

Brandon Town Council
Full Council Meeting
Monday 14th December 2020

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

8th December 2020

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 14th December 2020 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 9th November 2020.
- 5 **CO-OPTION TO BRANDON TOWN COUNCIL**
To receive applications for co-option to Brandon Town Council.
- 6 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 9th November 2020.
- 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**
 - Ian Rush Foundation – Potential purchasing of local community football grounds.
- 12 **ACCOUNTS** To approve the payments for November 2020 (see attached).
- 13 **TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR OCTOBER 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.
- 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.
- 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.
- 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.
- 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.
- 20 **RESOLUTION from Cllr S Skinner No. 369**

Brandon Town Council resolves to pay the town keepers for hours worked over their contracted hours.
- 21 **DISCUSSION** regarding BTC supporting the construction of a 3G football Pitch at IES Breckland.
- 22 **REPORT** on the progress of the website.
- 23 **DISCUSSION** regarding the hosting of the website.
- 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.

Brandon Town Council
Full Council Meeting
Monday 14th December 2020

25 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 9th November 2020.

26 QUOTES

26.1 To consider quotations for the provision of the notice board for Old School House.

26.2 To consider quotations for the pollarding of 8 x lime trees.

27 MATTERS ARISING

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held virtually using Microsoft Teams on Monday 9th November 2020 at 7.00pm

Present: Cllr P Wittam (Chair), Cllr L Atkins, Cllr S Corciulo, Cllr P Etherington, Cllr V Lukaniuk,
Cllr D Palmer, Cllr S Skinner

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 – None.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**
Sqd Leader Turnbull was unable to attend the meeting due to other work commitments.
- 4 **TO RECEIVE AND CONFIRM MINUTES**
- Of the Brandon Town Council Meeting of Monday 12th October 2020.
Proposer: Cllr P Wittam
Seconder: Cllr S Skinner
Resolution Record No: **BTC/35/09/Nov/20**
CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF TUESDAY 12TH OCTOBER 2020 BE APPROVED.

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

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

Four applications were received. The candidates presented themselves to Council. Following legal advice received from NALC the Clerk informed Council that we are obliged to accept candidates providing the number of candidates do not exceed the number of vacancies. Cllr Wittam stated that he did not agree with legal advice tendered by the Clerk. The declaration of Acceptance of Office was duly signed and Register of Interests will be returned in due course to the office. The new members to the Council are Cllr Bob Brabbs, Cllr June Hughes, Cllr David Moore and Cllr Norman Vant.

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6 MATTERS ARISING for information exchange only of the Full Council Meeting of 12th October 2020.

Cllr Vant asked that the new Councillors show on screen their Acceptance of Office duly signed. Cllr Vant also stated that during the last meeting in the public forum there was an item about dog fouling on the Playing Fields and what he said had been reversed. He stated that all those in his experience clear up after their dogs and there was very little mess. Cllr Etherington then asked where the minutes of the meeting of 16th October were. Cllr Wittam replied he would come to that in the confidential section of the meeting.

7 URGENT BUSINESS any items the Chairman considers a matter of urgent business – None.

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

Cllr Lukaniuk thanked ground staff for the presentation of the cemetery for Remembrance Sunday. He also congratulated Brandon in Bloom for the wonderful display at the wedge. He then informed Council that Norfolk County Council are about to decide regarding the aggregate plant at Brandon Station. The issues being do they have permitted develop rights and if not, they will need to submit a planning application. Cllr Lukaniuk reported he had sorted out several collapsed drains in the town and had more work to do on this subject. He also reported that he had received complaints regarding parking at Riverside Way and Wellington Close which require a traffic regulation order which are not being handled with until May 2021 once they have new administration in Suffolk County Council. Cllr Skinner asked if the parking restriction in the High Street could be increased from thirty minutes to one hour. Cllr Lukaniuk stated he would get this looked at.

Cllr Palmer informed Council that the alterations to the Brandon Leisure Centre were about to commence and should take forty-four weeks to complete. Plans of the alterations are available at Old School House to view. He further stated that the modifications to the Brandon Lock to incorporate an eel pass is due to start later this month.

Cllr Skinner confirmed that the Cemetery group and Christmas lightning group had both met. In the cemetery it was discussed that the removal of the ivy was underway, the concrete base from the old garage had been removed and the layout of the ashes plots to be placed there and the alignment of the new fence. The ground staff are now fully trained on how to use the hydraulic platform and work to erect the Christmas lights will commence on 16th November to be finished by the end of the week.

9 TO RECEIVE WRITTEN REPORT from the Town Clerk.

Report was received. The Clerk thanked Cllr Lukaniuk for rectifying the town clock following the power failure and realigning the chimes.

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

Cllr Wittam made clear that public have three minutes maximum for residents to make a statement to the Council. A member of the public stated that it was sad that Brandon Town Council was not present at the Remembrance Day service at the Wall Memorial but understood due to Covid and stated that the event is a local Council responsibility to organise. Cllr Wittam replied that he would ensure that we work together on the event for next year. Cllr Vant queried with Cllr Lukaniuk as to how the meeting with the R.S.P.B. about potential developments went. Cllr Wittam stated that it was

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Natural England and not the R.S.P.B. He also went on to say that Brandon is not developing due to the environmental restrictions. A meeting is planned to discuss developments in Brandon and would be reported back to Council at the December meeting. A resident asked why we are not getting S106 money from other areas as this is now a possibility. Cllr Palmer reported that some monies had been requested however it is unlikely we will receive much if any as towns tend to use the money for their own projects. He also asked District and County Councillors to donate their allowances to the town. Another member of the public stated that no planning applications had been approved in Weeting and will not be until next year. They also asked what news there was of the signal box. Cllr Lukaniuk informed the resident that the signal box is in Suffolk and had been designated to be demolished, as it will never be rebuilt in an alternative location. Therefore, Greater Anglia had been asked to leave it in place due to the costs of removal. A resident stated the estimated cost is between six hundred thousand pounds to one million, to remove it. A further resident questioned Cllr Palmer as to why drawings of the Leisure Centre had not been published showing the reduction in area of useable space. Cllr Palmer replied that the plans are at the Council Office. A discussion took place on the alterations being made.

The Chairman became temporarily incapacitated due to technical issues. Cllr Atkins queried who she needed to speak to regarding the development and further funding of the park at the Brandon Remembrance Playing Fields. Cllr Palmer said to contact himself regarding the matter.

The Vice Chair took over the meeting. Another member of the public firstly thanked the Council for the donation to the RBL Covid support group and stated they can still be contacted for help. They also queried a previous resolution which supported the provision of a small tree nursery for use at the new cemetery. Cllr Lukaniuk stated that the species of tree nor the layout of the new cemetery had been decided and therefore no decision had been made about the planting.

The Chairman re-joined the meeting. The member of the public also pointed out that the website was not accessible to all browsers and the minutes were also not accessible and asked if the emails are now secure. Cllr Wittam replied that all emails on the new website are secure and only the recipient can read them, and this applies to the administrator also. Lastly the member of the public queried a payment to E. Whittam and its relationship to a possible overspend, this refers to question two where the resident could not check previous minutes on the website. The Chair made a statement regarding the payment to E. Whittam. Cllr Lukaniuk then stated that he was never made aware that BTC had embarked on a contract. Cllr Etherington stated that it was the Ellis Whittam H.R. that we should not replace. She went on to say that their health and safety as she explained at the meeting of 16th October was extremely useful. Lastly a resident commented that BTC have co-opted four new members and was this the full Council. Cllr Wittam confirmed after consulting the Clerk, that fourteen Councillors is the full quantity of Councillors.

11 DISCUSSION re the future of Brandon Station.

Cllr Wittam led the discussion stating that now the demolition of Brandon Station has been halted and should be redeveloped is the prime mover in what should be done with it. He continued that the task was now to find a lasting use for the Station. The Chair asked the Councillors for their input and stated that one of the ideas he had was to use it as the Brandon Heritage Centre. He went on to say that it would free up the current Heritage Centre that perhaps could become a Community Hall. Cllr Lukaniuk stated that it was the Suffolk Building Preservation Trust that had listed Brandon Station. Cllr Lukaniuk stated that he had been in contact with Suffolk County Council regarding funding a building in Norfolk and there is no S106 money for this building as they see it as a Norfolk project. He commented that we have several new Councillors and asked if any of them would like to lead on the project. Cllr Wittam agreed with Cllr Lukaniuk and asked Cllr Etherington if she would

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like to comment. Cllr Etherington welcomed the opportunity, she felt that the idea to move the Heritage Centre was good and that Brandon Creative Forum are looking for a base of operation. Cllr Wittam asked Cllr Etherington to put this forward for further discussion at the next Full Council Meeting. Cllr Etherington asked if this could be done by a formal working party that could include members of the public and suggested Cllr Atkins as a good candidate.

12 CORRESPONDENCE

- West Suffolk Council – Variation to Brandon PSPO – information received. Cllr Wittam suggested other areas being the car park of the old bingo hall and the orchard. Cllr Etherington asked if there would be increased cost to more areas being covered. The Clerk will investigate this further.
- Britain in Bloom – Certificate of Recognition for Brandon Cemetery – information received. Cllr Wittam congratulated the ground staff.

13 ACCOUNTS To approve the payments for October 2020.

Proposer: Cllr S Skinner

Seconder: Cllr N Vant

Resolution Record No: **BTC/36/09/Nov/20**

CARRIED: By majority vote: 6 for, 1 abstention

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
19/10/2020	E Whittam	Jolliffe & Co LLP	Health & Safety Consultancy	£3,083.72	£616.74	£3,700.46	BACS
23/10/2020		CMS		£45.00	£0.00	£45.00	BACS
27/10/2020	93694	Culford Waste Ltd	Trade Waste	£125.00	£25.00	£150.00	BACS
22/09/2020	M010 SF	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
28/09/2020	H18FAA4324	E.ON	Electric Pillar 8 Market Hill	£7.99	£0.40	£8.39	Direct Debit
28/09/2020	H18FADA1DE	E.ON	Electric Pillar 9 Market Hill	£8.45	£0.42	£8.87	Direct Debit
29/09/2020	H18FB8EEEA	E.ON	Electric Cemetery Yard	£14.13	£0.71	£14.84	Direct Debit
12/10/2020	H10A73BFC5	E.ON	Electric OSH	£123.86	£6.19	£130.05	Direct Debit
09/10/2020	97343627	Quadient UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
01/10/2020	115322	Cranberry Comms.	Microsoft 365 Subscription	£94.00	£18.80	£112.80	Direct Debit
26/10/2020		Creative Pension Trust	Pensions	£320.51	£0.00	£320.51	Direct Debit
28/10/2020	1127508	West Suffolk Council	Trade Waste	£71.92	£0.00	£71.92	Direct Debit
29/04/2020	417304213	Denmans	Town Costs	£34.50	£6.90	£41.40	BACS
18/09/2020	C.N.	Denmans	Town Costs	-£30.95	-£6.19	-£37.14	BACS
20/08/2020	104290	Thetford Garden Centre	Watering Can	£5.83	£1.16	£6.99	BACS
05/10/2020	23777	Suff. Assn. of Loc. Cou.	Payroll Service	£198.00	£39.60	£237.60	BACS
09/10/2020	939485099	Arco Ltd	PPE	£50.62	£9.45	£60.07	BACS
28/10/2020	939696625	Arco Ltd	PPE	£108.85	£21.77	£130.62	BACS
12/10/2020	204094	Fengate Fasteners Ltd	PPE & Town Costs	£59.95	£11.99	£71.94	BACS
30/10/2020	205452	Fengate Fasteners Ltd	PPE & Town Costs	£223.52	£32.11	£255.63	BACS
12/10/2020	268403	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
14/10/2020	268407	J & D Green	Cleaning Bus Shelters	£50.00	£0.00	£50.00	BACS
13/10/2020	50614	Chase Timber Products	Town Costs	£4.73	£0.95	£5.68	BACS
20/10/2020	50695	Chase Timber Products	Waste Storage Area	£54.15	£10.83	£64.98	BACS
20/10/2020	50696	Chase Timber Products	Waste Storage Area	£7.89	£1.58	£9.47	BACS

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16/10/2020	K13824	Ernest Doe & Sons Ltd	Mower Repairs	£12.81	£2.56	£15.37	BACS
23/10/2020	K14249	Ernest Doe & Sons Ltd	Mower Spares	£70.40	£14.08	£84.48	BACS
20/10/2020	9240760	Suffolk County Council	Relocate Lighting Column	£1,265.42	£253.08	£1,518.50	BACS
22/10/2020		West Suffolk Council	Premises Licence	£180.00	£0.00	£180.00	BACS
28/10/2020		West Suffolk Council	Premises Licence	£180.00	£0.00	£180.00	BACS
27/10/2020	5885 AAH196	Travis Perkins Ltd	Equipment Hire	£94.10	£18.82	£112.92	BACS
25/10/2020	2DCA283B-0002	Wittam Info. Tech. Ltd	Website Upkeep	£30.00	£0.00	£30.00	BACS
25/10/2020	2DCA283B-0003	Wittam Info. Tech. Ltd	Access Control	£30.00	£0.00	£30.00	BACS
28/10/2020		Mr G Cock	Reimbursement	£91.71	£2.69	£94.40	BACS
31/10/2020	20200000981	Finevale Service Station	Fuel	£102.62	£20.52	£123.14	BACS
05/11/2020		HMRC	NICS	£1,240.62	£0.00	£1,240.62	BACS

14 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR SEPTEMBER 2020

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

15 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 Etherington

Seconder: Cllr L Atkins

Resolution Record No: **BTC/37/09/Nov/20**

CARRIED: Unanimous

16 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 12th October 2020.

Proposer: Cllr V Lukaniuk

Seconder: Cllr P Wittam

Resolution Record No: **BTC/38/09/Nov/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 12TH OCTOBER 2020 BE APPROVED.

17 DISCUSSION re Christmas Event – update on current situation.

Cllr Skinner and the Clerk updated Council on the progress and plan regarding the Christmas lights and trees. The Clerk informed Councillors that the Council had received a request for funding from a local group.

Signed.....

18 QUOTES

To consider quotations from Chapel Doors Ltd and Anglia Door Systems Ltd to repair the front door at Old School House.

Deferred due to a temporary repair having been undertaken.

19 MATTERS ARISING

The Clerk requested confirmation that we make a similar donation to the previous year to R.B.L for poppy wreaths. It was agreed that we donate the same figure again.

The meeting closed at 9:43pm

Signed.....

Brandon Town Council

Town Clerks Report

I am pleased to inform the meeting that the Christmas Lighting was installed as planned and within the budget allowed.

My thanks go to the Towns Keepers for their hard work, long days and professionalism in carrying out the work. My apologise go to anyone inconvenienced by the work taking place.

Having put the groundwork in place, next year it will be quicker to instal the lights on Market Hill.

Some further S137 requests have been received for this current year, but to date no request for Grants for the 21/22 budget.

We have several projects planned for the coming months and it is our commitment that we will continue to use local suppliers where possible.

Whilst we will try to assist anyone in Brandon, please refer Highways issues to either West Suffolk or Suffolk County Council. The Towns Keepers are not able to repair street lighting, or clean Fly Tipped rubbish.

Accounts for Payment November 2020

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	H10ADB5AB	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
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

Accounts for Payment November 2020

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

13/11/2020

Brandon Town Council 2019/20

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Detailed Income & Expenditure by Budget Heading 01/11/2020

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>101 Administration</u>							
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	273,688	296,438	286,102	(10,336)			0
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	279	250	(29)		(29)	
1130 Office Equipment/Furniture	215	100	400	300		300	
1131 Computer Equipment	204	37	300	263		263	
1132 Stationery	569	47	500	453		453	
1133 Payroll	378	0	460	460		460	
1138 Misc Expenses	450	315	600	285		285	
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	2,290	700	(1,590)		(1,590)	
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	969	1,500	531		531	
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	609	1,500	891		891	
4113 Bank Charges	18	40	1,500	1,460		1,460	
Administration :- Indirect Expenditure	23,619	16,758	26,810	10,052	0	10,052	0
Net Income over Expenditure	250,069	279,681	259,292	(20,389)			
<u>102 Staff</u>							
1201 Staff Salaries (Gross)	68,350	41,138	86,820	45,682		45,682	
1202 LGA Superannuation	6,026	2,310	2,605	295		295	
1203 NI Contributions	14,090	7,004	12,155	5,151		5,151	
Staff :- Indirect Expenditure	88,466	50,452	101,579	51,128	0	51,128	0
Net Expenditure	(88,466)	(50,452)	(101,579)	(51,128)			

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>103 PWLB</u>							
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>
Net Expenditure	<u>(13,559)</u>	<u>(6,779)</u>	<u>(13,600)</u>	<u>(6,821)</u>			
<u>104 Grants</u>							
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>
Net Expenditure	<u>(32,782)</u>	<u>(17,014)</u>	<u>(39,027)</u>	<u>(22,014)</u>			
<u>201 Cemetery/Town</u>							
2177 Burial Fees	8,150	7,000	10,000	3,000			
2178 Ashes Interment Fees	3,472	3,360	5,000	1,640			
2179 Memorial Fees	3,536	2,063	2,000	(63)			
Cemetery/Town :- Income	<u>15,158</u>	<u>12,423</u>	<u>17,000</u>	<u>4,577</u>			<u>0</u>
2101 Cemetery/Town Costs	6,945	2,142	3,000	858		858	
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	446	500	54		54	
2116 Garage Rental	526	500	600	100		100	
2131 New Equipment	27,449	480	3,000	2,520		2,520	
2132 Trade Waste	1,320	787	1,500	713		713	
2133 Bus Shelter Cleaning	150	100	300	200		200	
Cemetery/Town :- Indirect Expenditure	<u>142,080</u>	<u>4,764</u>	<u>34,650</u>	<u>29,886</u>	<u>0</u>	<u>29,886</u>	<u>0</u>
Net Income over Expenditure	<u>(126,922)</u>	<u>7,659</u>	<u>(17,650)</u>	<u>(25,309)</u>			
<u>301 Old School House</u>							
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	574	1,000	426		426	
3117 Water charges OSH	247	72	250	178		178	
3120 Window Cleaning	198	99	300	201		201	
3125 Fire Extinguisher Servicing	149	184	200	17		17	

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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	433	2,500	2,067		2,067	
Old School House :- Indirect Expenditure	<u>5,830</u>	<u>1,629</u>	<u>5,750</u>	<u>4,121</u>	<u>0</u>	<u>4,121</u>	<u>0</u>
Net Expenditure	<u>(5,830)</u>	<u>(1,629)</u>	<u>(5,750)</u>	<u>(4,121)</u>			
401 General							
2121 Machinery Servicing	251	0	750	750		750	
2122 Fuel & Oil	1,220	678	1,500	822		822	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	720	129	1,000	871		871	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	597	118	200	82		82	
4102 Christmas Lighting	5,066	0	6,000	6,000		6,000	
4104 Truck Maintenance & Tax	455	50	1,000	950		950	
4105 Town Clock Repairs	14	0	500	500		500	
4112 Events	2,656	0	4,000	4,000		4,000	
General :- Indirect Expenditure	<u>10,978</u>	<u>976</u>	<u>17,810</u>	<u>16,834</u>	<u>0</u>	<u>16,834</u>	<u>0</u>
Net Expenditure	<u>(10,978)</u>	<u>(976)</u>	<u>(17,810)</u>	<u>(16,834)</u>			
402 Recreation							
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	0	200	200		200	
4208 Cemetery - Trees	0	0	6,000	6,000		6,000	
Recreation :- Indirect Expenditure	<u>2,407</u>	<u>0</u>	<u>10,700</u>	<u>10,700</u>	<u>0</u>	<u>10,700</u>	<u>0</u>
Net Expenditure	<u>(2,407)</u>	<u>0</u>	<u>(10,700)</u>	<u>(10,700)</u>			
403 Street Lights							
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	0	28,875	28,875		28,875	
Street Lights :- Indirect Expenditure	<u>21,017</u>	<u>0</u>	<u>53,075</u>	<u>53,075</u>	<u>0</u>	<u>53,075</u>	<u>0</u>
Net Income over Expenditure	<u>(19,517)</u>	<u>0</u>	<u>(53,075)</u>	<u>(53,075)</u>			

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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	308,861	303,102	(5,759)			
Expenditure	340,738	98,371	303,002	204,631	0	204,631	
Net Income over Expenditure	<u>(50,392)</u>	<u>210,490</u>	<u>100</u>	<u>(210,390)</u>			
Movement to/(from) Gen Reserve	<u>(50,392)</u>	<u>210,490</u>					