

# Brandon Town Council — AGENDA



**Full Town Council — Monday, 8 June 2026**

**Issued: Tuesday, 2 June 2026**

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Dear All,

Notice is hereby given of a public meeting of the **Full Town Council** to be held at **7:00 PM** on **Monday, 8 June 2026** at the **Council Chamber**. Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960. This notice is given under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

Yours sincerely,

**Tina Cunnell**

Clerk to Brandon Town Council  
clerk@brandon-tc.gov.uk

## AGENDA

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### **26/36. Apologies for Absence**

To receive

Relevant Legislation Local Government Act 1972, s85

### **26/37. Declarations of Interest and requests for Dispensations**

To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

Relevant legislation Localism Act 2011, s31

### **26/38. To receive a report from RAF Lakenheath**

To receive and note

### **26/39. Minutes of Previous Meetings**

To agree and sign the minutes from the Annual Town Council Meeting on 11th May 2026

Relevant legislation Local Government Act 1974 S12 para 41 (1)

### **26/40. Minutes of Previous Meetings**

To receive and note minutes of the Events Committee Meeting of 28th May 2026

### **26/41. Chairmans Report**

To receive and note

### **26/42. Public Participation Time**

A period of 15 minutes is allocated to allow Members of the Public to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

Relevant legislation: Local Government Act 1972 Schedule s100

Public Bodies (Admission to Meetings) Act 1960

**26/43. To Increase in year S137 Allocation**

To discuss and agree if appropriate that 26/27 in year S137 allocation is increased by £5000 from general reserves and that this uplift is reflected in next years budget

Lead: Cllr Pinnell

**26/44. Grant Applications**

Decision required: To consider S137 grants from Marketplace Arts

**26/45. Reports from County and District Councillors**

To receive and note reports of project activity or outside bodies attended on behalf of the Council

**26/46. Reports from Town Councillors**

To receive and note reports of project activity or outside bodies attended on behalf of the Council

**26/47. Planning Applications to Consider**

Planning Applications to Consider

To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning

DC/26/0630/FUL – Greenways, Manor Road, Brandon – Consultation

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDURA4PDKEB00>

DC/26/0649/ADV – 9 Bury Road, Brandon – Advertisement

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDZSQAPD02M00>

DC/26.0099/FUL - Coulson Cottage, Coulson Lane, Brandon - Re-consultation

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9B0BYPDI2T00>

**26/48. Late Planning Applications Received after Agenda was Published**

To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published

Planning Variances

To discuss any planning variances

**26/49. New Cemetery Report**

To report on any updates received

**26/50. Accounts**

To receive and note payments made in May 2026, in accordance with Financial Regulations

**26/51. Financial Update**

To receive and note:-

1. Income & Expenditure Statement against budget for February 2026

**26/52. Internal Control Report**

To receive and note Internal Control Report

**26/53. Internal Auditors Report**

To receive Internal Auditors report and consider recommendations

Decision: To note report and agree next steps

**26/54. Annual Governance Statement 2025/26 Annual Return**

To approve and sign Annual Governance Statement 2025/26 Annual Return

Decision: To agree Annual Governance Statement 2025/26 Annual Return

**26/55. Statement of Accounts 2025/26 Annual Return**

To approve and sign Statement of Accounts 2025/26 Annual Return

Decision: To agree Statement of Accounts 2025/26 Annual Return

**26/56. Explanation of Variances**

To approve explanation of variances on 2025/26 accounts

Decision: To approve explanation of variances

**26/57. Clerks Update**

To receive any information received since publication of agenda

Generated by GovMeetings on 02/06/2026

# APPENDIX I — Public Documents

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## **26/39. Minutes of Previous Meetings**

Annual Meeting Minutes 11th May 25.pdf

## **26/40. Minutes of Previous Meetings**

Events Committee Meeting Minutes 28th May 26.pdf

## **26/44. Grant Applications**

2643.pdf

## **26/45. Reports from County and District Councillors**

2644.pdf

## **26/47. Planning Applications to Consider**

2646.pdf

## **26/50. Accounts**

Accounts for Payment May 2026.pdf

## **26/51. Financial Update**

2650.pdf

## **26/52. Internal Control Report**

2651.pdf

## **26/53. Internal Auditors Report**

2652.pdf

## **26/54. Annual Governance Statement 2025/26 Annual Return**

2653.pdf

## **26/55. Statement of Accounts 2025/26 Annual Return**

2654.pdf

## **26/56. Explanation of Variances**

AGAR 25-26 Variances.pdf



**ANNUAL COUNCIL MEETING OF BRANDON TOWN COUNCIL**

**OLD SCHOOL HOUSE BRANDON**

**MONDAY 11<sup>TH</sup> MAY 2026 7.00 P.M.**

Present: Councillors: Brocklehurst (Chair), Bland, Challiss, Gorringe, Hughes, Kostecki, Lukaniuk, Palmer, Pinnell, Savage, Siebert, Skinner, Watts, Wittam  
 Clerk: Cunnell, Minute Taker: Prior

**MINUTES**

Firstly, Cllr Wittam thanked Cllr Lukaniuk for all his past service being a County Councillor. He then welcomed Cllr Kent as the new County Councillor.

26/1	<p><b>Election of Chair</b>          Cllr Wittam nominated Cllr Savage, seconded by Cllr Bland. Cllr Skinner nominated Cllr Brocklehurst, seconded by Cllr Hughes.  <b>RESOLVED</b></p> <p>Cllr Brocklehurst was elected as Chair for the year 2026/27 and signed the Acceptance of Office.</p>
26/2	<p><b>Election of Vice Chair</b>          Cllr Brocklehurst nominated Cllr Skinner, seconded by Cllr Hughes. Cllr Savage nominated Cllr Watts, seconded by Cllr Challiss.  <b>RESOLVED</b></p> <p>Cllr Skinner was elected as Vice Chair for the year 2026/27 and signed the Acceptance of Office.</p>
26/3	<p><b>Apologies for Absence</b>          No apologies received.</p>
26/4	<p><b>Declarations of Interest and requests for Dispensations</b>          Cllr Skinner – non-pecuniary interest re item 26/13 planning application DC/25/1632/FUL.</p>
26/5	<p><b>To receive a report from RAF Lakenheath</b>          No report was received this month from RAF Lakenheath.</p>

26/6	<p><b>Minutes of Previous Meetings</b>  Cllr Wittam proposed and Cllr Gorrige seconded to agree and sign the minutes from the Full Council Meeting on 13th April 2026.  <b>RESOLVED</b></p>
26/7	<p><b>Chairmans Report</b>  The Chairman reported: -</p> <ul style="list-style-type: none"> <li>• Thanked outgoing Chair, Cllr Wittam, for the preceding year.</li> <li>• Priority is the recently published Brandon commission report which we should use a foundation to create a robust town plan.</li> <li>• Advance new cemetery project.</li> <li>• Chair announced that he will be supporting the Men's Sheds Project throughout his year as chairman.</li> </ul>
26/8	<p><b>Public Participation Time</b>  The meeting was adjourned.</p> <p>A member of the public thanked the Council for the May Day maypole dancing event.</p> <p>Another member of the public raised concerns about the lack of a later bus service in Brandon. Cllr Pinnell advised that he and Cllr Bland have been lobbying Coach Services and Suffolk County Council to secure funding to subsidise a later bus service. He explained that, for 2026/27, Coach Services currently has no funding available to support the 86 service unless other subsidised services are reduced or withdrawn. It is hoped that some subsidy from other Suffolk services may be reallocated, leaving funding available for this service. Further updates are expected in the autumn, and the member of the public will be kept informed of progress.</p> <p>County Councillor Kent suggested several possible options to assist and asked for the member of the public's contact details.</p> <p>The meeting was then re-opened.</p>
26/9	<p><b>Grant Applications</b>  A representative from The Harvest Centre thanked the Council for the previous funding received and Councillors who help out. They then gave an overview of why they had applied for more grant funding due to the significant increase in food over the years.  Cllr Wittam proposed and Cllr Savage seconded to grant £3000 to The Harvest Centre.  <b>RESOLVED</b></p> <p>The Head of Elveden C of E Primary Academy gave information about the new Communication &amp; Interaction Specialist unit and the children who would be using the unit and with what resources, hence the need for funding.  The Councillors were invited to visit the unit.</p> <p>As the current S137 for this financial year has been spent, Clerk to look at ways to increase amount available in year.</p>

	<p>Cllr Watts proposed and Cllr Wittam seconded to grant £500 to Elveden Primary Academy. The Council would get back to Elveden Academy if further funds become available in year.</p> <p><b>RESOLVED</b></p>
26/10	<p><b>Reports from County and District Councillors</b></p> <p>Cllr Kent as County Councillor reported: -</p> <ul style="list-style-type: none"> <li>• Grateful for votes and good wishes received.</li> <li>• Thanked Cllr Lukaniuk for his past work and the other candidates.</li> <li>• Has a locality grant of £6,000 to help groups.</li> <li>• He will be working with Brandon Town Council on projects in Brandon.</li> <li>• Attended Brandon Residents Association meetings with groups of people there who are keen to influence what is happening in the town.</li> <li>• Will investigate Transport re member of publics bus service query.</li> </ul> <p><b>Cllr Lukaniuk as District Councillor reported: -</b></p> <ul style="list-style-type: none"> <li>• Congratulated Cllr Brocklehurst and Cllr Skinner becoming Chair and Vice Chair.</li> <li>• Thanked people who voted for him in the County Elections.</li> <li>• Congratulated Tim Kent and will look forward to working with him.</li> <li>• West Suffolk Working Party have endorsed Cllr Savage as Vice Chair and will go to Full Council tomorrow night.</li> </ul> <p><b>Cllr Wittam as District Councillor reported: -</b></p> <ul style="list-style-type: none"> <li>• Welcomed Tim Kent and will work with you at both Town and District Level.</li> <li>• Congratulated Cllr Brocklehurst and Cllr Skinner becoming Chair and Vice Chair.</li> </ul>
26/11	<p><b>Reports from Town Councillors</b></p> <p><b>Cllr Watts reported: -</b></p> <ul style="list-style-type: none"> <li>• Having a meeting with Town Keeper on Friday to discuss the Anglia in Bloom entry to enter the cemetery and orchard.</li> <li>• Have been donated four Walnut saplings two are going to the Remembrance Garden, one to the Lode and the other the Orchard.</li> </ul> <p><b>Cllr Pinnell reported: -</b></p> <ul style="list-style-type: none"> <li>• Is monitoring the project to replace the bridge at The Maltings. Suffolk County Council are currently applying for permits for river works but project due to be delivered this financial year.</li> </ul> <p><b>Cllr Bland reported: -</b></p> <ul style="list-style-type: none"> <li>• Reported that the bus shelters work will start soon to replace flags, damaged glass etc and are now surveying and measuring to look to put in dropped kerbs, new shelters etc.</li> <li>• Regarding the TRO, Highways have been carrying out their own surveys. Three surveys have been carried out and Highways would like a meeting with the Town council to discuss the changes to the Local Plan. Need support of the County Councillor to move forward.</li> </ul>

	<p><b>Cllr Challiss reported: -</b></p> <ul style="list-style-type: none"> <li>• Been approached by a number of people that work on the industrial estate regarding a blind spot on the corner of Wimbledon Avenue. The police are aware of the hazardous parking.</li> </ul> <p><b>Cllr Gorrige reported: -</b></p> <ul style="list-style-type: none"> <li>• Water leak on Downham Way. Thanked agencies for prompt action.</li> </ul> <p><b>Cllr Siebert reported: -</b></p> <ul style="list-style-type: none"> <li>• Thanked everyone for their help with the children's breakfast during the last school holiday, with 50-60 children attending. Found a new Cash for Kids grant to be able to run more events in the holidays,</li> <li>• Requested assistance to help go for funding and delivering events</li> </ul> <p><b>Cllr Brocklehurst reported: -</b></p> <ul style="list-style-type: none"> <li>• Progressing with Men's Shed looking at getting a base somewhere.</li> </ul>
26/12	<p><b>Planning Applications to Consider</b> To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning.</p> <p>DC/26/0579/HH – 37 Seymour Avenue, Brandon – Consultation <a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TD9IUIPK4H00">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TD9IUIPK4H00</a></p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were then made on application DC/26/0579/HH:-</p> <ul style="list-style-type: none"> <li>• No objections from neighbours.</li> </ul> <p>Cllr Lukaniuk proposed and Cllr Wittam seconded, to support the application. <b>RESOLVED</b></p> <p>DC/25/1632/FUL – Land North of Richmond Road, Brandon – Re-consultation <a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T47ZGNPDFSW00">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=T47ZGNPDFSW00</a></p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were then made on application DC/25/1632/FUL:-</p> <ul style="list-style-type: none"> <li>• Containers are already in place.</li> <li>• Cannot see amendments on the application.</li> <li>• Concerned about the lack of highways access – not been dealt with.</li> <li>• Concerned about the Ecological assessment.</li> <li>• Vehicle access to the site is unclear.</li> <li>• BNG – required planting 21 trees containers are there, not trees.</li> <li>• SSSI area.</li> </ul> <p>Cllr Wittam proposed and Cllr Siebert seconded, to object to the application. <b>RESOLVED</b></p> <p>DC/26/0635/HH – 17 Rowan Drive, Brandon – Consultation <a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TDVZMWPDKU00">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TDVZMWPDKU00</a></p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were then made on application DC/26/0635/HH:-</p> <ul style="list-style-type: none"> <li>• Will not impose on anybody.</li> </ul>

	<ul style="list-style-type: none"> <li>No objections on portal.</li> </ul> <p>Cllr Skinner proposed and Cllr Wittam seconded, to support the application. <b>RESOLVED</b></p> <p>DC/26/0620/HH – 27-29 London Road, Brandon – Consultation <a href="https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TDOI4HPDKBU00">https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=TDOI4HPDKBU00</a></p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were then made on application DC/26/0620/HH:-</p> <ul style="list-style-type: none"> <li>No objections.</li> <li>Plenty of space for the extension.</li> <li>Design proposal is keeping in line with existing property.</li> </ul> <p>Cllr Wittam proposed and Cllr Bland seconded, to support the application. <b>RESOLVED</b></p>
26/13	<p><b>Late Planning Applications Received after Agenda was Published</b> To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published. None received.</p> <p><b>Planning Variances</b> There were no planning variances to discuss.</p>
26/14	<p><b>New Cemetery Report</b> The Clerk reported: -</p> <ul style="list-style-type: none"> <li>Received S106 documentation from solicitors which has all been signed as of today and will be sent back tomorrow.</li> <li>Should receive our pre-conditions soon.</li> </ul>
26/15	<p><b>Accounts</b> Cllr Wittam proposed and Cllr Skinner seconded to approve and note payments made in April 2026. <b>RESOLVED</b></p>
26/16	<p><b>Financial Update</b> Received and noted: -</p> <ul style="list-style-type: none"> <li>Income &amp; Expenditure Statement against budget for March 2026.</li> </ul>
26/17	<p><b>Council Committee Structure for 2026/27</b> Noted: Full Council – All Councillors Events Committee:- Cllr Hughes, Challiss, Savage, Skinner, Watts</p>
26/18	<p><b>Standing Orders</b> The Clerk explained that the next four items have not changed, being the same as last year. It was decided to vote on all four items at once (18-21). Cllr Wittam proposed and Cllr Skinner seconded to review Standing Orders. <b>RESOLVED</b></p>

26/19	<p><b>Financial Regulations</b></p> <p>Decision required: To review Financial Regulations Cllr Wittam proposed and Cllr Skinner seconded to review Financial Regulations.</p> <p><b>RESOLVED</b></p>
26/20	<p><b>Scheme of Delegation</b></p> <p>Decision required: To review Scheme of Delegation Cllr Wittam proposed and Cllr Skinner seconded to review Scheme of Delegation.</p> <p><b>RESOLVED</b></p>
26/21	<p><b>Financial Risk Assessment</b></p> <p>Decision required: To review Financial Risk Assessment Cllr Wittam proposed and Cllr Skinner seconded to review Financial Risk Assessment.</p> <p><b>RESOLVED</b></p>
26/22	<p><b>Internal Control Statement</b></p> <p>Cllr Brocklehurst explained that he had been undertaking the internal controls check and proposed that Cllr Skinner take over the role. The Clerk explained what internal controls were and how checks are carried out by a Councillor quarterly and the auditor checks this is being carried out. She also confirmed that Cllr Skinner would now take over from Cllr Brocklehurst. Cllr Wittam proposed and Cllr Siebert seconded to accept the Internal Control Statement.</p> <p><b>RESOLVED</b></p>
26/23	<p><b>Meetings Calendar</b></p> <p>Received and noted. June meeting to remain the second Monday of the month.</p>
26/24	<p><b>Safeguarding</b></p> <p>It was confirmed the lead person/persons for safeguarding was Cllr Hughes. June would need to undertake more training in order to remain the lead person. Deputies being Mrs Prior (Officer) and Cllr Watts who have carried out training.</p>
26/25	<p><b>Clerks Update</b></p> <p>The Clerk gave the following update:-</p> <ul style="list-style-type: none"> <li>• Have been looking into funding for the Council and to support other organisations in the town.</li> <li>• Had a meeting with HAF from Suffolk and are now part of the programme that provides school activities, this includes providing food at all the activities. The application to be submitted is for the summer and Christmas holidays and the council has several partners including the RBL to help deliver these activities. There is a separate fund that can potentially be applied for to provide activity and food outside of the</li> </ul>

	<p>holidays. Council will assist with the application if requested to by delivering bodies.</p> <ul style="list-style-type: none"><li>• Officers are currently busy working on year end - internal and external audits, the outcomes of which will be published for the public to read.</li></ul>
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The meeting closed at 8.45 PM

Chairman

Date



# BRANDON

## TOWN COUNCIL

### EVENTS COMMITTEE MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

THURSDAY 28<sup>TH</sup> MAY 2026 10.00 A.M.

Present: Councillors: Challiss, Hughes, Watts.  
Officers: Cunnell, Prior, Barnes.

#### MINUTES

26/26	<b>Election of Chair</b> Cllr Challiss nominated Cllr Watts, seconded by Cllr Hughes.  Cllr Watts is the Chair of the Events Committee, for the year 2026/27.
26/27	<b>Election of Vice Chair</b> Cllr Watts nominated Cllr Challiss, seconded by Cllr Hughes.  Cllr Challiss is the Vice Chair of the Events Committee, for the year 2026/27.
26/28	<b>Apologies for Absence</b> Apologies received from Cllr J Savage, Cllr S Skinner.
26/29	<b>Declarations of Interest and requests for Dispensations</b> None.
26/30	<b>Minutes of Previous Meetings</b> Proposed by Cllr Challiss and seconded by Cllr Hughes to agree and sign the minutes of the Events Committee meeting held on 5th February 2026. <b>RESOLVED</b>
26/31	<b>Public Participation Time</b> There were no members of the public.
26/32	<b>Terms of Reference</b> It was proposed by Cllr Challiss and seconded by Cllr Hughes to agree the Terms of Reference for the committee. <b>RESOLVED</b>

26/33	<p><b>Updates on Events</b></p> <p>Mrs Prior gave an update about the Easter Event:-</p> <ul style="list-style-type: none"> <li>• Bush Adventures delivered some paddleboarding sessions which were well attended.</li> </ul> <p>Mrs Prior gave an update on the May Day Event/Maypole Dancing:-</p> <ul style="list-style-type: none"> <li>• Very well attended - Market and maypole dancing</li> <li>• Booked for next year</li> <li>• Off the back of the success of this Market we are attempting to resurrect a Saturday market.</li> </ul>
26/34	<p><b>Receive updates on agreed Events 2026</b></p> <p>Updates on Events for 2026:-</p> <ul style="list-style-type: none"> <li>• <b>Orchard Day</b> - 20<sup>th</sup> September 2026 – Happy to Sing Choir</li> <li>• <b>Summer Activities</b> – We have received some HAF funding for some of our Summer Activities this year. Town Keepers will re-paint the games on Market Hill. Also discussed the possibility of having an ice cream van on Market Hill in the Summer.</li> <li>• <b>Nine Stiles Walk</b> – Sunday 23<sup>rd</sup> August – Possible ‘open mic’ for poetry and songs – Refreshments will be available in St Peters Centre</li> <li>• <b>Heritage Week</b> 12<sup>th</sup>–19<sup>th</sup> September – All events are uploaded to the Heritage Open Days site</li> <li>• <b>Halloween</b> – No firm decision reached – Ask Shoestring to participate</li> <li>• <b>Remembrance Day</b> – Discussed structuring an event around the ‘Lamp Light of Peace’</li> <li>• <b>Christmas Fair</b> – Saturday 28<sup>th</sup> November – Sending pitch forms out in June</li> <li>• <b>Christmas School Holiday Activities</b> – Nickie will be doing a breakfast club at the RBL</li> <li>• <b>Christmas Buffet</b> – Discussed a number of dates – Nothing firm</li> </ul>
26/35	<p><b>Officers Update</b></p> <p>The Clerk did not have any further updates.</p> <p>Next meeting to take place on Monday 20<sup>th</sup> July 12.30pm.</p>

The meeting closed at 11.28 AM

Chairman

Date



# BRANDON TOWN COUNCIL

Please complete all sections of this form clearly using black ink.  
(This is so that details will still be readable if the form is photocopied)

## A. YOUR DETAILS

1. Name of organisation in full:

2. Name and address of person making the application (to whom all correspondence will be sent):

3. Daytime telephone number:

4. E-mail address:

5. Organisation bank details – Account name, Account No, Sort-code:

## B. YOUR ORGANISATION

6. Registered charity number (where applicable):

7. Year organisation established:

8. What does your organisation do? *Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.*

MarketPlace Arts is an arts organisation and charity working across West Suffolk, with large scale programmes delivered in the market towns of Brandon, Mildenhall and Newmarket. We are funded by Arts Council England through their Creative People and Places fund.

We believe the arts have the power to bring people together and make this part of the world better for everyone. We create, produce and programme very different kinds of art – music, performance, parades and light shows as well as visual arts and crafts – and people in our local communities are always at the heart of whatever we do.

Our constitution is attached.

9. What area is served by your organisation?

West Suffolk (Brandon, Mildenhall and Newmarket) and Fenland, Cambs (Wisbech, Whittelsey, Chatteris & March)

10. What is the total membership of your organisation?

5 Staff Members, 6 Trustees

11. How many members live in the Town?

0

12. Please give the names and addresses of the officers of your organisation.

Chairman

Katherine Nightingale, Chair

Treasurer

Secretary

13. Please provide a set of your organisation's latest **accounts**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.

Accounts are attached.

**C. GRANT REQUEST**

14. How much grant are you asking for?

2,000

15. What is the total cost of the project?

32300

16. What will you use the grant for?

In 2026 we produced Light Up The Town in Brandon thanks to your support. The resulting mural at the Heritage Centre was a huge success.

358 people attended the mural unveiling in Brandon in 2026 (with many more engaging in the week before and weeks after). We are now returning in 2027 with an expanded Light Up The Town with more art works over more nights and need your support to fully realise our plans to create a permanent art work in the town.

We will use the grant of £2000 to commission light performers to bring Brandon to life. We are considering drummers with lit up drums, a moving, interactive tree sculpture and other artistic works that will be selected by Brandon residents.

Whereas in 2026 we focused on a mural we are now going to diversify the programme further. We will work with members of the community to programme light artists who perform (parade, procession, dance, music etc) who will lead audiences through the town to new locations.

Light Up The Town is becoming an important annual event and we are growing the programme and number of nights each year. 2027 will see us commit to 3 nights of activity as a minimum with the potential to extend further if the right artwork can be installed into an appropriate venue. This year we are asking you to support the Light Up The Town commissioning budget, which will then be used by Brandon residents as part of our community ambassador panel taking place over the summer.

(We are also delivering Light Up The Town in Newmarket and Mildenhall but our request for funding from you is **explicitly for activities that only take place in Brandon.**)

We will continue to explore the outdoors, nature and unique landscape of the Brecks as well as celebrate Brandon’s heritage through the new artworks and performances.

***“We have never been offered an external session for our group in Brandon.” - Lucy, Active Communities Lead, Brandon Leisure & Health Hub***

17. How many people in the Town area do you estimate will benefit from the grant?

600+

18. Have you applied for funds from other sources? YES/

*(If yes, please give details of where and the amount and whether this has been successful)*

Source:	Amount	Success
Suffolk Culture Fund	17000	Yes
Arts Council England	11300	YES
Newmarket Town Council	2000	TBC
Mildenhall Town Council	2000	TBC

19. What fund-raising efforts will your organisation be making?

MarketPlace Arts is funded by Arts Council England and so our core costs (salaries, project management) and some of the project costs are covered with this funding. However, to deliver a large scale light festival for the town and the accompanying community engagement we require the support of partnerships. We have confirmed funding from Suffolk Culture Fund and are applying for funds from Newmarket and Mildenhall town council for the Light Up The Town activities in their towns.

20. Please indicate the age range of the beneficiaries of any award, e.g. young children/youth / adult / senior citizens.

Age Range	Yes/No
Under 5 years	Yes/No
5 – 16 years	Yes/No
16 – 25 years	Yes/No
25 – 65 years	Yes/No
65 +	Yes/No
All of the above	Yes/No

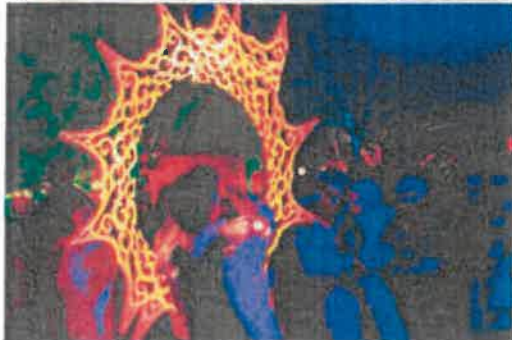
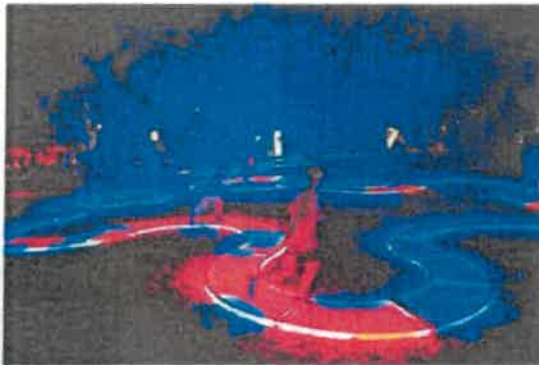
Please use the space below to include a **Statement** in support of your request. *(This must include details of how your organisation meets the ‘eligibility criteria’ set out in the information pack sent to you with this form.*

**D. STATEMENT IN SUPPORT OF GRANT REQUEST**

We are an arts charity working to support communities in West Suffolk with a strong track record of delivering high quality artistic programmes and activities in Brandon for 11+ years. We are specifically requesting support for the co-commissioning of the performance elements of Light Up The Town 2027 in Brandon.

Maddie Exton our Creative Producer for West Suffolk has established a strong network of local partners in Brandon and is well placed to ensure that the development of our work meets local need.

This investment in our commissioning budget will ensure communities can see wonderful light art performances like the below:



**E. CERTIFICATION**

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Brandon Town Council.

<b>Signed: R Drummer</b>	<b>Date: 8/5/2026</b>
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If successful Brandon Town Council must be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached.

Please email your completed application form to:- [office@brandon-tc.gov.uk](mailto:office@brandon-tc.gov.uk)



## **MARKETPLACE ARTS CONSTITUTION**

### **1. TITLE**

The title of the organisation shall be MarketPlace Arts and the direction of its affairs shall be a board of trustees, hereinafter referred to as the Board.

### **2. OBJECTS OF THE ASSOCIATION**

To advance the education of the public in the arts by:

Encouraging and developing public participation in the performing, visual and other artforms by the presentation of artworks, commissions, concerts, performances, exhibitions and festivals in the districts of Fenland and West Suffolk primarily, as well as in East of England region, Nationally and Internationally.

Supporting community wellbeing and capacity building in Fenland and West Suffolk through commissioning of collaborative arts projects addressing issues of place, community, equality and inclusion.

Promoting, supporting and developing the creative community of Fenland and West Suffolk including the amateur and voluntary arts sectors and the understanding of collaborative arts practice regionally, nationally and Internationally.

### **3. BOARD OF TRUSTEES**

No one shall be excluded from serving as a trustee for MarketPlace Arts on the grounds of sex, race, colour, religion or political affiliation

There shall be a Board of Trustees (hereinafter called "The Board") whose duty it shall be to carry out the general policy of MarketPlace Arts and, subject to any condition imposed from time to time by MarketPlace Arts, to provide for the administration, management and control of the affairs and property of MarketPlace Arts.

All Trustees who are elected to MarketPlace Arts are granted the right to vote.

The members of the Board shall be elected at the Annual General Meeting and shall hold office for a period of 3 years, when they must retire but will be eligible for re-election at the same Annual General Meeting.

The Board of Trustees shall not be less than 3 nor more than 10.

Trustees must attend a minimum of 4 Board meetings throughout a period of a year. If a Trustee fails to attend the minimum number of meetings, the reasons for absence will be considered by the Board and they may be asked to step down at the next Annual

General Meeting and will not be eligible for the re-election.

All Board members will receive an information pack giving details of all policies and procedures for MarketPlace Arts and the roles and responsibilities of a trustee. All board members must sign to acknowledge receipt of this pack and must adhere to the roles and responsibilities laid out by the Charities Commission and MarketPlace Arts.

Casual vacancies shall be filled through co-option by the Board until the next Annual General Meeting.

The Board will delegate the investigation of individual items and subject to working groups as defined hereunder.

Working Groups will be appointed by the Board to undertake studies and investigation into any topic deemed necessary or desirable by the Board, by any full meeting of MarketPlace Arts or by supported representation from any individual, such support to include a written brief signed by at least two members of MarketPlace Arts with voting rights. The working group may invite any member or non-member into the group who has specialist skills or knowledge that would benefit the group. There must be at least one Trustee responsible for every working group.

#### **4. OFFICERS**

The following honorary officers shall be elected at the Annual General Meeting of MarketPlace Arts. All honorary officers will be elected from members of MarketPlace Arts and granted the right to vote.

- i) Chair
- ii) Vice Chair
- iii) Secretary
- iv) Treasurer

In the event of equal votes the Chair shall have a second or casting vote.

The officers shall retire each year but will be eligible for re-election.

A Chair may only serve for four consecutive years.

#### **5. MEETINGS**

##### **Annual General Meetings**

The Annual General Meeting of MarketPlace Arts shall be held in each year at such time (not being more than fifteen months after the holding of the preceding Annual General Meeting) and place as the Board shall determine. At least fourteen clear days' notice in writing shall be given by the Board to the Members.

At the Annual General Meeting, the business shall include the election of a Chair and other honorary officers, the election of the Board, the appointment of Auditors, and the

consideration of an annual report of the work done by and under the auspices of MarketPlace Arts and of the audited accounts.

The proceedings of MarketPlace Arts shall not be invalidated by any failure to appoint or any defect in the appointment election or qualification of any member.

#### Other Meetings

- a) In addition, the full Association shall meet no less than four times a year, when all members will be presented with the findings of any Executive Working Groups.

#### Special Meetings

- b) A Special Meeting of the Association shall be called at fourteen days' notice upon the receipt of a requisition in writing signed by at least twenty members of MarketPlace Arts stating the object thereof, or by the Chair, or by the Board.

### 6. QUORUM

The quorum at any meeting of the Board, shall be one quarter of the Board, and no less than 4 members.

### 7. FINANCE

The Association shall have power to raise money by means of grants, donations or legacies, grants-in-aid from statutory authorities, loans and other sources.

The income and property of MarketPlace Arts, whencesoever derived shall be applied solely towards the promotion of the purposes of MarketPlace Arts as set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any member of the Association, provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of MarketPlace Arts not being a member of MarketPlace Arts or the repayment of reasonable out of pocket expenses.

The Association may appoint a custodian trustee or a MarketPlace Arts Trust of not less than three persons to hold any property held by or in trust for MarketPlace Arts or may with the agreement of the Official Custodian for Charities transfer to him personal property (within the meaning of Section 16(2) of the Charities Act 1960) so held and made application for an order vesting him any property so held.

Benefits and payments to charity trustees and connected persons

No MarketPlace Arts trustee or connected person may:

Buy or receive any goods or services from MarketPlace Arts on terms preferential to those applicable to members of the public

Sell goods, or services or any interest in land to MarketPlace Arts.

Be employed by, or receive any remuneration from MarketPlace Arts

Receive any other financial benefit from the charity

#### **8. THE ASSOCIATION YEAR AND AUDIT**

The MarketPlace Arts accounting year will be from 1<sup>st</sup> April to 31<sup>st</sup> March, shall run concurrently with the Local Authorities financial year. Once at least in every year the accounts of the Association shall be qualified auditor appointed at the AGM. The Trustees shall require that the accounts for the year shall be subject to an inspection/audit in line with statutory guidelines.

#### **9. DISSOLUTION**

MarketPlace Arts may at any time be dissolved by a resolution passed by a two thirds majority of those present and voting at a meeting of MarketPlace Arts of which at least twenty one clear day's notice shall have been sent to all members of MarketPlace Arts. Such resolutions may give instructions for the disposal of any assets held by or in the name of MarketPlace Arts, provided that if any priority remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of MarketPlace Arts but shall be given or transferred to such other institution or institutions having objects similar to some or all of the objects of MarketPlace Arts as MarketPlace Arts may, with the approval of the Charity Commissioners or other authority having charitable jurisdiction, determine.

#### **10. ALTERATIONS TO THE CONSTITUTION**

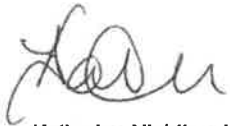
Alterations to the Constitution shall receive the assent of not less than two thirds of the members of MarketPlace Arts present and voting. A resolution for the alteration of the Constitution shall be received by the Secretary or Chair of MarketPlace Arts at least twenty one days before the meeting at which the resolution is to be brought forward. At least fourteen clear days notice in writing of such a meeting shall be given by the Secretary to the members and shall include notice of the alterations proposed. Provided that no alteration to Clause 2 shall be made without the approval of the Court or the Charity Commissioners or other authority having charitable jurisdiction.

**12. INTERPRETATION**

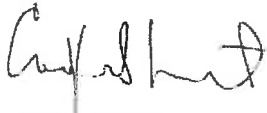
The Interpretation Act, 1889, shall apply for the interpretation of an Act of Parliament.

The Constitution was adopted by a meeting held on 5<sup>th</sup> December 2024

Signed:



Katherine Nightingale  
Chair  
5<sup>th</sup> December 2024



Godfrey Smith  
Treasurer  
5<sup>th</sup> December 2024



# The Brandon Mural

A project by MarketPlace Arts



## MARKETPLACE ARTS

Our mission is to ensure everyone has the opportunity to create and enjoy high-quality, ambitious creative experiences where they live.

We create exciting projects in **West Suffolk and Fenland**, across seven market towns, from Brandon, Mildenhall, and Newmarket to Chatteris, March, Whittlesey, and Wisbech.

We produce a wide range of creative projects all year round. From **all day festivals, to art installations, creative workshops, theatre to storytelling**; there's something for everyone.

**Every project is co-created with the communities** they're happening in, ensuring authentic and meaningful experiences for all.



Mildenhall Art Road Trip, 2025



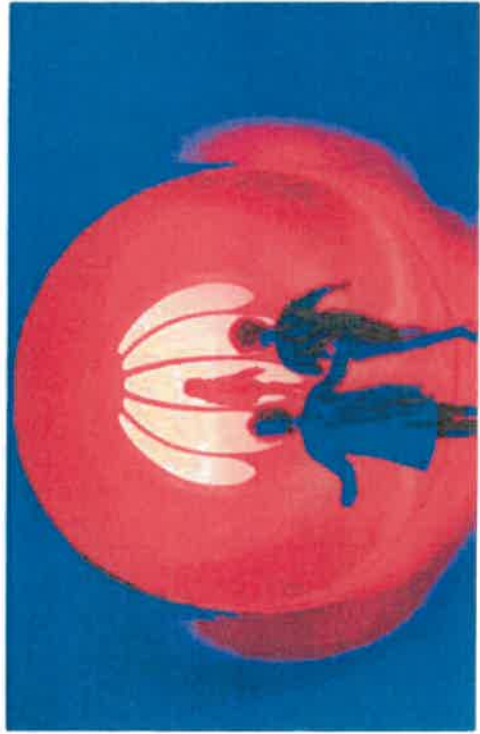
Wisbech Rose Fair, 2024



Light Up The Town Brandon, 2026



Lumini, Newmarket, 2026



We're proud to be part of Creative People and Places, an Arts Council England initiative backed by National Lottery funding.

This network of 42 projects across England focuses on areas where people have fewer opportunities to engage with arts and culture, **putting communities in the lead to shape their own creative experiences.**



# We've been working in Brandon for 11 years...



Created the performance area in Brandon Country Park in 2023

Take a creative walk around Brandon Country Park with this NEW interactive artist-led audio trail app!



For more information, or to download the app, visit: [www.brandoncounypark.com/brandoncounypark](http://www.brandoncounypark.com/brandoncounypark)

Created the interactive audio trail in Brandon Country Park in 2020



Fire and Flint Festival 2017



Light Up The Town 2025



Founded Brandon Creative Forum in 2016



'Tails and Trails' festival in Brandon Country Park 2019

# What is the Light Up The Town project about?

Light Up The Town is an annual light art project that aims to bring people together in the blue months after the festive season.

When community members might feel isolated, at this time of year when much of the landscape is dark and dormant, we bring light artworks that celebrate the local environment and the oncoming spring.

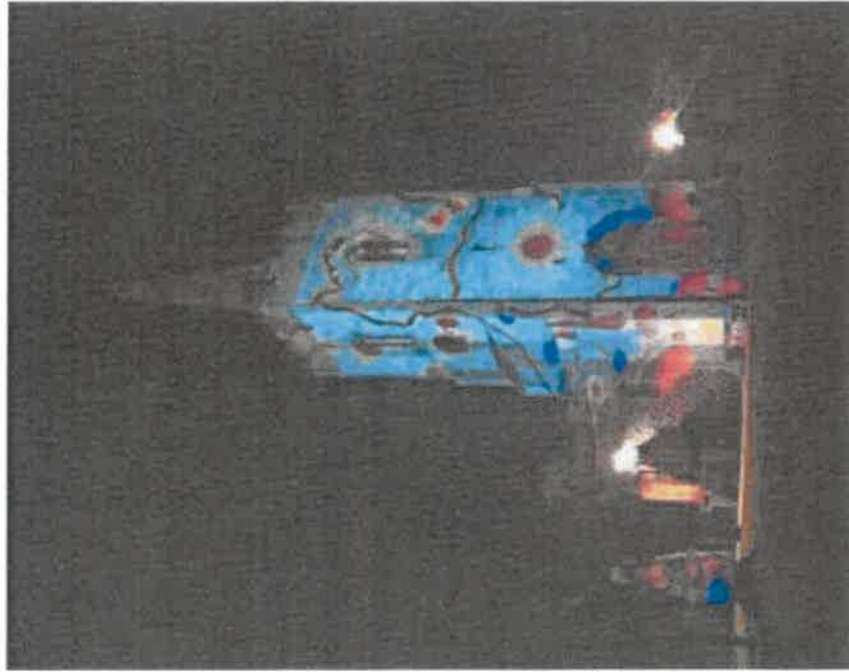
The project is about using **creative experiences to support wellbeing and social connection** while exploring our natural world.



Participants at Brandon Circle coffee morning collaging images from Brandon in Bloom



An image of the Orchard provided by Ali, town keeper



St Mary's church, Newmarket, 2025

# Light Up The Town 2026 - Brandon: 6 & 7 March



Henry Driver's Water Portals creating an immersive, interactive experience about climate adaptation inside St Peter's church + projection art workshops on site

+



Lit tractor display with O.W Wortley & Sons farm of the Breckland Farmers Wildlife Network

+



Co-created uv glowing mural with Brandon Teen Chill and Luke McDonnell at Brandon Heritage Centre

# Why did we make the mural?



Emma Cammack's artwork on Brandon high street

BRANDON MURAL MOCK UP V3

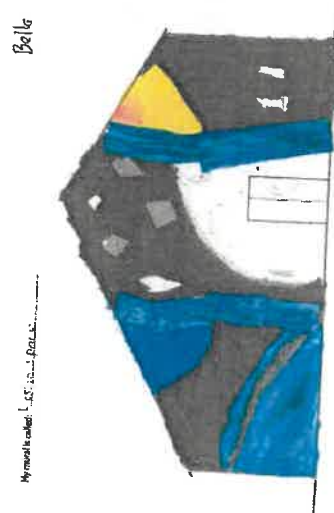


chiba

- This project was designed to respond to local need. We know through community-led activity around painting electricity boxes on the high street that there is **an enthusiasm for public art**.
- Following The Brandon Report, we know locals residents find their **connection to nature** the most enjoyable part of living in Brandon. We knew a piece of permanent artwork to recognise this and bring that connection to nature into the town centre would be cherished.
- There is a lack of opportunity for activity for teens/ young people in the town. Evidence shows giving people power in the production process means it is less likely to be vandalised

***“We have never been offered an external session for our group in Brandon.”*** – Lucy, Active Communities Lead, Brandon Leisure & Health Hub

# How did it work?



- **MarketPlace Arts** led two free, private engagement sessions for **Brandon Teen Chill**. We explored Brandon after dark and gathered ideas about our local green spaces. The teens were then invited to create mural designs of their own. The artwork from these sessions was sent directly to a professional mural artist, who used it as inspiration for the final design.

- **36 teens benefited from free creative engagement activities.** Unlike Newmarket and Mildenhall Teen Chill groups, Brandon has not had a guest facilitator offer free activities to the group before. This demonstrates our commitment to working with groups who do not have the opportunity to access arts and culture in their communities.

- The mural was installed at Brandon Heritage Centre. The wall is owned by West Suffolk Council so the **ownership is protected**. It is accessible 24/7 and next to free parking access. It is walkable from the town centre and a popular passing route by incoming traffic of both residents and visitors.

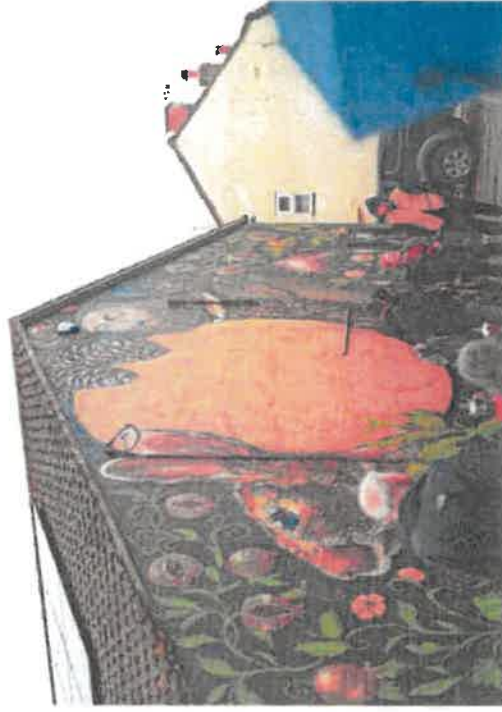
# Brandon Town Council funding

## Expenditure

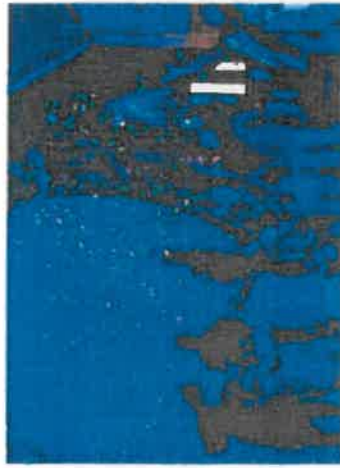
- £5000 mural artist fee
- £850 materials and logistics to facilitate the production of the mural
- £2500 filmmaking fee to document the mural process
- £125 photography fee
- £400 staff costs and materials for Teen Chill engagement sessions
- £6000 staff costs for Light Up The Town project management
- **Total: £14,875**

## Income

- £2000 Brandon Town Council (40% mural artist fee contribution)
- £12,875 MarketPlace Arts
- **Total £14,875**



## How was it received?

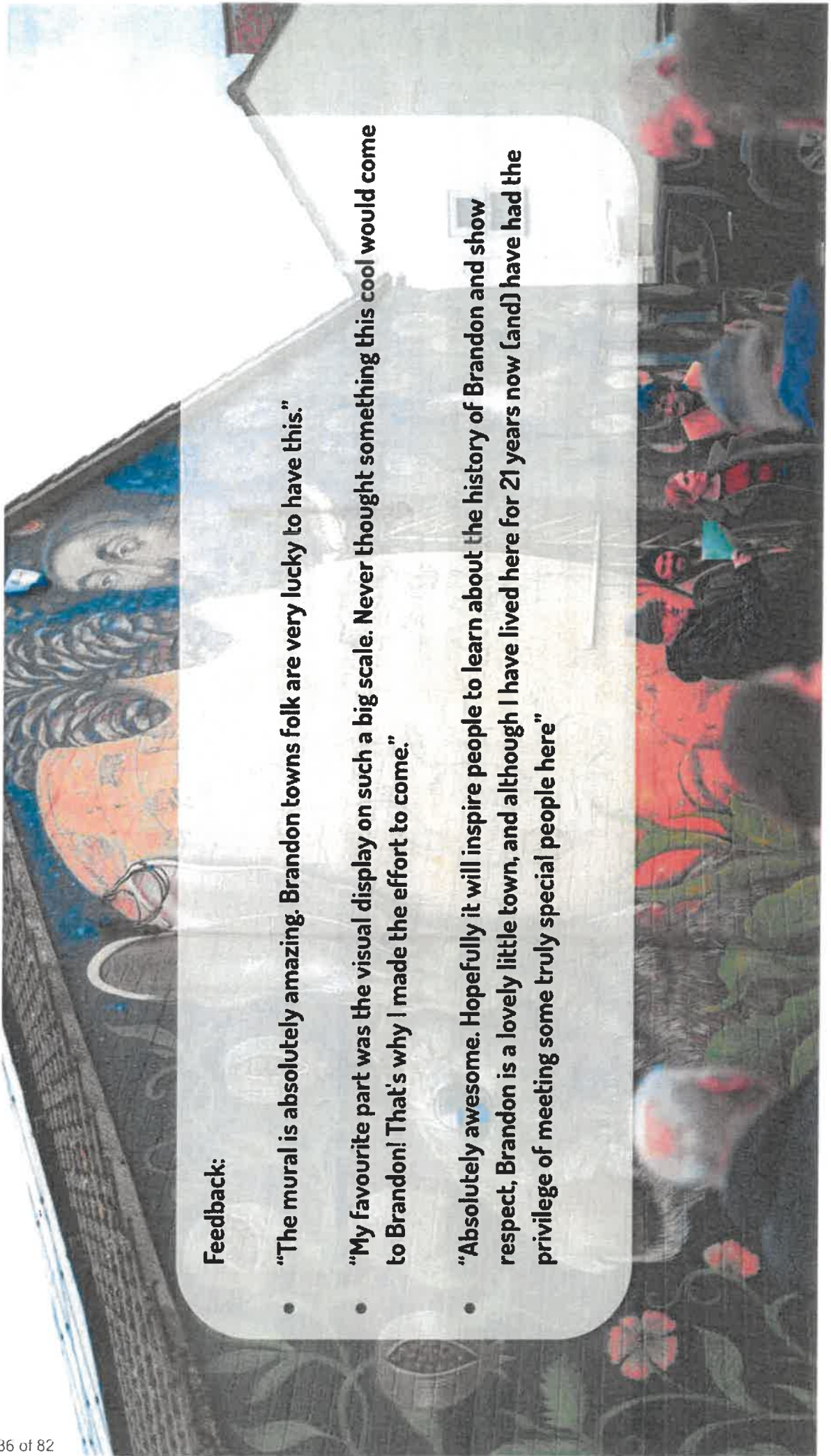


- The mural was unveiled as part of a wider programme of free, creative events during our **Light Up The Town** light art evening in Brandon in March 2026 which attracted hundreds of visitors.

- **358 people attended Light Up The Town in Brandon** which marks just the first 2 nights of the mural's presence. It will continue to go on to be of permanent benefit to the town. Murals can last for 10-20 years outdoors with proper preparation and materials.

- **UV torches have been gifted to Brandon Heritage Centre** so that events and open evenings can be led by the site and will allow future opportunities for groups to engage with the UV elements in the mural.





**Feedback:**

- **“The mural is absolutely amazing. Brandon towns folk are very lucky to have this.”**
- **“My favourite part was the visual display on such a big scale. Never thought something this cool would come to Brandon! That’s why I made the effort to come.”**
- **“Absolutely awesome. Hopefully it will inspire people to learn about the history of Brandon and show respect, Brandon is a lovely little town, and although I have lived here for 21 years now (and) have had the privilege of meeting some truly special people here”**

# What's next for the mural?

- We are creating an **educational resource** about the story of the mural which will include historical information and the significance of the different elements of the mural. The intention is for this document to form lesson plans for local schools and context for group trips. This will be shared on our website and with any interested parties.
- We are in the process of a rebrand for the charity and when this is complete we will **commission a permanent plaque** for the mural and **release the film** which has been created.
- Light Up The Town 2027... we are very pleased to share that we have plans to **return to Brandon for a third edition of Light Up The Town**. We would love to hear about what local communities would like to see and are planning a series of co-creation activities in the coming months. **We would be grateful for further support from Brandon Town Council.**
- MarketPlace Arts is agreeing a maintenance plan between the Heritage Centre and Council to ensure long term sustainability.



## Any questions?

Please email

Rob Drummer, CEO & Creative Director [rob@marketplacearts.org.uk](mailto:rob@marketplacearts.org.uk)

Maddie Exton, Creative Producer [maddie@marketplacearts.org.uk](mailto:maddie@marketplacearts.org.uk)

Follow us on social media & sign up to our newsletter to be the first to hear more!



MarketPlace Arts



@marketplacearts



[www.marketplacearts.org.uk](http://www.marketplacearts.org.uk)



**Suffolk County Council Report to 1 June 2026**

Date	Location	Issue	Resolution
14/05/2026	Brandon	Brandon Residents Association	Preliminary correspondence regarding potential locality budget donation to establish the association financially
14/05/2026	Ipswich	Invitation to Global Food & Pita Festival 2026	Declined as prior private engagement
15/05/2026	Brandon	Traffic risks at the entrance to Breckland School	Following a petition raised by a student Louisa, our MP Nick Timothy and I were invited by Terry Hawkins to meet with the student, her friends and teachers to ask questions about the issues faced. The school have agreed to provide more data regarding traffic, cycles and pedestrians and this will be presented to Suffolk County Council Highways to see whether a 20mph limit at peak times or a crossing are feasible
18/05/2026	Brandon	Complaint regarding a specialist chair in the ulcer clinic	Letter sent on patients behalf to PALS who have agreed to seek a further estimate of repair and funding
20/05/2026	Great Livermere	Parish Council Meeting	Suffolk County Council's Public Rights of Way Officer attended to provide Progress report on a 80 metre long footbridge that they have waited five years for but it will now be delivered by the Autumn.
20/05/2026	Ipswich	Invitation to Headway Conference	Declined as Parish Council Meeting
20/05/2026	Brandon	Advance Notice of Road Closure Rattlers Road	Posted information regarding evening closure 8 June
21/05/2026	Brandon	CC- HIGHWAYS - 529050 - LONDON ROAD, BRANDON	Councillor Wayne Bland and Town Clerk Tina Cunnell provided recent correspondence regarding a proposed TRO for Brandon as well as accompanying vehicle survey data. I plan to discuss further with SCC Highways Officer 5 June 2026
22/05/2026	Brandon	Adult Social Care - Transfer of a family member	A local family experienced issues with transferring a family member from another Council area to Brandon and were struggling to make contact and get commitment on delivery of special equipment. Case referred to Directorate and now it would appear that communications have now improved
22/05/2026	Division Wide	Royal British Legion Information	Very useful information provided on the works carried out by RBL with useful background data for Suffolk in general
25/05/2026	Brandon	CC- HIGHWAYS-64914- LONDON ROAD BRANDON	I filed a report for a noisy manhole cover opposite Coulson Lane Brandon
26/05/2026	Brandon	Footbridge Little Ouse Path	Email sent to the PROW office to chase confirmation that the new footbridge has been purchased and also a programme for installation - await response
27/05/2026	Division Wide	Chair Audit Committee	Following my appointment as Chair of the Audit Committee I had an initial meeting with the Head of Audit
27/05/2026	Division Wide	Social Media Communication Campaign	Drafted background material for a planned SCC communications project
27/05/2026	Brandon	Highways General	Email to Highways Engineer to discuss TRO, Breckland School, Road widening Bury /Theftord Road Junction and potential width restriction except buses in Rattlers Road.
28/05/2026	Division Wide	SEND and EHCP	Received a report stating that the County's ECHPs are now 80% complete within the 20 week guidelines. This is a big improvement from the 5% that were delivered a year ago and well above the National Average of 46.4%. Whilst this is welcome the report also acknowledged that this experience is not the same for all and there are improvements to be made
28/05/2026	Culford West Stow and Wordwell Parish Council	Parish Council Meeting	Highways actions raised including chasing progress of drainage escalation West Stow, a solution to the accident hot spot at Rats Hall Corner, appropriate post for the positioning of a solar powered speeding sign in Icklingham Road West Stow. I also took details of an issue a resident had reporting their request for a concealed entrance signage.
29/05/2026	Division Wide	Audit Committee	Meeting held with Committee Services to discuss format of Chairs Briefings
29/05/2026	Brandon	Brown Bin Delivery Issue	Sign posted to Viktor Luaniuk

**Suffolk County Council Report to 1 June 2026**

01/06/2026	Brandon	Green Bin and Food Caddy Issues	Following numerous complaints from members of the public I wrote to the Director of Operations and the Chief Executive of West Suffolk Council to complain about the organisation of the new Service seeking assurance that the Council should know to whom bins have been delivered and not placing the onus on residents
01/06/2026	Culford	CC-HIGHWAYS-65622-THE DRIFT	Rortien Public Footpath Sign Post reported

Parish Consultation  
Brandon  
Old School House  
Market Hill  
Brandon  
Suffolk  
IP27 0AA

Please ask for: Tamara Benford-Brown  
Direct Line: 01284 757133  
Email: [planning.technical@westsuffolk.gov.uk](mailto:planning.technical@westsuffolk.gov.uk)

Application no: DC/26/0630/FUL  
Consultation Expiry: 3 June 2026

Today's date: 12 May 2026

**Consultation on application received by West Suffolk Council Local Planning Authority**

<b>Proposal</b>	<b>Planning application - two self build dwellings (following demolition of existing bungalow)</b>
<b>Location</b>	<b>Greenways Manor Road Brandon Suffolk IP27 0LG</b>
<b>Applicant</b>	<b>Mitchman Developments Ltd</b>

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDURA4PDKEB00>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 3 June 2026 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact [planning.technical@westsuffolk.gov.uk](mailto:planning.technical@westsuffolk.gov.uk).

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

If the application is to be considered by the Development Control Committee, you will be notified of the meeting date where you or a nominated representative can speak to support your comments. For advice on how to speak at committee please refer to the 'Right to Speak' information guide which may be viewed on our website [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk).

*Tamara Benford-Brown*

Tamara Benford-Brown  
Senior Planning Officer

Parish Consultation  
Brandon  
Old School House  
Market Hill  
Brandon  
Suffolk  
IP27 0AA

Please ask for: Cara Fieldhouse  
Direct Line: 01638 719438  
Email: [planning.technical@westsuffolk.gov.uk](mailto:planning.technical@westsuffolk.gov.uk)

Application no: DC/26/0649/ADV  
Consultation Expiry: 13 June 2026

Today's date: 22 May 2026

**Consultation on application received by West Suffolk Council Local Planning Authority**

**Proposal**            **Application for advertisement consent - two externally illuminated fascia signs**  
**Location**           **9 Bury Road Brandon Suffolk IP27 0BU**  
**Applicant**           **Mr Issar Hussain**

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDZSQAPD02M00>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 13 June 2026 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact [planning.technical@westsuffolk.gov.uk](mailto:planning.technical@westsuffolk.gov.uk).

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

If the application is to be considered by the Development Control Committee, you will be notified of the meeting date where you or a nominated representative can speak to support your comments. For advice on how to speak at committee please refer to the 'Right to Speak' information guide which may be viewed on our website [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk).

*Cara Fieldhouse*

Cara Fieldhouse  
Planning Officer

Parish Re-Consultation

Brandon  
Old School House  
Market Hill  
Brandon  
Suffolk  
IP27 0AA

Please ask for: Tamara Benford-Brown  
Direct Line: 01284 757133  
Application No. DC/26/0099/FUL  
Consultation Period  
Expires: 11 June 2026

28 May 2026

**RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL**

**PROPOSAL** Planning application - one dwelling (following the demolition of existing dwelling)

**LOCATION** Colson Cottage , Coulson Lane, Brandon, Suffolk, IP27 0HT

**APPLICANT** MS E. COLEMAN

**AGENT** Mr Fran Munford

You have been consulted previously in respect of the application noted above. The following amendments by the applicant/agent have been received:

Amended block plan received (to illustrate parking within the site) and comments from SCC Highways received on 20.03.2026.

The changes are available to view in the planning section of our website for your consideration.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9B0BYPDI2T00>

Would you please let me know in writing by 11 June 2026 if you have any observations to make regarding this proposal. Please email your response to [planning.technical@westsuffolk.gov.uk](mailto:planning.technical@westsuffolk.gov.uk). Any response should include the application number, the name of the Case Officer and the site location address. All responses will be posted on our website and made available for viewing by the general public. If I do not hear from you it will be assumed that you do not wish to make any representations.

*Tamara Benford-Brown*

**Tamara Benford-Brown**  
**Senior Planning Officer**

Accounts for Payment May 2026

Inv. Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
22/04/2026	555442867	Gallagher Insurance	Motor Insurance	£760.60	£0.00	£760.60	BACS
22/04/2026	SI936885	Glasdon UK Ltd	Memorial Bench for Cemetery	£1,164.54	£232.91	£1,397.45	BACS
01/04/2026		BRPF	S137 Grant	£37,440.00	£0.00	£37,440.00	BACS
30/04/2026	5124	Evolution Town Plan.	New Cemetery Work 28/2 - 30/4	£613.20	£122.64	£735.84	BACS
05/05/2026	INV-D-11699	Cloudy Group	Microsoft 365 1 Year Sub.	£1,841.52	£368.30	£2,209.82	BACS
05/05/2026	INV-D-11700	Cloudy Group	IT Support 1 year	£1,098.98	£219.79	£1,318.77	BACS
11/05/2026		The Harvest Centre	S137 Grant	£3,000.00	£0.00	£3,000.00	BACS
11/05/2026		Elveden Primary	S137 Grant	£500.00	£0.00	£500.00	BACS
26/05/2026	Proforma	AOS Online	Refuse Sacks	£28.90	£5.78	£34.68	BACS
17/04/2026	INV-25994	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
21/04/2026	M103 T6	BT	Phone OSH	£157.42	£31.48	£188.90	Direct Debit
22/04/2026	M077 C5	BT	Phone OSH	£51.61	£10.32	£61.93	Direct Debit
01/05/2026	3830590	YU Energy	Electric OSH	£140.48	£7.02	£147.50	Direct Debit
01/05/2026	3830592	YU Energy	Electric BRPF Yard	£169.70	£8.48	£178.18	Direct Debit
01/05/2026	3830588	YU Energy	Electric Pillar 8 Market Hill	£25.23	£1.26	£26.49	Direct Debit
01/05/2026	3830593	YU Energy	Electric Pillar 9 Market Hill	£26.14	£1.31	£27.45	Direct Debit
01/05/2026	3830591	YU Energy	Electric Cemetery Yard	£18.23	£0.91	£19.14	Direct Debit
01/05/2026	3830595	YU Energy	Electric Christmas Tree Pillar	£16.58	£0.83	£17.41	Direct Debit
03/05/2026	3912750	YU Energy	Gas OSH	£73.03	£3.65	£76.68	Direct Debit
18/05/2026	5528473	Everflow Water	Water OSH	£39.76	£0.00	£39.76	Direct Debit
20/05/2026	V02475222216	EE	2 x Mobile Phones	£54.00	£10.80	£64.80	Direct Debit
26/05/2026		BNP Paribas Leasing Sol.	Photocopier - Quarterly Rental	£269.00	£53.80	£322.80	Direct Debit
28/05/2026	1342362	West Suffolk Council	Recyclable Waste	£5.85	£0.00	£5.85	Direct Debit
28/05/2026	1349240	West Suffolk Council	Trade Waste	£82.45	£0.00	£82.45	Direct Debit
26/05/2026		Creative Pension Trust	Pensions - May	£826.90	£0.00	£826.90	Direct Debit
31/05/2026		Unity Trust Bank	Service Charge	£16.75	£0.00	£16.75	Direct Debit
23/04/2026	1405890868	Dell Corporation Ltd	Additional Warranty on Laptop	£68.12	£13.62	£81.74	CARD
30/04/2026		Aldi Stores	Coffee, Reed Diffusers	£9.25	£0.89	£10.14	CARD

**Accounts for Payment May 2026**

11/05/2026		Unity Trust/Lloyds Bank	Card Payment Fee	£3.00	£0.00	£3.00	CARD
31/03/2026	9	Brandon Bowling Club	Water BRPF Yard	£139.22	£0.00	£139.22	BACS
28/04/2026	414526	Patmore Water Soft.	Service Water Softener	£38.04	£7.61	£45.65	BACS
07/05/2026	K27021	Ernest Doe & Sons Ltd	Belt for Mower	£52.89	£10.58	£63.47	BACS
12/05/2026	K27185	Ernest Doe & Sons Ltd	Belt for Mower	£34.07	£6.81	£40.88	BACS
08/05/2026	4491	Dave Green Heating	Legionella Tasks re Water Store.	£225.00	£45.00	£270.00	BACS
08/05/2026	WRL9I	Amazon	Weed Killer	£22.95	£4.59	£27.54	BACS
08/05/2026	F09RI	Amazon	Rainbow Ribbons - Events	£11.28	£2.25	£13.53	BACS
08/05/2026	1085893982	Stannah Lift Sers. Ltd	Repair Lift not Working	£265.07	£53.01	£318.08	BACS
08/05/2026	71288	Chase Timber Products	Cement/Wood - Bench Base	£11.12	£2.23	£13.35	BACS
14/05/2026	71355	Chase Timber Products	Pole - Planter	£13.20	£2.64	£15.84	BACS
11/05/2026	22	J & D Green	Window Cleaning OSH	£25.00	£0.00	£25.00	BACS
20/05/2026	5281	Didlington Nurseries	Plants for Sponsored Flowerbeds	£27.50	£5.50	£33.00	BACS
20/05/2026	K60LI	Amazon	Blue Rolls	£7.82	£1.56	£9.38	BACS
20/05/2026	9AEUI	Amazon	A3 Paper Trimmer	£112.91	£22.58	£135.49	BACS
20/05/2026	WAEUI	Amazon	5L Hand Wash	£22.50	£4.50	£27.00	BACS
20/05/2026	YAEUI	Amazon	Bottled Water for Meetings	£4.92	£0.98	£5.90	BACS
20/05/2026	VAEUI	Amazon	Bottled Water for Meetings	£3.66	£0.73	£4.39	BACS
22/05/2026	SINV02021761	Ian Smith Group Ltd	A4 Paper & Stapler	£43.13	£8.63	£51.76	BACS
28/05/2026		Merrythought Nursery	Plants for Planters	£334.00	£0.00	£334.00	BACS
29/05/2026		Fengate Fasteners Ltd	Strimmer line, Consumables	£120.77	£24.15	£144.92	BACS
31/05/2026		Finevale Service Station	Fuel	£104.14	£20.83	£124.97	BACS
05/06/2026		HMRC	NICS	£3,596.37	£0.00	£3,596.37	BACS

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>							
1176 Precept	428,529	428,528	(1)			100.0%	
1180 Room Hire	140	1,000	860			14.0%	
Administration :- Income	<b>428,669</b>	<b>429,528</b>	<b>859</b>			<b>99.8%</b>	<b>0</b>
1101 Insurances	8,136	12,426	4,290		4,290	65.5%	
1102 Vehicle Insurance	0	1,178	1,178		1,178	0.0%	
1110 Audit Fees (External)	0	1,071	1,071		1,071	0.0%	
1111 Audit Fees (Internal)	(938)	1,768	2,706		2,706	(53.1%)	
1120 Legal Fees	0	2,500	2,500		2,500	0.0%	
1125 Website Upkeep	0	428	428		428	0.0%	
1130 Office Equipment/Furniture	0	536	536		536	0.0%	
1131 Computer Equipment	0	1,071	1,071		1,071	0.0%	
1132 Stationery	0	483	483		483	0.0%	
1133 Payroll	0	590	590		590	0.0%	
1140 Staff Training	0	1,500	1,500		1,500	0.0%	
1141 Councillor Training	0	536	536		536	0.0%	
1143 SW/HW Support	0	2,600	2,600		2,600	0.0%	
1144 SALC/NALC	0	1,554	1,554		1,554	0.0%	
1145 Subscriptions	0	1,875	1,875		1,875	0.0%	
1146 Information/Books/Software etc	0	214	214		214	0.0%	
1148 Lift servicing	0	1,071	1,071		1,071	0.0%	
1150 Advertising	0	107	107		107	0.0%	
1156 Postage	0	268	268		268	0.0%	
1160 Mileage	0	268	268		268	0.0%	
1165 Photocopier Rental	0	1,144	1,144		1,144	0.0%	
1166 Photocopier Charges	0	1,040	1,040		1,040	0.0%	
1167 Election Costs	0	4,285	4,285		4,285	0.0%	
1170 Telephone, Internet, Mobiles	57	3,565	3,508		3,508	1.6%	
4113 Bank Charges	17	250	233		233	6.9%	
Administration :- Indirect Expenditure	<b>7,273</b>	<b>42,328</b>	<b>35,055</b>	<b>0</b>	<b>35,055</b>	<b>17.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>421,396</b>	<b>387,200</b>	<b>(34,196)</b>				
<b>102 Staff</b>							
1201 Staff Salaries (Gross)	11,451	174,275	162,824		162,824	6.6%	
1202 LGA Superannuation	801	11,340	10,539		10,539	7.1%	
1203 NI Contributions	3,481	42,735	39,254		39,254	8.1%	
Staff :- Indirect Expenditure	<b>15,734</b>	<b>228,350</b>	<b>212,616</b>	<b>0</b>	<b>212,616</b>	<b>6.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(15,734)</b>	<b>(228,350)</b>	<b>(212,616)</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>103 PWLB</b>							
1301 Public Works Loan board	0	13,600	13,600		13,600	0.0%	
PWLB :- Indirect Expenditure	<u>0</u>	<u>13,600</u>	<u>13,600</u>	<u>0</u>	<u>13,600</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(13,600)</u>	<u>(13,600)</u>				
<b>104 Grants</b>							
1402 S137	4,350	47,440	43,090		43,090	9.2%	
Grants :- Indirect Expenditure	<u>4,350</u>	<u>47,440</u>	<u>43,090</u>	<u>0</u>	<u>43,090</u>	<u>9.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(4,350)</u>	<u>(47,440)</u>	<u>(43,090)</u>				
<b>201 Cemetery/Town</b>							
2177 Burial Fees	0	11,500	11,500			0.0%	
2178 Ashes Interment Fees	0	6,500	6,500			0.0%	
2179 Memorial Fees	0	3,000	3,000			0.0%	
2183 Memorial Bench Income	928	0	(928)			0.0%	
Cemetery/Town :- Income	<u>928</u>	<u>21,000</u>	<u>20,072</u>			<u>4.4%</u>	<u>0</u>
2101 Cemetery/Town Costs	0	11,212	11,212		11,212	0.0%	
2107 New Cemetery Works	1,500	20,000	18,500		18,500	7.5%	
2110 Water Charges Cemetery	59	315	256		256	18.7%	
2111 Electricity	296	4,200	3,904		3,904	7.1%	
2116 Rent for BRPF Yard	0	624	624		624	0.0%	
2117 HR Fees	0	2,500	2,500		2,500	0.0%	
2131 New Equipment	0	1,607	1,607		1,607	0.0%	
2132 Trade Waste	88	1,607	1,519		1,519	5.5%	
2133 Bus Shelter Cleaning	0	416	416		416	0.0%	
2182 Memorial Benches	848	0	(848)		(848)	0.0%	
Cemetery/Town :- Indirect Expenditure	<u>2,792</u>	<u>42,481</u>	<u>39,689</u>	<u>0</u>	<u>39,689</u>	<u>6.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,864)</u>	<u>(21,481)</u>	<u>(19,617)</u>				
<b>301 Old School House</b>							
3110 Gas Supply	121	4,200	4,079		4,079	2.9%	
3111 Gas Force Contract	0	107	107		107	0.0%	
3113 PAT Testing	0	161	161		161	0.0%	
3114 Electricity (Old School House)	153	3,150	2,997		2,997	4.8%	
3116 Trade waste	0	55	55		55	0.0%	
3117 Water charges OSH	50	433	383		383	11.6%	
3120 Window Cleaning	0	156	156		156	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3125 Fire Extinguisher Servicing	0	428	428		428	0.0%	
3178 Old School House Maintenance	0	3,120	3,120		3,120	0.0%	
Old School House :- Indirect Expenditure	<u>323</u>	<u>11,810</u>	<u>11,487</u>	<u>0</u>	<u>11,487</u>	<u>2.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(323)</u></b>	<b><u>(11,810)</u></b>	<b><u>(11,487)</u></b>				
<b>401 General</b>							
2121 Machinery Servicing	(115)	3,214	3,329		3,329	(3.6%)	
2122 Fuel & Oil	0	2,357	2,357		2,357	0.0%	
2139 Protective Clothing	0	1,040	1,040		1,040	0.0%	
4101 Horticultural	0	536	536		536	0.0%	
4102 Christmas Lighting	653	2,142	1,490		1,490	30.5%	
4105 Town Clock Repairs	0	536	536		536	0.0%	
4112 Events	969	9,120	8,151		8,151	10.6%	
4114 Project Fund	0	10,000	10,000		10,000	0.0%	
General :- Indirect Expenditure	<u>1,506</u>	<u>28,945</u>	<u>27,439</u>	<u>0</u>	<u>27,439</u>	<u>5.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(1,506)</u></b>	<b><u>(28,945)</u></b>	<b><u>(27,439)</u></b>				
<b>402 Recreation</b>							
4276 Planter Sponsorship Income	800	0	(800)			0.0%	
Recreation :- Income	<u>800</u>	<u>0</u>	<u>(800)</u>				<u>0</u>
4202 The Orchard, Coulson Lane	0	268	268		268	0.0%	
4204 Thetford Rd Play Park	0	1,071	1,071		1,071	0.0%	
4205 Playing Fields Play Park	0	2,142	2,142		2,142	0.0%	
4206 Horticultural/Tree Work/Survey	0	6,500	6,500		6,500	0.0%	
4208 Cemetery - Trees	0	10,710	10,710		10,710	0.0%	
4210 Planter Sponsorship	79	0	(79)		(79)	0.0%	
Recreation :- Indirect Expenditure	<u>79</u>	<u>20,691</u>	<u>20,612</u>	<u>0</u>	<u>20,612</u>	<u>0.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>721</u></b>	<b><u>(20,691)</u></b>	<b><u>(21,412)</u></b>				
<b>403 Street Lights</b>							
4302 Street Lighting Energy	(0)	6,563	6,563		6,563	0.0%	
4303 Street Lights Repairs	0	8,320	8,320		8,320	0.0%	
Street Lights :- Indirect Expenditure	<u>(0)</u>	<u>14,883</u>	<u>14,883</u>	<u>0</u>	<u>14,883</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(14,883)</u></b>	<b><u>(14,883)</u></b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2026

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	430,397	450,528	20,131			95.5%	
Expenditure	32,057	450,528	418,471	0	418,471	7.1%	
<b>Net Income over Expenditure</b>	<u>398,340</u>	<u>0</u>	<u>(398,340)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>398,340</u>	<u>0</u>	<u>(398,340)</u>				



# BRANDON TOWN COUNCIL

## INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

'The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO's day to day management of financial affairs.'

As part of its internal control, the [Town/ Parish Council] has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets	Y	
Regular maintenance arrangement for physical assets	Y	
Annual review of risk and the adequacy of Insurance cover	Y	
Annual review of financial risk	Y	
Awareness of Standing Orders and Financial regulations	Y	
Adoption of Financial and Standing Orders	Y	
Regular reporting on performance by contractors	Y	



# BRANDON TOWN COUNCIL

Annual review of contracts (where appropriate)	Y	
Regular bank reconciliation, independently reviewed	Y	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Y	Full Council.
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Y	
Payments supported by invoices, authorised and minuted	Y	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Y	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Y	
Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer	✓	Contracted out
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cash-book	✓	



# BRANDON TOWN COUNCIL

Regular financial reporting to Parish Council	✓	monthly meetings x 11.
Regular budget monitoring statements as reported to Parish Council	✓	as above.
Compliance with DCLG Guide <i>Open &amp; Accountable Local Government 2014, Part 4:</i>  Officer Decision Reports		
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500	✓	
Verifying that the Council is compliant with the General Data Protection Regulation requirements  Are the following in place: <ul style="list-style-type: none"> <li>• Audit / Impact Assessment</li> <li>• Privacy Notices</li> <li>• Procedures for dealing with Subject Access Requests</li> <li>• Procedure for dealing with Data breaches</li> <li>• Data Retention &amp; Disposal Policies</li> </ul>	✓	
Minutes properly numbered and paginated with a master copy kept in for safe-keeping	✓	
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	✓	
Adoption of Codes of Conduct for Members	✓	
Declaration of Acceptance of Office		Year end. next meeting 11.05.2026



# BRANDON

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## TOWN COUNCIL

Date of review of system of Internal Controls.....11-05-2026.....

Review of system of Internal Controls carried out by:

Name.....A.G. Brocklehurst.....Signature..........

Report submitted to Council (date).....8/6/2026.....

(minute reference).....26/51.....  
Next review of system of Internal Controls due.....August 2026.....

Additional comments by reviewer:

## **Internal Audit Report for Brandon Town Council**

### **for the period ending 31 March 2026**

Clerk	Tina Cunnell
RFO (if different)	
Chairperson	Cllr Phillip Wittam
Precept	£405,011
Income	£ 30,238
Expenditure	£368,933
General reserves	£366,212
Earmarked reserves	£189,500
Audit type	Annual – Non-exempt authority
Auditor name	Collin Poole

#### **Introduction**

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council. To achieve this SALC adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws, and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity, and corruption
- the integrity and reliability of information, accounts, and data

## Methodology

When conducting the audit, the internal auditor may:

- conduct a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete the Annual Internal Audit Report 2025/26 of the Annual Governance and Accountability Return (AGAR)
- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws, and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being conducted as planned

**Section 1 – Financial Regulation and Standing Orders**  
 The internal auditor will check the date the Council conducted its annual review of both Standing Orders and Financial Regulations and in particular check if these are based on NALC's latest model which include legislative changes.

<b>Evidence</b>		<i>Internal auditor commentary</i>
Have Standing Orders been adopted, up to date and reviewed annually?	<b>YES</b>	Council's Standing Orders, are based on the latest model published by the National Association of Local Councils (NALC), April 2025 and are fully tailored to the council.  Council approved its Standing Orders at a meeting of council 12/05/2025
Are Financial Regulations up to date and reviewed annually?	<b>YES</b>	Financial Regulations, as seen on the Council's website, are based on the latest model published by NALC, Model Financial Regulations March 2025.  Council approved its Financial Regulations at a meeting of council held 12/05/2025
Has the Council properly tailored the Financial Regulations?	<b>YES</b>	The Council's Financial Regulations have been tailored to the Parish Council.
Has the Council appointed a Responsible Financial Officer (RFO)? <sup>1</sup>	<b>YES</b>	In accordance with Section 151 of the Local Government Act 1972 (financial administration), the Council appointed the Clerk to be responsible for the administration of the financial affairs of the relevant authority from October 2024
<b>Additional comments:</b>		

<sup>1</sup> Section 151 Local Government Act 1972

<p><b>Section 2 – Budgetary controls</b>                  The internal auditor will seek verification that budgets are properly prepared, agreed and monitored. In particular they will look for evidence of good practice in that the key stages of the budgetary process have been followed</p>		
<b>Evidence</b>	<b>Internal auditor commentary</b>	
Verify that budget has been properly prepared and agreed	<b>YES</b>	<p><b>2025/26</b>                  The setting of the budget for the year under review took place on 13/01/2025 following a 'precept-setting meeting' held on 06/01/2025, evidencing a process had been followed, in accordance with good practice.</p> <p><b>2026/27</b>                  The budget for 2026/27 was first discussed at the meeting held 08/10/2025, to set the context for the clerk to prepare a budget. The budget was agreed at the meeting held 10/11/2025, along with the precept increasing by 4.57%.</p> <p><b>Comment:</b> Having separate voting on the budget first and precept second demonstrates adherence with the practitioner's guide para 1.8, that the smaller authority agrees the budget before setting the precept.</p> <p>The minutes record the precept agreed.</p>
Verify that the precept amount has been agreed in full Council and clearly minuted	<b>YES</b>	The minutes record the precept agreed.
Regular reporting of expenditure and variances from budget	<b>YES</b>	The minutes evidence that Council carried out its regular review covering the budget for the current year with a review of income and expenditure against budget along with forecasts for the remainder of the year.
Reserves held – general and earmarked <sup>2</sup>	<b>YES</b>	The Council, as at year-end, had Earmarked Reserves £189,500 General Reserves of £366,212, which equates to 10 months' of net revenue.

<sup>2</sup> In accordance with proper practices, the generally accepted minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months of Net Revenue Expenditure

		<p><b>RECOMMENDATION:</b> The council may wish to consider amending its reserves policy to identify the ceiling for each EMR, i.e. what amount needs to be accumulated in order to achieve its aim. The council can then consider the timescale over which it needs to achieve that aim, and the annual contributions to each EMR required to achieve it. This avoids either having an inadequate EMR which cannot fulfil its purpose or accumulating more funds than is necessary for the purpose.</p>
<p><b>Additional comments:</b></p>		

<p><b>Section 3 – Proper bookkeeping</b>                  The internal auditor will look at the methods and processes used to manage the council's accounts and in particular that it provides clear data for reporting and monitoring purposes. This includes checking information is accurate, kept up to date, referenced and verified.</p>		
<p><b>Evidence</b></p>	<p><i>Internal auditor commentary</i></p>	
<p><i>Is the ledger maintained and up to date?</i></p>	<p><b>Yes</b></p>	<p>The council uses a RBS accounting package to produce reports on an Income and Expenditure basis and ensures that the financial transactions of the Parish Council are as accurate as reasonably practicable. All transactions are well referenced and provide an effective tool for the basis of the council's internal controls.</p>
<p><i>Is the ledger on the correct basis in relation to the gross income/expenditure?</i></p>	<p><b>YES</b></p>	
<p><i>Is the cash book up to date and regularly verified?</i></p>	<p><b>YES</b></p>	<p>Council follows Proper Practices in ensuring that its accounting procedure gives an accurate presentation of the financial position and provides good evidence to support the council's underlying statements which are verified by council.</p>
<p><i>Is the arithmetic correct?</i></p>	<p><b>YES</b></p>	
<p><b>Additional comments:</b></p>		

**Section 4 – Payment controls**  
 The internal auditor will specifically check bank reconciliation including credit/debit cards and management approval processes and evidence that Internal Financial Regulations (IFR) are being followed. The internal auditor will examine how regular payments are managed and specifically seek evidence that these have been brought back to the Council for verification purposes especially where the actual payment made differs from the amount previously agreed. VAT should be clearly identified including evidence that claims have been correctly managed. The internal auditor will check if the Council has a clear understanding on eligibility in relation to the General Power of Competence and that s.137 has been correctly applied and managed.

<b>Evidence</b>		<i>Internal auditor commentary</i>
Is there supporting paperwork for payments with appropriate authorisation?	<b>YES</b>	A selection of random payments were cross checked against payment authorisation, cash book, bank statement and invoices and all were found to be recorded/ authorised in accordance with Proper Practices.
Where applicable, are internet banking transactions properly recorded and approved?	<b>YES</b>	Internet banking is operated in accordance with the Council's own Financial Regulations and is used for the settlement of the Council's expenditure. The Internal Control Statement details the procedure to be followed for such payments.  <b>COMMENT:</b> The clerk circulates details of all payments to all councillors and obtains agreement that the payments are agreed. A schedule of both due and retrospective payments is submitted to the Council for approval at each meeting, including purchases using the council's debit card.
Is VAT correctly identified, recorded, and claimed within time limits?	<b>YES</b>	Q4 24/04/2025 received £3,718.44 Q1 22/07/2025 received £6,808.17 Q2 16/10/2025 received £2,992.61 Q3 20/01/2026 received £2,949.95 Q4 05/05/2026 received £3,640.27

Has the Council adopted the General Power of Competence (GPOC) and is there evidence this is being applied correctly? <sup>3</sup>	N/A	Council has not adopted the General Power of Competence.
Are payments under s.137 <sup>4</sup> separately recorded, minuted and is there evidence of direct benefit to electorate?	YES	The consideration of minuting expenditure under s137 was clearly evidenced through the year, e.g. at the meeting held 12/05/2025.
Where applicable, are payments of interest and principal sums in respect of loans paid in accordance with agreements?	YES	PW494309 for refurbishment of building used as town council offices
<b>Additional comments:</b>		

<sup>3</sup> Localism Act

<sup>4</sup> Section 137 of the Local Government Act 1972 ("the 1972 Act") enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The basic power is for a local council to spend money (subject to the statutory limit – of £11.10 per elector) on purposes for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

**Section 5 – Income controls**  
 The Internal Auditor will seek evidence to ensure Income is correct managed – recorded, banked, and reported and test mechanisms used to achieve this.

Evidence		Internal auditor commentary
Is income properly recorded and promptly banked?	YES	Income is recorded in accordance with Council's Financial Regulations.
Is income reported to full council?	YES	All Income was received electronically as the result of direct debits or bank transfers. There was no invoiced Income, so this was not tested.
Does the precept recorded agree to the Council Tax Authority's notification?	YES	Income received is reported to full Council within the financial reports submitted to full Council in accordance with council's financial regulations £405,001 received 28/04/2025
If appropriate, are CIL reporting schedules in accordance with the Regulations? <sup>5</sup>	N/A	
<b>Additional comments:</b>		

**Section 6 – Petty cash**  
 The Internal Auditor will seek evidence that the Council has followed its own policies, procedures, and verification processes and that these are up to date.

Evidence		Internal auditor commentary
Is petty cash in operation?	N/A	Council does not operate a petty cash system.
If appropriate, is there an adequate control system in place?	N/A	
<b>Additional comments:</b>		

<sup>5</sup> Community Infrastructure Levy Regulations 2010

Section 7 – Bank reconciliation		
The internal auditor will seek to establish that the Council understands and can evidence good practice and internal control mechanisms in relation to bank reconciliation.		
Evidence		Internal auditor commentary
<i>Is bank reconciliation regularly completed and reconciled with the cash book and cover every account?</i>	<b>Yes</b>	There is evidence of good financial practice, and the Council has implemented a system whereby bank reconciliation is verified by the Council. This not only safeguards the Responsible Financial Officer but also fulfils an internal control objective.  <b>Recommendation: The councillor signing the bank reconciliation should also sign the bank statement against the same figure, to demonstrate that they saw the two were the same.</b>
<i>Do bank balances agree with bank statements?</i>	<b>YES</b>	Bank balances agree with period end statements and, as at year end 31 <sup>st</sup> March 2026  Unity Trust A/C 7732 = £436,345.47 Unity Trust A/C 1724 = £133,398.48 <b>Total = £569,743.95, which equals the cashbook balances</b>
<i>Is there regular reporting of bank balances at Council meetings?</i>	<b>YES</b>	Balances across the Council's accounts are reported quarterly. This is not only good practice but is also a safeguard for the RFO and fulfils one of the authority's internal control objectives. The bank reconciliation is a key tool for management as it assists with the regular monitoring of cash flows and therefore aids decision-making.
<b>Additional comments:</b>		

**Section 8 – Payroll controls**  
 The Internal Auditor will check salaries were approved in accordance with PAYE, NI, Pension and that there is a clear understanding that the clerk is not self-employed. The Internal Auditor will also review how payroll is managed including evidence of approval of payrolls.

Evidence		Internal auditor commentary
Do all employees have contracts of employment?	YES	Council had eight employees on its payroll at the period end of 2025/26. Employment contracts were not reviewed during the internal audit but the Clerk to the Council has confirmed that a Contract of Employment in place.
Has the Council approved salary paid?	YES	Lump sum is approved with other payments monthly
Are all employees paid at least the minimum wage?	YES	There are suitable payroll arrangements in place which ensures the accuracy and legitimacy of payments of salaries and wages, and associated liabilities and as such the council has complied with its duties under legislation.  The council approved the NJC salary award at the meeting held 08/09/2025
Are arrangements in place for authorising of the payroll and payments to the council? Does this include a verification process for agreeing rates of pay to be applied?	YES	
Do salary payments include deductions for PAYENIC? Is PAYENIC paid promptly to HMRC?	YES	
Is there evidence that the Council is aware of its pension responsibilities? Are pension payments in operation? <sup>6</sup>	YES	It is noted that Council is aware of its pension responsibilities.
Have pension re-declaration duties been carried out	YES	Yes, by Creative Pension Trust on 20/1/2026  <b>Comment:</b> Whilst it is a legal requirement (fulfilled by officers) to action the redeclaration of compliance, good practice is that this is reported to

<sup>6</sup> The Pension Regulator – [website click here](#)

Are there any other payments (e.g.: expenses) and are these reasonable and approved by the Council?	N/A	<i>and noted in the minutes of a council meeting, to demonstrate the council is aware that it has such a duty and that it has been fulfilled.</i>
<b>Additional comments:</b>		

<b>Section 9 – Year End procedures</b>		
<b>Evidence</b>	<b>Internal auditor commentary</b>	
Are appropriate accounting procedures used?	<b>YES</b>	Accounts are produced on an income and expenditure basis and all found to be in order.
Financial trail from records to presented accounts	<b>YES</b>	The end of year accounts and supporting documentation were well presented for the internal auditor review.
Has the appropriate end of year AGAR <sup>7</sup> documents been completed?	<b>Not yet</b>	There is a full audit trail from records to presented accounts. The Council is a smaller authority with gross income and expenditure exceeding £25,000, it will be required to complete the Annual Governance and Accountability Return (AGAR) Form 3. Could add: The Accounting Statements were submitted in draft form for the internal audit review, and it is assumed that the figures submitted will be those that are replicated in their entirety onto the AGAR.

<sup>7</sup> Annual Governance & Accountability Return (AGAR)

<p><i>Did the Council meet the exemption criteria and correctly declared itself exempt?</i></p>	<p>N/A</p>	
<p><i>During the period in question did the small authority demonstrate that it correctly provided for the exercise of public right as required by the Accounts and Audit Regulations 2015?</i></p>	<p><b>YES</b></p>	<p>During the review of the publication requirements of the Accounts and Audit Regulations 2015, it is noted that, for the year 2024-2025, the Council correctly provided for the exercise of elector's rights during Summer 2025. The RFO had set the dates for the inspection of the Council's accounts and associated documents as 17/06/2025 to 28/07/2025 with the date of the notice being 16/06/2025.</p>
<p><i>Have the publication requirements been met in accordance with the Regulations?<sup>8</sup></i></p>	<p><b>YES</b></p>	<p>In accordance with the Accounts and Audit Regulations 2015, as a smaller authority with either income or expenditure exceeding £25,000 but not exceeding £6.5 million, it is confirmed that the Council did comply with the requirements of the Accounts and Audit Regulations 2015 for the year ending 31<sup>st</sup> March 2025 as it published the following on its website:</p> <p>Annual Internal Audit                  Section 1 - Annual Governance Statement                  Section 2 - Accounting Statements                  Section 3 - The External Auditor Report and Certificate                  Notice of the period for the exercise of public rights and other information required by Regulation 15(2) Accounts and Audit Regulations 2015.</p> <p><b>Comment:</b> Council might wish to note that there is a requirement to ensure that Sections 1, 2 and 3 are published and remain available for public access for a period of not less than 5 years from the date of publication.</p>
<p><b>Additional comments:</b></p>		

<sup>8</sup> Accounts and Audit Regulations 2015

<p><b>Section 10 – Risk management</b>                  The internal auditor will expect to find evidence of the management of risks from identification of what these are for each individual Council through to how these will be managed and the controls in place to mitigate these and that these have been approved by the Council.</p>		
<b>Evidence</b>	<b>Internal auditor commentary</b>	
Is there evidence of risk assessment documentation?	<b>YES</b>	The council approved a financial risk assessment at their meeting held 12/05/2025
Is there evidence that risks are being identified and managed?	<b>YES</b>	
Does the Council have appropriate and adequate insurance cover in place for employment, public liability and fidelity guarantee and has been reviewed on an annual basis?	<b>YES</b>	The council is ensured through Aviva insurances. Employer's Liability = £10m Public Liability = £10m Fidelity Insurance = £250,000  <b>Recommendation: The council may wish to re-assess the current level of cover for fidelity insurance, which normally is expected to be no less than the funds held, which at the point the insurance was taken out stood at £569,744.</b>
Evidence that internal controls are documented and regularly reviewed <sup>9</sup>	<b>YES</b>	At the meeting of 12/05/2025, the council adopted an internal control statement.
Evidence that a review of the effectiveness of internal audit was conducted during the year, including consideration of the independence and competence of the internal auditor prior to their appointment <sup>10</sup>	<b>YES</b>	This is done at the time of the internal audit being presented.

<sup>9</sup> Accounts and Audit Regulations  
<sup>10</sup> Practitioners Guide

**Additional comments:**

**Section 11 – Asset control**  
 The Internal Audit will be seeking to establish if there is a list of assets in accordance with proper practices including the date of acquisition, location, and value. This extends to checking policies (with evidence of review) and that the Council has applied the documented approach in practice. The Internal Auditor will check not only valuation processes but the existence of reserve budgets for depreciation and adequacy of insurance. A clear audit trail should be available when items are purchased including minutes to evidence approval.

<b>Evidence</b>		<b>Internal auditor commentary</b>
Does the Council maintain a register of material assets it owns and manage this in accordance with proper practices? <sup>11</sup>	<b>YES</b>	The Asset Register, as viewed on the Council's website, was reviewed during the year and reflects those items listed under insurance and within the Parish Council's remit for maintenance and ownership.
Is the value of the assets included? (Note value for insurance purposes may differ)	<b>YES</b>	The declared value for all assets at year-end (31.03.2026) is £1,265,425.
Are records of deeds, articles, land registry title number available?	<b>YES</b>	The council own the Old School House and The Orchard
Are copies of licences or leases available for assets sited at third party property?	<b>YES</b>	The Yard.
Is the asset register up to date and reviewed annually?	<b>YES</b>	
Cross checking of insurance cover	<b>YES</b>	The insurances and asset register was able to be compared and the council appears to have adequate levels of insurance for the assets declared.
<b>Additional comments:</b>		

<sup>11</sup> Practitioners Guide

<p><b>Section 12 – Assertion 10</b>                  The internal auditor will be checking that the council complies to the new assertion 10 introduced to the Annual Governance Accountability and Return (AGAR) following changes to the Practitioners' Guide 2025.</p>		
<b>Evidence</b>	<i>Internal auditor commentary</i>	
Has the Council registered with the Information Commissioner's Office (ICO)? <sup>12</sup>	<b>YES</b>	ZA059805 expiring 25 <sup>th</sup> June 2026
Is there an adopted council publication scheme and is it reviewed regularly?	<b>YES</b>	As defined under the Freedom of Information Act 2000, the council adopted and published a Publication Scheme at the meeting held 14/04/2025.
Is the Council compliant with the General Data Protection Regulation requirements?	<b>YES</b>	<p>Council has taken active steps to ensure compliancy with the GDPR requirements, evidenced below and has adopted GDPR Policies during the year that provide clear responsibilities and obligations of the Council in respect of the collecting, using and protecting of personal information in accordance with the provisions of the GDPR.</p> <p>The following are in place and have been reviewed during 2025/26, either as part of the Data Protection policy or as standalone documentation:</p> <ul style="list-style-type: none"> <li>• <i>Communication Policy</i></li> <li>• <i>Impact assessments</i></li> <li>• <i>Privacy notices</i></li> <li>• <i>Procedures for dealing with subject access and freedom of information requests</i></li> <li>• <i>Procedures for dealing with data breaches</i></li> <li>• <i>Data retention policies including disposal</i></li> </ul>

<sup>12</sup> Data Protection Act 2018

Has the Transparency Code been correctly applied, and information published in accordance with current legislation?	YES	
Has the Council published a website accessibility statement on their website in line with Regulations? <sup>13</sup>	YES	
Has website accessibility been tested, at least annually?	YES	The provider takes on this task. The council runs accessibility checks on documents.
Does the council have, as a minimum, a single generic email address on an authority owned domain, for correspondence? <sup>14</sup>	YES	<b>COMMENT:</b> to ensure that the council website complies with the regulations, it is best practice to test for website accessibility at least annually. Council operates with a .gov.uk email address for both staff and Councillors, in accordance with best practice.
Does the council have an IT policy that is tailored to the council? <sup>15</sup>	YES	The council has adopted an IT policy that has been personalised for the specific use of the council. This policy was approved at the meeting held 08/12/2025.
<b>Additional comments:</b> The clerk and council are to be congratulated on their preparations for Assertion 10, demonstrating best practice in councillors having council email addresses, good website accessibility and adopting privacy and IT policies.		

<sup>13</sup> Website Accessibility Regulations 2018  
<sup>14</sup> Practitioners Guide  
<sup>15</sup> Practitioners Guide

<p><b>Section 13 – Internal audit</b>                  The internal auditor will revisit weaknesses and recommendations previously identified to see if these have been addressed. They will also check if any changes introduced require further verification to ensure effectiveness of the corrective action taken.</p>		
<p><b>Evidence</b></p>		
<p>Has the Council considered the previous internal audit report?</p>	<p>YES</p>	<p>Internal auditor commentary</p>
<p>Has appropriate action been taken regarding the recommendations raised?</p>	<p>YES</p>	<p>The council agreed an action plan to address the issues raised</p>
<p>Remove confusing brackets from Finance Regulations</p>	<p>YES</p>	
<p>Publication of financial risk assessment</p>	<p>YES</p>	<p>Reviewed quarterly</p>
<p>Regular review of internal controls</p>	<p>YES</p>	<p>Reported quarterly</p>
<p>Regular reporting of bank balances</p>	<p>YES</p>	
<p>Consideration of previous internal audit report</p>	<p>YES</p>	
<p>Consideration of previous external audit report</p>	<p>YES</p>	
<p>Has the Council confirmed the appointment of an internal auditor?<sup>16</sup></p>	<p>YES</p>	<p>SALC were appointed as internal auditor for the year 2025-2026 at the meeting held 09/03/2026.</p>

<sup>16</sup> Practitioners' Guide

Has the letter of engagement been approved by full council? <sup>17</sup>	YES	The letter of engagement was approved at the meeting held 09/03/2026
<b>Additional comments:</b> The parish council is required to satisfy itself that the appointed internal auditor is suitably qualified for the role.		
<i>Colin Poole was a parish councillor for 16 years, including being Chair, is currently a town clerk of 13 years' standing, a qualified accountant, holds the PIALC internal audit qualification, CILCA professional qualification for clerks, BA(hons) in Community Governance and is currently studying for an MA in Public Leadership. He is a trainer for SALC, delivering the Clerk, Councillor and Code of Conduct training courses.</i>		

<b>Section 14 - External audit for the period under review</b> The internal auditor will revisit the external audit so that previous weaknesses and recommendations can be considered.		
<b>Evidence</b>		
Has the Council considered the previous external audit report? <sup>18</sup>	YES	The external audit was considered at the meeting held 8 <sup>th</sup> October 2025.
Has appropriate action been taken regarding the comments raised?	YES	
Restatement of prior year box 9 not done	N/A	Errors in the prior year 'fall off' the AGAR in subsequent years
Non-compliance with LGTC 2015	YES	The information required for 2024-25 was found on the website
Failure to evidence consideration of the internal audit report	YES	The internal audit report for 2024-25 was considered by the council 9/6/2025
<b>Additional comments:</b>		

<sup>17</sup> Practitioners' Guide

<sup>18</sup> Regulation 20 Accounts and Audit Regulations 2015 – following completion of an audit the Council should note that it is the Council as a whole (i.e., All members) and not a committee that should receive and consider the audit letter (including Annual Return and Certificate) from the local auditor as soon as reasonably practicable and the minutes should reflect that these have been received.

Section 15 – Additional Information The internal auditor will look for additional evidence of good record keeping, compliance with data protection regulations, freedom of information and website accessibility regulations.		
Evidence	Internal auditor commentary	
Was the annual meeting held in accordance with legislation? <sup>19</sup>	<b>YES</b>	The Annual Meeting of the Parish Council was held on 12 <sup>th</sup> May 2025 and the first item on the agenda was the election of Chairperson.
Is there evidence that Minutes are administered in accordance with legislation? <sup>20</sup>	<b>YES</b>	The minutes are approved and signed at the following meeting. <b>COMMENT 1:</b> There is no need to adjourn the meeting for public participation as this is a legitimate part of the council meeting and covered by Standing Order 3 sections e-k <b>COMMENT 2:</b> The inclusion of the relevant legislation identifying the power under which the council can act is to be applauded as an exemplar. Evidence was seen on the District Authority's website of the Register of Interests for all current Parish Councillors. <b>COMMENT:</b> Councillors should regularly review the information they have registered and correct/update it where required.
Does the Council have any Trustee responsibilities and if so, are these clearly identified in a Trust Document?	<b>N/A</b>	Whilst councillors are appointed to a charity as trustees, the clerk has assured the internal auditor that the council has no responsibility for the charity.
Is there evidence that electronic files are backed up?	<b>YES</b>	Council uses a system whereby a back-up of the council's data is taken and stored appropriately by Cloudy IT.

<sup>19</sup> The Local Government Act 1972 Schedule 12, paragraph 7 (2) and Schedule 15 (2)

<sup>20</sup> Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972, and the Localism Act 2011

Do terms of reference exist for all committees and is there evidence these are regularly reviewed?	YES	
<b>Additional comments:</b> Thank you to the Clerk and her staff for their assistance in completing this audit. Brandon is clearly moving forward as a well-run council with clear and robust processes in place.		

Signed: 

Colin Poole  
On behalf of Suffolk Association of Local Councils

Date of Internal Audit: 20<sup>th</sup> May 2026

Date of Internal Audit Report: 20<sup>th</sup> May 2026

# Annual Internal Audit Report 2025/26

BRANDON TOWN COUNCIL

brandon-ec.gov.uk WEBSITE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/05/2026 DDMM/YYYY DDMM/YYYY COLIN FRODSON CHAIRMAN OF SDC

Signature of person who carried out the internal audit

NONA [Signature]

Date 20/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

BRANDON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

08/06/2026

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

brandon-ec.gov.uk

## Section 2 – Accounting Statements 2025/26 for

BRANDON TOWN UT COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	382,528	489,396	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	389,480	405,011	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	56,349	30,238	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	168,755	186,927	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	13,559	13,559	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	156,647	168,447	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	489,396	555,712	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	508,460	569,744	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,261,625	1,265,425	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	85,156	75,412	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

I confirm that these Accounting Statements were approved by this authority on this date:

08/06/2026

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## AGAR 2025/26 – VARIANCES

### Section 3 - Receipts

This year we have received more in receipts as shown below:-

£1 Misc. Income

£138 Room Hire

£1,985 Interest on Investments

£1,200 Memorial Fees

£8 Christmas Event Income

£1,900 Other Income

£75 Sponsorship Income

We did, however, have the following reductions:-

£610 Burial Fees

£550 Ashes Interment Fees

£3,000 (one time) Locality Grant

£12,665 (one time) Grant Funding

£150 Tree/Horticultural Income

£14,444 (one time) Grant – Street Lighting

This totals the -£26,111 difference.