 1 footpath.

The Chair deferred this matter as he wanted to ensure that the path is cleaned and cleared by West Suffolk before any decision is made by Brandon Town Council.

**19 RESOLUTION from Cllr S Skinner No. 368**

Brandon Town Council resolves to take responsibility for the provision of the Christmas lighting in the High Street.

The Chair deferred this item as costs are required before a decision can be made.

**20 RESOLUTION from Cllr S Skinner No. 369**

Brandon Town Council resolves to pay the town keepers for hours worked over their contracted hours.

Item moved to confidential.

**21 DISCUSSION regarding BTC supporting the construction of a 3G football Pitch at IES Breckland.**

The Clerk informed Council that Cllr Lukaniuk and Cllr Palmer had pledged some limited money from their locality budgets for the initial studies. Cllr Vant questioned how many football pitches Brandon really needs. Cllr Etherington stated that she felt we should have a loyalty to Brandon Remembrance Playing Fields. Cllr Skinner stated he felt that Brandon Town Council may have too many commitments financially. Cllr Vant further stated he does not want to pay to subsidise other people's hobbies.

**22 REPORT on the progress of the website.**

A general discussion regarding the website ensued with general agreement that the server be located off site. Mr N Wittam added that there would be no software support using the recommended host supplier. This would have to be sourced locally. A further report on progress to be made at the next meeting.

**23 DISCUSSION regarding the hosting of the website.**

The discussion above covered this item.

**24 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: **BTC/43/14/Dec/20**

**CARRIED:** Unanimous

The meeting closed at 10:25pm

Signed.....



## **Brandon Town Council**

### **Town Clerks Report**

At the time of writing the Christmas decorations are being taken down and packed away for another year.

Whilst it was a very low-key Christmas for the majority of Brandon, the heavy rain raised the level of the Little Ouse, so I was out monitoring the flooding in the area and possible resources that might be required to be called upon.

We are currently preparing for the coming year, with the hope that the C19 pandemic will at some point allow normality to return.

I am confident that we are better equipped for the challenges that lie ahead than before, and we will continue to move forward in 2021.

The office is currently closed to all visitors until further notice.

We can be contacted on 01842 811844 or by e mail [office@brandontc.com](mailto:office@brandontc.com).

Accounts for Payment December 2020

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
02/12/2020	95392	Culford Waste Ltd	Trade Waste	£241.67	£48.33	£290.00	BACS
23/12/2020		CMS		£45.00	£0.00	£45.00	BACS
09/11/2020	230284	Corona Corporate Sols.	Photocopier - Copies	£105.53	£21.11	£126.64	Direct Debit
30/11/2020		Creative Pension Trust	Pensions	£313.17	£0.00	£313.17	Direct Debit
20/11/2020	714781957	British Gas	Gas OSH	£108.31	£5.41	£113.72	Direct Debit
22/11/2020	M012 &O	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
24/11/2010	T036 P3	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
27/11/2020		E.ON	Electric Cemetery Yard	£37.26	£1.86	£39.12	Direct Debit
27/11/2020	H10B237BA0	E.ON	Christmas Tree Pillar	£1.79	£0.09	£1.88	Direct Debit
28/11/2020	H19370C02A	E.ON	Electric Pillar 9 Market Hill	£4.23	£0.21	£4.44	Direct Debit
29/11/2020	H1937847EA	E.ON	Electric Pillar 8 Market Hill	£14.11	£0.71	£14.82	Direct Debit
06/12/2020	H10B3F2584	E.ON	Electric New Yard	£124.57	£6.23	£130.80	Direct Debit
01/12/2020	115431	Cranberry Comms.	Microsoft 365 Subscription	£121.70	£24.34	£146.04	Direct Debit
15/12/2020	778526	Everflow	Water OSH	£14.25	£0.00	£14.25	Direct Debit
21/12/2020		Creative Pension Trust	Pensions	£334.88	£0.00	£334.88	Direct Debit
28/12/2020	1127508	West Suffolk Council	Trade Waste	£71.92	£0.00	£71.92	Direct Debit
30/09/2020	1IN43313	Weeting Tyres Ltd	Puncture Repair	£12.50	£2.50	£15.00	BACS
15/10/2020	939553006	Arco Ltd	PPE	£57.45	£11.49	£68.94	BACS
04/12/2020	940090271	Arco Ltd	PPE	£56.37	£11.27	£67.64	BACS
07/12/2020	940119757	Arco Ltd	PPE	£116.09	£23.22	£139.31	BACS
22/12/2020	940259040	Arco Ltd	PPE	£39.85	£7.97	£47.82	BACS
20/11/2020	104309	Thetford Garden Centre	Christmas Event	£15.81	£3.16	£18.97	BACS
07/12/2020	529178	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
07/12/2020	207500	Fengate Fasteners Ltd	Christmas Event	£312.07	£62.41	£374.48	BACS
28/12/2020	208463	Fengate Fasteners Ltd	Christmas Event	£85.87	£17.17	£103.04	BACS
09/12/2020	3754 AGE839	Travis Perkins Ltd	New Cemetery Fence	£16.85	£3.37	£20.22	BACS
14/12/2020	51235	Chase Timber Products	New Cemetery Fence	£495.71	£99.14	£594.85	BACS
17/12/2020	51271	Chase Timber Products	New Cemetery Fence	£5.36	£1.07	£6.43	BACS

**Accounts for Payment December 2020**

18/12/2020	51331	Chase Timber Products	New Cemetery Fence	£86.13	£17.23	£103.36	BACS
22/12/2020	51359	Chase Timber Products	New Cemetery Fence	£11.44	£2.29	£13.73	BACS
31/12/2020	51384	Chase Timber Products	New Cemetery Fence	£25.38	£5.08	£30.46	BACS
17/12/2020	1085260198	Stannah Lift Services Ltd	Lift Service	£116.67	£23.33	£140.00	BACS
17/12/2020	R7430/LOR	Ray Tuttle Lift Services	LOLER Inspection - Lift	£92.50	£18.50	£111.00	BACS
25/12/2020	2DCA283B-0005	Wittam Info. Tech. Ltd	Website Upkeep	£30.00	£0.00	£30.00	BACS
31/12/2020	20210000005	Finevale Service Station	Fuel	£35.42	£7.08	£42.50	BACS
05/01/2020		HMRC	NICS	£1,220.08	£0.00	£1,220.08	BACS

17/12/2020

## Brandon Town Council 2019/20

Page 1

13:25

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer 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	120	100	(20)			
1190 Interest on Investments	615	154	0	(154)			
Administration :- Income	<b>273,688</b>	<b>296,438</b>	<b>286,102</b>	<b>(10,336)</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	309	250	(59)		(59)	
1130 Office Equipment/Furniture	215	100	400	300		300	
1131 Computer Equipment	204	37	300	263		263	
1132 Stationery	569	42	500	458		458	
1133 Payroll	378	198	460	262		262	
1138 Misc Expenses	450	360	600	240		240	
1140 Staff Training	0	0	500	500		500	
1141 Councillor Training	156	0	200	200		200	
1142 Chairman's Allowance	281	0	250	250		250	
1143 SW/HW Support	628	2,435	700	(1,735)		(1,735)	
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	326	1,000	674		674	
1150 Advertising	58	374	100	(274)		(274)	
1156 Postage	888	537	200	(337)		(337)	
1160 Mileage	243	25	150	125		125	
1165 Photocopier Rental	1,889	1,441	1,500	59		59	
1166 Photocopier Charges	954	211	1,000	789		789	
1167 Election Costs	18	0	4,000	4,000		4,000	
1170 Telephone, Fax, Internet	1,546	821	1,500	679		679	
4113 Bank Charges	18	40	1,500	1,460		1,460	
Administration :- Indirect Expenditure	<b>23,619</b>	<b>17,854</b>	<b>26,810</b>	<b>8,956</b>	<b>0</b>	<b>8,956</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>250,069</b>	<b>278,584</b>	<b>259,292</b>	<b>(19,293)</b>			
<b>102 Staff</b>							
1201 Staff Salaries (Gross)	68,350	47,227	86,820	39,593		39,593	
1202 LGA Superannuation	6,026	2,310	2,605	295		295	
1203 NI Contributions	14,090	8,244	12,155	3,910		3,910	
Staff :- Indirect Expenditure	<b>88,466</b>	<b>57,781</b>	<b>101,579</b>	<b>43,798</b>	<b>0</b>	<b>43,798</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(88,466)</b>	<b>(57,781)</b>	<b>(101,579)</b>	<b>(43,798)</b>			

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer 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	<u>13,559</u>	<u>6,779</u>	<u>13,600</u>	<u>6,821</u>	<u>0</u>	<u>6,821</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(13,559)</u></b>	<b><u>(6,779)</u></b>	<b><u>(13,600)</u></b>	<b><u>(6,821)</u></b>			
<b>104 Grants</b>							
1401 Grants	28,182	14,514	29,027	14,514		14,514	
1402 S137	4,600	2,500	10,000	7,500		7,500	
Grants :- Indirect Expenditure	<u>32,782</u>	<u>17,014</u>	<u>39,027</u>	<u>22,014</u>	<u>0</u>	<u>22,014</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(32,782)</u></b>	<b><u>(17,014)</u></b>	<b><u>(39,027)</u></b>	<b><u>(22,014)</u></b>			
<b>201 Cemetery/Town</b>							
2177 Burial Fees	8,150	7,750	10,000	2,250			
2178 Ashes Interment Fees	3,472	3,472	5,000	1,528			
2179 Memorial Fees	3,536	2,494	2,000	(494)			
Cemetery/Town :- Income	<u>15,158</u>	<u>13,716</u>	<u>17,000</u>	<u>3,284</u>			<u>0</u>
2101 Cemetery/Town Costs	6,945	2,835	3,000	165		165	
2104 New Cemetery Purchase	104,244	0	0	0		0	
2107 Cemetery Works	11	0	25,000	25,000		25,000	
2110 Water Charges (Cemetery/OSH)	544	309	750	441		441	
2111 Electricity	891	543	500	(43)		(43)	
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	859	1,500	641		641	
2133 Bus Shelter Cleaning	150	150	300	150		150	
Cemetery/Town :- Indirect Expenditure	<u>142,080</u>	<u>4,475</u>	<u>34,650</u>	<u>30,175</u>	<u>0</u>	<u>30,175</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(126,922)</u></b>	<b><u>9,241</u></b>	<b><u>(17,650)</u></b>	<b><u>(26,891)</u></b>			
<b>301 Old School House</b>							
3100 Water Cooler	139	0	0	0		0	
3110 Gas Supply	611	199	1,300	1,101		1,101	
3111 Gas Force Contract	0	0	100	100		100	
3113 PAT Testing	56	68	100	32		32	
3114 Electricity (Old School House)	1,149	660	1,000	340		340	
3117 Water charges OSH	247	74	250	176		176	
3120 Window Cleaning	198	116	300	185		185	
3125 Fire Extinguisher Servicing	149	184	200	17		17	



## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
3178 Old School House Maintenance	3,282	460	2,500	2,040		2,040	
Old School House :- Indirect Expenditure	<b>5,830</b>	<b>1,761</b>	<b>5,750</b>	<b>3,989</b>	<b>0</b>	<b>3,989</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,830)</b>	<b>(1,761)</b>	<b>(5,750)</b>	<b>(3,989)</b>			
<b>401 General</b>							
2121 Machinery Servicing	251	0	750	750		750	
2122 Fuel & Oil	1,220	781	1,500	719		719	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	720	417	1,000	583		583	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	597	118	200	82		82	
4102 Christmas Lighting	5,066	(48)	6,000	6,048		6,048	
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	182	4,000	3,818		3,818	
General :- Indirect Expenditure	<b>10,978</b>	<b>1,508</b>	<b>17,810</b>	<b>16,302</b>	<b>0</b>	<b>16,302</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,978)</b>	<b>(1,508)</b>	<b>(17,810)</b>	<b>(16,302)</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	<b>2,407</b>	<b>68</b>	<b>10,700</b>	<b>10,632</b>	<b>0</b>	<b>10,632</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,407)</b>	<b>(68)</b>	<b>(10,700)</b>	<b>(10,632)</b>			
<b>403 Street Lights</b>							
4188 Other Income	1,500	0	0	0			
Street Lights :- Income	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
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	<b>21,017</b>	<b>1,265</b>	<b>53,075</b>	<b>51,810</b>	<b>0</b>	<b>51,810</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(19,517)</b>	<b>(1,265)</b>	<b>(53,075)</b>	<b>(51,810)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 01/12/2020

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	290,346	310,154	303,102	(7,052)			
Expenditure	340,738	108,506	303,002	194,496	0	194,496	
<b>Net Income over Expenditure</b>	<u>(50,392)</u>	<u>201,649</u>	<u>100</u>	<u>(201,549)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(50,392)</u>	<u>201,649</u>					