



# BRANDON

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## TOWN COUNCIL

### **Brandon Town Council**

Old School House Market Hill Brandon

### **PUBLIC NOTICE OF MEETING**

#### **Full Town Council**

Issued: Monday, 7 September 2026

Notice is hereby given that a meeting of the Full Town Council will be held at 7:00 PM on Monday, 14 September 2026 at Council Chamber - OSH. The public and press are welcome to attend.

#### **1. Apologies for Absence**

To receive

Relevant Legislation Local Government Act 1972, s85

#### **2. 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

#### **3. To receive a report from RAF Lakenheath**

To receive and note

#### **4. Minutes of Previous Meetings**

To agree and sign the minutes from the Annual Town Council Meeting on 13th July 2026

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

## **5. Minutes of Previous Meeting**

To agree and sign the minutes from the Annual Town Council Meeting on 3rd August 2026  
Relevant legislation Local Government Act 1974 S12 para 41 (1)

## **6. Minutes of Previous Meeting**

To receive and note minutes of the Events Committee Meeting of 20th July 2026

## **7. Chairmans Report**

To receive and note

## **8. 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

## **9. Grant Policy for Review**

Decision required: To review Grant Policy and agree any amendments.

## **10. Grant Applications**

Decision required: To consider S137 grants from Brandon & District Garden Club and Brandon Royal British Legion

## **11. Report from County Councillor Tim Kent**

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

### **11.1 Reports from District Councillors**

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

### **12. Reports from Town Councillors**

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

## **13. Community Garden Project**

To receive proposal from Cllr Claire Watts and to agree participation and part funding of the project by the council .

## **PLANNING MATTERS**

### **14. 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/26/1260/HH - 99 London Road, Brandon - Consultation

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TK0IGIPDFFR00>

DC/26/1272/FUL - Greenways, Manor Road, Brandon - Consultation

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TK27KWPDFGP00>

### **15. 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:-

DC/26/0630/FUL - Greenways, Manor Road, Brandon

### **16. New Cemetery**

To discuss previously circulated BNG information and agree any appropriate actions.

## **FINANCIAL MATTERS**

### **17. Accounts**

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

### **18. Financial Update**

To receive and note:-

- Income & Expenditure Statement against budget for June and July 2026

### **19. Internal Control Report**

To receive and note Internal Control Report

### **20. NJC Salary Award**

Decision required: To approve 3.3% salary award

## **21. Clerks Update**

To receive any information received since publication of agenda

**Tina Cunnell**

Clerk to Brandon Town Council

# APPENDIX I — Public Documents

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## **3. To receive a report from RAF Lakenheath**

SKM\_C300i26082810560.pdf

## **4. Minutes of Previous Meetings**

SKM\_C300i26080510500.pdf

## **5. Minutes of Previous Meeting**

Full Council Meeting Minutes 3rd August 26.pdf

## **6. Minutes of Previous Meeting**

SKM\_C300i26080510530.pdf

## **9. Grant Policy for Review**

Grant Policy.pdf

## **10. Grant Applications**

SKM\_C300i26082809150.pdf

SKM\_C300i26082809190.pdf

## **11. Report from County Councillor Tim Kent**

SKM\_C300i26090710380.pdf

## **13. Community Garden Project**

SKM\_C300i26090313020.pdf

## **14. Planning Applications to Consider**

SKM\_C300i26082810580.pdf

SKM\_C300i26090212450.pdf

## **16. New Cemetery**

New Cemetery Report Sep 26.pdf

## **17. Accounts**

Accounts for Payment July 2026.pdf

Accounts for Payment August 2026.pdf

## **18. Financial Update**

SKM\_C300i26080510560.pdf

SKM\_C300i26081409130.pdf

## **19. Internal Control Report**

SKM\_C300i26082811350.pdf

## **20. NJC Salary Award**

SKM\_C300i26082811080.pdf

### **Pending supporting documents**

*Item 11. Report from County Councillor Tim Kent — Verbal Report (no document supplied)*

*Item 11.1 Reports from District Councillors — Verbal Report (no document supplied)*

*Item 12. Reports from Town Councillors — Verbal Report (no document supplied)*



### **RAF Lakenheath report to Brandon Parish Council Sep 2026.**

- The USVF are continuing a joint campaign with Suffolk Police to educate newly arrived personnel on UK driving standards. This involves *inter alia* stop and check operations within the Base perimeter to encourage Airmen to rectify faults prior to formal prosecution if subsequently stopped on the public highway.
- The poor mobile phone coverage and capacity in the Tri-Base is having a detrimental impact on routine Base operations. 48 FW are in discussion with the Pride in Place team to investigate the installation of mobile phone repeaters.
- On 6 Aug, members of the Junior Reserve Officer Training Corps at RAF Lakenheath were invited to a visit at the East Anglian Air Ambulance centre in Norfolk.
- On 15 Aug the Wing supported the VJ Day Service in Bury St. Edmunds whereby A1C Howard attended and laid a wreath.
- On 15 Aug the Deputy Wing Commander Col Jurewicz attended the Royal Edinburgh Military Tattoo Salute Takers evening as invited and hosted by the Air Officer Scotland and the Chief of the Air Staff. On 28 August, Brig Gen Alfaro also attended this event.
- On 22 Aug, airmen from the tri-wings continued their support to the Leeway Project helping to repair another safe house in Norwich.
- A new initiative to strengthen links with local business and civic leaders was held at RAF Mildenhall on 20 Aug. The RAF Lakenheath RAF Commander and Community Relations Adviser joined the Key Leaders event, which saw a small selection of local civic leaders alongside organizational leaders from the local communities for networking and a tour of the base.
- Colonel Alfaro is officially promoted to Brigadier General 31 August.
- We are looking forward to hosting the annual civic leaders tour on 2 Sep. A final email has now been issued to all confirmed attendees.

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**Platforms for more news from the 48th Fighter Wing:**

- **Facebook Account:**
- RAF Lakenheath- <https://www.facebook.com/RAFLakenheath>
- **Instagram Account: -**
- 48fighterwing- <http://www.instagram.com/48fighterwing>
- Tri-Wing Community Relations: @suffolkusvf\_comrel (no governmental status)
- **X (Formerly Twitter):-**
- 48FighterWing- <https://twitter.com/48fighterwing>
- **Website:**
- Royal Air Force Lakenheath- <https://www.lakenheath.af.mil/>

Victoria Quamina

Community Relations Adviser, RAF Lakenheath

01638 523145

48FW.CRA@us.af.mil

25 Aug 2026



# BRANDON TOWN COUNCIL

## **Brandon Town Council**

Old School House Market Hill Brandon

### **MINUTES**

of the Full Town Council

held at 7:00 PM on Monday, 13 July 2026

at Council Chamber - OSH

Issued: Monday, 3 August 2026

#### **Min. 26/058 — 1. Apologies for Absence**

There were no apologies for absence.

#### **Min. 26/059 — 2. Declarations of Interest and requests for Dispensations**

Cllr David Palmer requested a dispensation in respect of agenda item 8. The Chair granted the dispensation accordingly.

#### **Min. 26/060 — 3. To receive a report from RAF Lakenheath**

It was NOTED that no report had been received from RAF Lakenheath.

#### **Min. 26/061 — 4. Minutes of Previous Meetings**

Cllr Skinner proposed and Cllr Gorringe seconded to agree and sign the minutes from the Full Council Meeting on 8th June 2026.

RESOLVED

**Min. 26/062 — 5. Chairmans Report**

It was NOTED that the Chair's report had been received.

**Min. 26/063 — 6. Public Participation Time**

During the period of 15 minutes allocated for public participation, two members of the public and a member of the Brandon Residents Association addressed the Council.

The first member of the public raised two points. First, they expressed concern regarding a potential increase in council tax, referencing the decision taken at the previous month's meeting to increase the grant budget by £5,000 per year. Second, they questioned why, in light of that increase, the grant application submitted by Marketplace Arts had not been approved, noting that the organisation provides popular, free events for the residents of Brandon. It was explained that the Council would not automatically be seeking to increase the precept, and the hope was expressed that the additional funding could be identified from elsewhere without necessitating a precept increase.

The second member of the public made three points. They requested that the Council be more transparent in reporting underspends. They also suggested that the grant budget be divided into four quarterly allocations in order to improve its management. Finally, they commented on the planning permission for the new cemetery, noting that its completion was of importance to the people of Brandon in having a place in which to be laid to rest.

A member of the Brandon Residents Association raised concerns regarding money that had been allocated from West Suffolk towards Brandon for a new skate park. It was explained that this was not a Brandon Town Council project and that a representative from West Suffolk Council would be speaking about the project funding later in the Council's proceedings.

It was NOTED that the matters raised had been received.

**Min. 26/064 — 7. Grant Applications**

It was NOTED that no applications for Section 137 of the Local Government Act 1972 grants had been received for this meeting period.

**Min. 26/065 — 8. BRPF Playpark and Skatepark Project**

The Council received reports from representatives of West Suffolk Council and the Mark Skinner Campaign on progress to date regarding the Brandon Remembrance Playing Fields playpark and skatepark project.

A representative from West Suffolk Council informed the Council that West Suffolk Council had earmarked £300,000 from its reserves for a new skatepark in Brandon, subject to

conditions being met, this being a project that the Brandon Commission wished to be undertaken. The following points were made:

- The current skatepark, located on the Brandon Remembrance Playing Field, is in a poor condition and has suffered considerable damage to the point where part of it has had to be removed.
- Brandon Town Council has supported the maintenance of the playpark in the past and West Suffolk Council were seeking clarification that this would continue.
- A concrete skatepark is being considered as it represents a cheaper and more robust option.
- Clarification is required on the breakdown of costs between the playpark and the skatepark.
- Consultation with the youth of Brandon is required to ensure the skatepark will be used.
- The project is hoped to be completed by spring 2027.

A representative from the Mark Skinner Campaign advised the Council that he had met with the Brandon Commission, who had expressed interest in the playpark project. The following points were made:

- A consultation exercise through a Thursday market stall, with information and handouts, would be undertaken to ensure the skatepark and playpark reflect what the youth of Brandon actually want.
- It was clarified that a proportion of the West Suffolk Council funding would be directed towards the playpark.
- The percentage split of the West Suffolk Council funding is 74% for the skatepark and 26% for the playpark.

The representative made the following requests of the Council:

- That a permitted development planning application be pursued for the playpark, noted as being important in saving both time and cost by avoiding a full planning process.
- That Brandon Town Council continue its maintenance of the playpark.
- That a group of volunteers be permitted to be established to assist with looking after the playpark and to arrange activities for children.
- Funds had been requested towards the playpark from the Play Equipment Earmarked Reserve. It was noted that the Clerk had suggested the Council consider purchasing a piece of equipment instead, directly as part of the procurement process.

Members raised the following queries: whether security measures such as CCTV would be put in place to prevent vandalism; and the percentage split of the West Suffolk Council funding, which was confirmed as 74% for the skatepark and 26% for the playpark.

Cllr Gary Brocklehurst proposed and Cllr Sam Skinner seconded that Brandon Town Council agree the recommendations contained in the playpark report, subject to Brandon Remembrance Playing Fields agreeing to and meeting the conditions set by West Suffolk Council.

**RESOLVED**

**Min. 26/066 — 9. Report from County Councillor Tim Kent**

It was NOTED that a report from County Councillor Tim Kent was received.

**Min. 26/067 — 9.1. Reports from District Councillors**

It was NOTED that Cllr Lukaniuk reported as follows:

West Suffolk Council has commenced work on an emerging Local Plan focused on capital projects capable of completion within a four-year period. The Plan is not limited to housing and encompasses other project types. Members of the public are welcome to submit suggestions. Cllr Wittam is the Council's representative on the Local Plan. Cllr Lukaniuk's suggestions for inclusion were:

- That Green Road should be put forward for development.
- That the Heavy Goods Vehicle (HGV) matter qualifies for inclusion in the Local Plan.
- That development of the station may qualify for inclusion; whilst geographically located in Norfolk, it is regarded as Brandon Station.

It was further NOTED that West Suffolk Council called an urgent meeting on 1 July 2026, at which members voted to agree that RAF Barnham is unsuitable for housing 1,200 asylum seekers. West Suffolk Council has written to the Home Office, which will make the final decision.

Cllr Wittam then reported that the HGV ban is not directly connected to the Local Plan; however, he intends to pursue its inclusion, as he considers it appropriate to the Plan. Cllr Wittam reiterated the position regarding RAF Barnham and confirmed that representations have been made to central government.

**Min. 26/068 — 10. Reports from Town Councillors**

Reports were received from the following members.

**Cllr Linda Challiss** reported as the Council's representative for Brandon Remembrance Playing Fields. It was NOTED that the Hemlock had been removed and that ongoing maintenance would be carried out under a works order. It was further NOTED that two dead trees had been removed from Brandon Remembrance Playing Fields and that any remaining trees with minor issues would be subject to six-monthly maintenance on a rolling contract.

**Cllr Wayne Bland** reported as follows:

- He had attended the Mayor's Civic Reception, having received an invitation through SALC (Suffolk Association of Local Councils).
- He had attended a Residents Association Meeting at which the main subjects were ideas for community events, the website, and an upcoming MP's visit.
- Together with the Clerk, he had met with Transport Strategy to discuss next steps regarding the Traffic Regulation Order (TRO). It was NOTED that the Council's County Councillor was assisting with this matter.
- It was NOTED that the Environment Agency was looking to clear the river of Hemlock by the end of the month, subject to workload, and that a drain survey was also planned, again subject to workload.
- He had attended The Thetford Town Council meeting regarding RAF Barnham, together with Cllr Jools Savage, although they had been unable to gain entry.
- He had attended the SALC Annual General Meeting.
- He wished to clarify the position of Footpath 2, following a lack of clarity at the previous meeting. It was NOTED that the section of Footpath 2 in question lies between Coulson Lane and The Avenue. Suffolk County Council had confirmed that Brandon Town Council carried out a survey in 1951 showing Footpath 2 in its current position. It was further NOTED that Suffolk County Council classified public footpaths are for use on foot or by mobility scooter and not by cycles or motor vehicles. It was NOTED that, further to enquiries made since the June meeting, Suffolk County Council would not normally require proof of a private vehicular right unless the landowner asserts such a right, or unless an incident or insurance claim involving the Highways Authority arises. Cllr Bland expressed serious concern that a child could be injured as a result of vehicles using the footpath.
- He had met with Terry from Creative Forum regarding materials, and it was NOTED that work on the second mosaic would be commencing shortly.
- It had been reported to Cllr Bland that £25,000 of the £100,000 promised by West Suffolk Council to Brandon was being used for improvements to Brandon Station, funded 50% from the Rural England Prosperity Fund and 50% from West Suffolk Council. A further £25,000 from the Rural England Prosperity Fund was being directed towards the skatepark, with additional funding coming from cabinet. The remaining £50,000 was being used for skills development. It was NOTED that a new Brandon Skills Coordinator role would be created, responsible for improving employment, training and development opportunities for the people of Brandon.
- Cllr Bland thanked firefighters at Methwold Fire Station for their attendance at a bonfire and passed on their advice that residents should contact Suffolk Fire Control Centre on 01473 369016 prior to lighting a bonfire, in order to avoid unnecessary call-outs.

**Cllr David Palmer** reported that Brandon Remembrance Playing Fields volunteers had removed the majority of the Hemlock from around the river area the previous weekend. It was NOTED that care would be taken the following year to prevent it from becoming so extensive.

**Cllr Phil Wittam** provided further information regarding his property deeds in relation to Footpath 2, as reported by Cllr Bland. He expressed concern about vehicles using the footpath and noted that, with the addition of new housing nearby, there was a serious risk of injury to a child. Cllr Victor Lukaniuk commented that the Council's concerns regarding this matter had been raised at the time of the planning application, which had nonetheless been approved.

**Cllr Malcolm Pinnell** reported that he had recently attended two open forums at Breckland School, aimed at young adults and offering one-to-one careers sessions with approximately twenty industries represented. It was NOTED that additional assistance would be needed at the school over the coming year.

**Cllr Henry Kostecki** reported that the boat from the Environment Agency had been delivered on the day of the meeting.

**Cllr Victor Lukaniuk** reported that he had been attempting to progress the canoe launch and raised questions for the Clerk regarding this matter. Cllr Bland raised a point of order under Standing Order 2A, which provides that no person shall obstruct the transaction of business at a meeting or behave offensively or improperly. The Chair permitted Cllr Lukaniuk to continue with his questions but reminded him to observe appropriate respect.

**Cllr Claire Watts** reported that Brandon in Bloom judging was due to take place on the Thursday following the meeting, with a significant amount of preparation still to be done; any assistance would be greatly appreciated. She thanked West Suffolk for their support. It was NOTED that refreshments would be available at the Engine House in the County Park at 1.30 pm on Thursday afternoon and that all were welcome to attend. Cllr Watts also reported that she had attended a MarketPlace Arts workshop at which ideas were explored for the next Light Up the Town Brandon project, anticipated to take place in January or February 2027.

**Cllr Gary Brocklehurst** reported that he had attended the first Men's Shed session at the Harvest Centre. It was NOTED that the next session would be held on the Friday following the meeting, from 10.00 am to 12.00 pm, and that sessions would thereafter take place on alternate Fridays.

#### **Min. 26/070 — 11. Planning Applications to Consider**

DC/26/0884/HH - 23 Edmund Road, Brandon - Consultation

[https://planning.westsuffolk.gov.uk/onlineapplications/](https://planning.westsuffolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=TGDE30PD02M00)

applicationDetails.do?activeTab=summary&keyVal=TGDE30PD02M00

Cllr Wittam proposed and Cllr Siebert seconded to support the application.

**RESOLVED**

DC/25/0885/FUL - Brandon Fields Solar Farm - for discussion

<https://planning.westsuffolk.gov.uk/onlineapplications/>

applicationDetails.do?activeTab=summary&keyVal=SWXCI9PDK8R00

The following information was discussed:-

- Incomplete archaeological survey.
- No construction management plan.
- HGV traffic directed through Brandon.
- Ecology report at odds with Natural England, RSPB and Place Services regarding working around protected species.
- BNG, no plan to maintain acid grassland.
- Not compliant with NPPF and Local Plan Policies.

Cllr Bland proposed and Cllr Wittam seconded to object to the application, on the above reasons.

**RESOLVED**

**Min. 26/071 — 12. Late Planning Applications Received after Agenda was Published**

It was NOTED that no late planning applications had been received after the agenda was published.

**Planning Variances**

There were no planning variances to discuss.

**Min. 26/072 — 13. New Cemetery Report**

The Clerk gave the following update:-

- The planning application has been approved.
- Pre-conditions have been circulated to Full Council.
- Contacted contractor who is going to cost all the pre-conditions.
- Contractor will speak to Suffolk County Council about the Archeological Report and what needs to be undertaken and costs.
- All information and costings will be brought back to Council in September.
- If needed a Full Council meeting could be called just to discuss the new cemetery and to invite people with expertise to be involved.

**Min. 26/073 — 14. Accounts**

It was NOTED that payments made in June 2026 were received and noted in accordance with Financial Regulations.

**Min. 26/074 — 15. Financial Update**

It was NOTED that the following financial documents had been received and noted:

- The Income and Expenditure Statement against budget for May 2026.
- The Bank Balances.

**Min. 26/075 — 16. Ear Marked Reserves**

The Clerk gave an explanation of the EMR's and how the surplus money at the end of last year had been allocated keeping a minimum amount in the bank as a safety net to cover normal payments if needed.

Cllr Skinner proposed and Cllr Siebert seconded to agree the EMR's.

RESOLVED

**Min. 26/076 — 17. Clerks Update**

The Clerk gave the following update:-

- The organising of the summer activities (HAF) is going well - very successful thanks to Mrs Prior.
- Thanked Cllr Siebert who is helping out with the activities and providing all the food.

The meeting closed at 20:47.

Signed: \_\_\_\_\_

*Chair of the Full Town Council*

Date: \_\_\_\_\_



## FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

### OLD SCHOOL HOUSE BRANDON

**MONDAY 3<sup>RD</sup> AUGUST 2026 7.00 P.M.**

Present: Councillors: Skinner (Chair), Bland, Challiss, Gorrington, Hughes, Kostecki, Lukaniuk, Palmer, Siebert

Absent: Councillor: Wittam

Clerk: Cunnell, Minute Taker: Prior

### MINUTES

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26/77 | <p><b>Apologies for Absence</b><br/>Apologies received from Cllr G Brocklehurst, Cllr M Pinnell, Cllr J Savage, Cllr C Watts.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 26/78 | <p><b>Declarations of Interest and requests for Dispensations</b><br/>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 26/79 | <p><b>Planning Applications to Consider</b><br/>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/26/1106/FUL – Green Verge, The Maltings, Riverside Way, Brandon – Consultation<br/> <a href="#">DC/26/1106/FUL   Planning application - one jetty and slipway   Green Verge The Maltings Riverside Way Brandon Suffolk</a></p> <p>Cllr Skinner introduced the application for one jetty and slipway. The applicant explained that the existing slipway is unsafe and would be replaced with a ground-level, two-metre-wide jetty to improve river access, reduce erosion, and support public, Highways, and Environment Agency use. Key points raised included grant funding, parking, visitor use, construction materials, installation, and possible impact on the main sewer beneath the riverbed. It was noted that the materials were Environment Agency approved, Highways had raised no concerns, and Anglian Water's comments were awaited.</p> <p>Members noted the need to replace the current slipway and supported improved river access for residents and visitors.<br/>Cllr Bland proposed and Cllr Challiss seconded, to support the application.</p> |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <p>A recorded vote took place, as requested by Cllr Bland:-</p> <p><b>For:</b> Cllr N Siebert, Cllr J Hughes, Cllr L Challiss, Cllr W Bland, Cllr S Skinner</p> <p><b>Against:</b> Cllr V Lukaniuk</p> <p><b>Abstention:</b> Cllr P Gorrings, Cllr D Palmer, Cllr H Kostecki</p> <p><b>RESOLVED</b></p>                                                                                                                                                                                                                                                                                                                                                               |
| 26/80 | <p><b>Late Planning Applications Received after Agenda was Published</b></p> <p>To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published.</p> <p>DC.26/1139/HH – 22 Rattlers Road, Brandon – Consultation</p> <p><a href="#">DC/26/1139/HH   Householder planning application - side extension to form self contained annexe   22 Rattlers Road Brandon Suffolk IP27 0EU</a></p> <p>Cllr Skinner gave an overview of the planning application.</p> <p>Cllr Skinner proposed and Cllr Challiss seconded, to support the application.</p> <p><b>RESOLVED</b></p> |

The meeting closed at 7.26 PM

Chairman

Date



# BRANDON TOWN COUNCIL

## **Brandon Town Council**

Old School House Market Hill Brandon

### **MINUTES**

of the Events

held at 12:30 PM on Monday, 20 July 2026

at Council Chamber - OSH

Issued: Monday, 3 August 2026

#### **Attendance**

**Present:** Cllr Jools Savage, Cllr June Hughes, Cllr Claire Watts

**Apologies:** Cllr Sam Skinner, Cllr Linda Challiss

#### **Min. 26/001 — 1. Apologies for Absence**

Apologies for absence were received from Cllr Sam Skinner and Cllr Linda Challiss.

#### **Min. 26/002 — 2. Declarations of Interest and requests for Dispensations**

No declarations of interest or requests for dispensation were received.

#### **Min. 26/003 — 3. Minutes of Previous Meeting**

The minutes of the Events Committee meeting held on 28th May 2026 were considered. It was **RESOLVED** that the minutes be confirmed as a true record and signed by the Chair.

Proposed by Cllr Jools Savage and seconded by Cllr June Hughes.

**Min. 26/004 — 4. Public Participation Time**

The Council adjourned to allow public participation. One member of the public was present and no questions were raised. The Council reconvened to continue with the business of the meeting.

**Min. 26/005 — 5. Receive updates on agreed Events 2026**

The Council received updates on the following events planned for 2026.

**Nine Stiles Walk** — Scheduled for Sunday 23 August, commencing at 1.00pm, to be held in conjunction with an Open Mike event.

**Summer Activities** — It was **NOTED** that eighteen activities had been arranged across four weeks, all of which would be free to attend.

**Orchard Day** — Scheduled for 20 September 2026. A volunteer had been secured to make apple cider vinegar on the day and to educate attendees about its uses. It was **NOTED** that invitations would be extended to the Wildlife Trust and the Hedgehog Trust, and that BLP crafty activities would feature. It was further **NOTED** that Happy to Sing would also be invited to participate.

**Heritage Open Days** — Commencing Friday 11 September, with over fourteen events planned, some of which would run twice in a single day. It was **NOTED** that a small number of events were still to be formally registered.

**Remembrance Day** — It was **NOTED** that a Lamp Light of Peace event was scheduled for the morning of 11 November on Market Hill.

**Christmas** — It was **NOTED** that a meeting with BAUK (Businesses Against Unwanted Kitchens) would be required to discuss the Christmas event and the provision of a river sleigh on the day.

It was further **NOTED** that a Christmas buffet was scheduled for 22 December, to be held for the community by invitation only.

It was **NOTED** that there had been a great deal of positive discussion and ideas shared in relation to the above events.

**Min. 26/006 — 6. Officers Update**

It was **NOTED** that no officers' update had been received since the publication of the agenda.

The meeting closed at 12:46.

Signed: \_\_\_\_\_

*Chair of the Events*

Date: \_\_\_\_\_



## **GRANT POLICY**

The Town Council ('Council') has a small grants scheme which offers grants to community groups. The amount of money available is set annually in the budget of the Council.

### **Eligibility**

- Applications must be submitted by recognised "not for profit" community groups.
- Applications will not be considered from individuals.
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- Only one grant will be awarded to an organisation in any one year, unless there are exceptional circumstances.

### **Procedure**

- At the January meeting each year the Town Council will publicise the Council's intention to make available an amount of money in the next financial year for the benefit of community organisations. Applications for grants should be made to the Council using the application form available from the Clerk.
- All applications must be addressed to the Clerk at the official council address. Applications sent directly to members of the Council will not be considered.
- The closing dates for all applications is the first Monday of every month. The Clerk will acknowledge all applications in writing within 14 days of receipt.
- The Council will notify successful/unsuccessful applicants in writing.

### **Submitting Applications**

- Applications **must** be submitted on the Council's application form. Any other format will not be accepted.
- The applicant/s must state clearly the purpose for which the grant is to be used. Successful applicants may use the grant only for the purpose stated on the application form.
- All applications must be accompanied with an up to date set of accounts and the organisation's current Constitution or Rules. A copy of the organisations latest bank statement may be requested.
- The Council may request the applicant/s to make a presentation outlining the project proposed and the benefits accruing to the community prior to the award of the grant.

### **After Receipt of Grant**

- Organisations awarded grants for specific capital expenditure must produce proof of expenditure within 12 months of receiving the grant. Any grant not spent within 12 months must be returned.
- Non-capital expenditure – i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.
- Evidence of the benefit to the community from the grant must be submitted to the Council within 12 months of expenditure.
- The Town Council must be included in any publicity material.

## **BRANDON AND DISTRICT GARDEN CLUB APPLICATION FOR A GRANT**

### **Following documentation attached:**

1. Grant application
2. Bank account statement and latest balance
3. Accounts for 1.3.2025 to 28.2.2026
4. Copy of advertising for 2026 club annual flower show
5. Copy of an address to club members and visitors to the 2026 Flower Show on the aims of the club going forward

Brandon and District Garden Club is the longest running club in the town. It holds monthly meetings and has an annual flower show. It is self-supporting, raising funds from annual subscriptions and the flower show. Club funds are used to pay for the hire of the Methodist Hall and monthly speakers who would typically charge £100 to £120 for a talk.

The Garden Club almost disappeared five years ago but was kept going by Katy Loxton enabling others to take it over. It is now on a firm financial footing with many new members.

The application for a grant is to enable the club to purchase fifteen new trestle tables to be used at its annual flower shows. The tables used currently have served the club since its inception. They are heavy wooden tables, stored at Mark Skinner's premises. This year the club had to manage with fewer as three were unusable and the remainder are all in a state of imminent collapse. A set of 15 6ft tables would cost approximately £600 plus (the cheapest tables would not be sturdy enough to support the weight of show entries)

As you will see from the club's bank statement and current balance the club does have some funds available. This is largely because of funds raised from the recent flower show, but it will be March 2027 before the club collects in annual subscriptions so the money currently in the account has to cover hall hire, the hire of speakers and incidental costs (insurance, RHS membership and sundry expenses) for the months until then. A grant of £500 would enable the club to purchase the tables. It can afford to pay some part of the cost but to pay the whole amount is not possible at this time.

We hope the Town Council members will look favourably on this request.

Susan Dean

Co-chair Brandon and District Garden Club



# 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: **BRANDON & DISTRICT GARDEN CLUB**
2. Name and address of person making the application (to whom all correspondence will be sent):

**SUSAN DEAN,**

**BRANDON**

3. Daytime telephone number:

4. E-mail address:

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

**BRANDON & DISTRICT GARDEN CLUB Community Account**

## B. YOUR ORGANISATION

6. Registered charity number (where applicable):

7. 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.

**HOLDS MONTHLY MEETINGS WITH Specialist Speakers  
HOLDS an Annual Flower Show each July. Aims to give local  
Gardeners advice and encouragement and to connect with the wider  
community through the Flower Show. It is the longest running club  
in the town**

8. What area is served by your organisation?

**Brandon and local villages**

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

**Co/** Chairmans

**JO GIBSON,  
Sue Dean,**

**BRANDON,**

**Brandon**

Treasurer

**ROB GIBSON**

**BRANDON**

Secretary

**LINDA CLOVER,**

**Munford,**

10. 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.

See attached sheets

**C. GRANT REQUEST**

11. How much grant are you asking for?

£500.

12. What is the total cost of the project?

Approx £600.

13. What will you use the grant for?

To Purchase 15 Gft Tables. see attached sheets.

**14. 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.

Signed:



Date:

7.8.2026

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)

Sue Dean

**From:** Sue Dean  
**Sent:** 05 August 2026 15:23  
**To:** Sue Dean  
**Cc:** Susan Dean  
**Subject:** Garden club poster



Sent from my iPhone

Sent from my iPhone

Advertising for Annual  
Flower Show

## BRANDON AND DISTRICT GARDEN CLUB

### Purpose of the club going forward

*Part of an address to the Club and visitors at the close of 2026 Flower Show*

Brandon Garden Club, the oldest club in the town, had many years of success and was admirably held together by Katy Loxton when it was in danger of dying. Her youthful enthusiasm kept it going and eventually breathed new life into it so that others could take over. Now it appears to be on a firm footing with wonderfully enthusiastic members, new and old. An inspiring bunch of people that it is a pleasure to know. But then gardeners are brilliant people.

In the long ago past, a past most of us remember, the seasons came and went each year, and the weather could be relied on. There were odd vagaries, but you could follow Adam the Gardener who wrote in the Sunday Express giving advice on jobs to do in the garden in the coming week. What you planted in April one year you planted in April the next. Gardening now is a huge challenge, seasons vary from one year to the next, and the weather can only be relied on to be unpredictable. The area in which we live, the Brecks, is an amazing landscape, unique and beautiful but its sandy soil adds to the challenges we gardeners face. The jobs to be done in the garden month by month have almost it seems to be adapted every year.

This year in particular has been a desperate challenge – cold, wet, heatwave after heatwave, drought, and hosepipe ban. Beans, haven't set, scab on potatoes, seeds not setting, flowers dying, the list goes on. But we carry on and like the wildlife and the plants try to adapt and survive in the face of rapid change.

It seems to me that going forward our task as gardeners and as a gardening club will have to be less about producing the perfect marrow or the most beautiful rose but to hold out a beacon of hope to the wider community much as the Brandon Bloomers are doing. To show that somehow against all the odds we can cope with the challenges of the present time and preserve in our gardens and in our town tiny oases that

provide not just food and something beautiful to look at but a haven for wild life and a model for those who care to look on how to preserve and adapt. If we as a gardening community don't do it there will be little to hand on to our children and grandchildren.

You might say, what difference can I make with my small garden but each small garden adds up to a lot of land and the task for the club over the coming years should be to lead in that process of adaptation and to help preserve what we can of the wildlife and plants that thrive in our amazing wider landscape so that we do have something to hand on to the generations to come.



# 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. 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.*
8. What area is served by your organisation?
9. Please give the names and addresses of the officers of your organisation.  
Chairman

Treasurer Mrs Lorraine Westley

Secretary Mrs Tracey Hannon

10. Please provide

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.

|  |
|--|
|  |
|--|

**C. GRANT REQUEST**

11. How much grant are you asking for?

£300.00

12. What is the total cost of the project?

£420 approx

13. What will you use the grant for?

We are currently looking into a caterer to lay buffet food and childrens lunch boxes for Sunday 8<sup>th</sup> November 2026. This will be open to the general public with a special worm welcome to all our youth organisations who will be partaking in the parade. We are looking for an outside caterer as we are trying to reduce the workload of the staff within the Legion Club as over the years this has become a mammoth task with numbers attending the parade rising. We are looking for support towards the cost of the food so any support will be gratefully received.

**14. 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.

Signed: Mrs L Westley (electronic signature)

Date: 26/08/2026

# Suffolk County Council Report to 31 July 2026

| Date       | Location        | Issue                | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------|-----------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/07/2026 | Elveden         | Case Work            | Email of thanks from Mrs MT Eveden re special collections of waste carried out following complaint made on her behalf                                                                                                                                                                                                                                                                                                            |
| 02/07/2026 | Brandon         | Case Work            | Complaint about a newly positioned SID Green Road. Responded to state the sign was not fitted and impossible to say if it would cause light pollution. Highways later responded to say that it could not have been located on opposite carriageway owing to gas main. Agreement reached to reduce pole by 500 mm. BTC also involved                                                                                              |
| 02/07/2026 | Division Wide   | Case Work            | Email to Thetford resident about proposed march following invitation                                                                                                                                                                                                                                                                                                                                                             |
| 03/07/2026 | Brandon         | Case Work            | Noise Complaint regarding Lignacite - written to West Suffolk Environment Health to support residents complaint about handling of their case                                                                                                                                                                                                                                                                                     |
| 03/07/2026 | Brandon         | Case Work            | Email of thanks following West Suffolk attendance to remove dog poo to rear of Heather Way                                                                                                                                                                                                                                                                                                                                       |
| 05/07/2026 | Brandon         | Case Work            | Complaint about bin scheduling seeking to have move frequent three weekly cycles rather than four .                                                                                                                                                                                                                                                                                                                              |
| 06/07/2026 | Ingham/Culford  | Case Work            | Resident complained about adjacent landowner failing to keep footpaths clear and lack of activity by the council over a number of years. Council agreed to attend following day to clear footpath 7 leaving the Drift in Culford to leave a usable footpath. The team will put a plan in place to inspect and if necessary like legal action against the land owner. Resident very happy with this outcome after years of trying |
| 06/07/2026 | Brandon         | Case Work            | 43 Flats at the Matings over 55 development issued two months collections in a row. This was resolved on 8 July. Email received thanking me for the support                                                                                                                                                                                                                                                                      |
| 09/07/2026 | Culford         | Highways             | Rats Hall Corner update and PC seems keen to revert to a mini roundabout following update about "Stop" junction. I explained the idea to improve signage when approaching from West Stow, Contact with Andrew Moore he will also be attending the next PC meeting on 30 July.                                                                                                                                                    |
| 09/07/2026 | Brandon         | Locality Grant       | Chase stage payment of a previous grant to Brandon in Bloom by previous Councillor. Invitation to Anglia in Bloom reception but declined owing to annual leave                                                                                                                                                                                                                                                                   |
| 09/07/2026 | Division Wide   | Locality Grant       | Offer letters sent to Ingham PC and also Amber Bee re reading scheme                                                                                                                                                                                                                                                                                                                                                             |
| 13/07/2026 | Division Wide   | Audit Committee      | Response to questionnaire regarding contract variations EY . Response to LA                                                                                                                                                                                                                                                                                                                                                      |
| 14/07/2026 | Brandon         | Highways             | Resident seeking a dropped kerb and financial assistance to make entry and existing vehicle safe. Referred to Highways and then advised to contact their Occupational Therapist following response received                                                                                                                                                                                                                      |
| 17/07/2026 | Brandon         | Case Work            | Complaint regarding a neighbours garden and smells. Advised to write a letter directly to neighbour.                                                                                                                                                                                                                                                                                                                             |
| 18/07/2026 | Santon Downham  | Planning             | Further correspondence regarding refusal of permission to expand graveyard. I advised the Church Warden to draw a plan to show how burials have been taking place continuously since 1967. I have offered to assist further if required                                                                                                                                                                                          |
| 19/07/2026 | Division Wide   | Suffolk Pension Fund | Expressed interest in visiting LSE for Responsible Investing Summit on 22 October 2026                                                                                                                                                                                                                                                                                                                                           |
| 20/07/2026 | Division Wide   | Waste                | Accepted invitation to visit Suffolk Energy from Waste on 16 September                                                                                                                                                                                                                                                                                                                                                           |
| 20/07/2026 | Division Wide   | Suffolk Pension Fund | Attended training and then full committee meeting.                                                                                                                                                                                                                                                                                                                                                                               |
| 21/07/2026 | Great Livermere | Locality Grant       | Email to TC following meeting minutes to state that I would be interested in looking at the replacement swing costs to see if locality grant might be appropriate.                                                                                                                                                                                                                                                               |
| 22/07/2026 | Brandon         | Locality Grant       | Application made to pump prime Brandon Residents Association £350 requested for Seniors Tea Dance and also a Community Cinema                                                                                                                                                                                                                                                                                                    |
| 22/07/2026 | Brandon         | Highways             | I chased the dangerous trees previously reported on London Road Brandon and after follow up M Group stated they had been to incorrect location and would now be attending 22 July with a tree surgeon and tendered an apology                                                                                                                                                                                                    |

# Suffolk County Council Report to 31 July 2026

|            |                 |                        |                                                                                                                                                                                                                                                                                                                                                              |
|------------|-----------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22/07/2026 | Brandon         | Brandon Town Council   | Town Clerks enquiry to see if funding available for rainwater harvesting above ground in the Old School House garden. Only grants for farmers available. I also did calculations based on 850mm/m2 per year and council would be lucky to harvest 30m3 and this could not all be stored. I do not think this is a viable solution at present. TC thanked me. |
| 22/07/2026 | Brandon         | Little Ouse Footbridge | Ops Manager updated my that the Environmental Plan permit application was now with the EA and this could take up to three months. Concerned resident updated                                                                                                                                                                                                 |
| 22/07/2026 | Brandon         | Waste                  | Two residents EM and JR complain about missing bins and these were delivered following afternoon following notification to WSC contact                                                                                                                                                                                                                       |
| 22/07/2026 | Elveden         | Parish Council Meeting | Attended Parish Council Meeting                                                                                                                                                                                                                                                                                                                              |
| 23/07/2026 | Honington       | Locality Grant         | Application made on behalf of the Rymer Court Residents Association for 10 nr House Martin Nesting boxes for a community project £191.90 .                                                                                                                                                                                                                   |
| 23/07/2026 | Brandon         | Case Work              | Email to Executive Director C&YP regarding emails and letter from BP regarding Education plan for grandson                                                                                                                                                                                                                                                   |
| 26/07/2026 | Brandon         | Case Work              | Two residents expressed concern regarding two way vehicular access over Store Street and potentially placement of a bollard would prevent this becoming a rat run at peak times.                                                                                                                                                                             |
| 27/07/2026 | Santon Downham  | Planning               | Review of drawing provided by Church Wardens and advice provided as well as offer to assist                                                                                                                                                                                                                                                                  |
| 29/07/2026 | Great Livermere | PROW                   | Communicated minor additional closure to the current ROW closure at Ampton Water                                                                                                                                                                                                                                                                             |
| 30/07/2026 | Culford         | Parish Council Meeting | Meeting to discuss Rats Hall Corner with Andy Moore in attendance .                                                                                                                                                                                                                                                                                          |

# Suffolk County Council Report to 31 August 2026

| Date       | Location                 | Issue                    | Resolution                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02/08/2026 | Culford                  | SID Cameras              | Request to Highways Community Liaison to confirm whether current posts need upgrade to 89 mm for SID Installation.                                                                                                                                                                                                                                                                                    |
| 03/08/2026 | Culford                  | SID Cameras              | Requirement for 89 mm posts sent to council and £3,019.99 from Councillor's Highways Budget reserved for purchase of one post and camera for Culford. Application form to apply for the scheme sent to the Parish Clerk                                                                                                                                                                               |
| 04/08/2026 | Brandon                  | Highways                 | Following two members of the public requests for a bollard to be placed in Store Street to prevent use as a rat run I met with Highways and details were recorded for further advice to be taken. As a result a bollard is not possible however Police enforcement and also West Suffolk Council's enforcement team can prosecute those motorists using Store Street as a cut through from Bury Road. |
| 04/08/2026 | Division Wide            | Stroke Association Event | Published Stroke Association event for victims and their carers at Norfolk Showground on 22 August 2026                                                                                                                                                                                                                                                                                               |
| 05/08/2026 | Honington Parish Council | Parish Boundaries        | Informed PC Chair and County Councillor that I am responsible for part of their Parish following enquiries made into Rymer Court Locality Grant. Agreed to assist with passing grant to the Residents Association                                                                                                                                                                                     |
| 06/08/2026 | Brandon                  | Grants                   | Correspondence with Brandon Town Council to see if an increase on their previous verbal offer of £5,000.00 towards a piece of equipment would be possible. This was not possible as improvement works are required at the Thetford road playground and there is only £30,000 remaining in maintenance reserves                                                                                        |
| 06/08/2026 | Brandon                  | Highways                 | Two noisy manholes in London Road reported to Highways. One case has been referred to the Utility Company. No confidence that these will be repaired because of the HMOP and priorities published                                                                                                                                                                                                     |
| 06/08/2026 | Brandon                  | Locality Grant           | Response of £250 locality grant to the Olive Art Club for autumn classes to fund materials for art classes                                                                                                                                                                                                                                                                                            |
| 07/08/2026 | Brandon                  | Highways                 | Low and noisy ironworks in High Street reported to Anglian Water following a residents concerns. These works will need to be repaired out of hours.                                                                                                                                                                                                                                                   |
| 08/08/2026 | Brandon                  | Housing                  | Casework for a Brandon resident who has been let down by Flagship Housing. Interesting case where in order to fit an Air Source Heat Pump the third bedroom had to be down graded to a room only suitable for a ten year old child or younger. Unsatisfactory response received and resident has approached the Housing Ombudsman                                                                     |
| 10/08/2026 | Brandon                  | Cemetery                 | Brandon Town Council copied me into correspondence in connection with reducing the size of the cemetery from 0.35Ha to less than 0.20Ha to avoid BNG. I gave my opinion that the loss of 100 graves would not be satisfactory                                                                                                                                                                         |
| 12/08/2026 | Culford and West Stow    | Highways                 | MPs letter regarding speeding motorists and a need for Horse warning type signs in Icklingham Road West Stow. I responded to agree and am awaiting information from the complainant for locating such signs                                                                                                                                                                                           |
| 13/08/2026 | Elveden                  | Waste                    | Addresses in London Road missed from Waste Collections. Contact made with West Suffolk Council and waste collected the following day                                                                                                                                                                                                                                                                  |
| 13/08/2026 | Brandon                  | Grants                   | Brandon in Bloom application for grant funding from Thriving Communities to provide increased water storage facilities                                                                                                                                                                                                                                                                                |

# **Suffolk County Council Report to 31 August 2026**

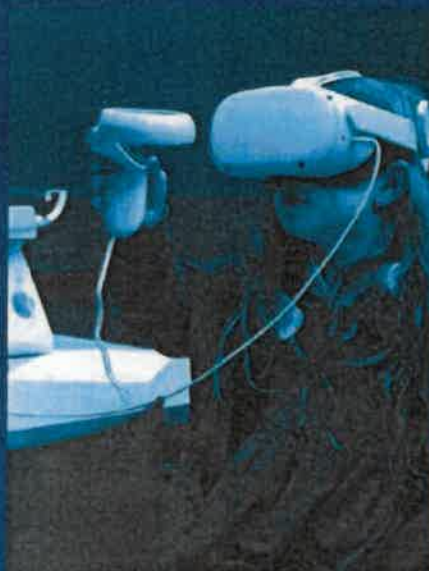
|            |               |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------|---------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18/08/2026 | Brandon       | Footpaths      | Email received Brandon Town Council seeking advice about the ownership of footpath no 2 in Coulson Lane. This path joins the High Street. There is overgrown ivy from a neighbouring property however the walls are damaged and leaning. Highways team will inspect and report back. I raised my concerns about the resident who owns the wall and potential liabilities if damage were to result from unauthorised works                                                                                         |
| 18/08/2026 | Brandon       | Waste          | Contact made with West Suffolk Council's waste team to clear three weeks of food waste for a resident in St Margarets Drive. Waste cleared following day and Email of thanks received.                                                                                                                                                                                                                                                                                                                            |
| 21/08/2026 | Brandon       | Flytipping     | Supported a resident to get fly tipped mattress removed from Warren Close by West Suffolk Council's waste team                                                                                                                                                                                                                                                                                                                                                                                                    |
| 21/08/2026 | Division Wide | Highways       | Detailed email to Cabinet member for Highways to raise concerns regarding Cadent works and the unnecessary re-painting of hatchings at Rattlers Road in advance of the works. I raised concerns about the lack of inspections in hazardous tree zones in particular London Road Brandon where several dead Scots Pine trees are located. I also raised issues with Highways MOP document where priorities for works do not appear appropriate and addressed noisy manholes that only warrant Grade 7 response.    |
| 24/08/2026 | Brandon       | Locality Grant | Brandon Town Bowling Club application for £500 locality grant processed by team.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 24/08/2026 | Division Wide | Grants         | Electrical Safety Fund details published on solar media to advertise potential grants of up to £10,000 out of £1,000,000 fund for organisations and charities to replace damaged equipment wiring or similar                                                                                                                                                                                                                                                                                                      |
| 24/08/2026 | Brandon       | Invitation     | Invitation to present medals at the Reading Quest at Brandon library at 15:40 on 17 September 2026                                                                                                                                                                                                                                                                                                                                                                                                                |
| 25/08/2026 | Brandon       | Education      | Email to Nick Timothy MP to highlight the 11 no. Level 9 GCSEs obtained by a young lady at Breckland School. Letter of congratulations sent to the student and I have also made enquiries of the Post 16 transport provision as the student obtained a place at the prestigious Cambridge Maths School. I will also be writing to the cabinet member to see if Suffolk County Council recognises outstanding achievement. In a school where there is often low aspiration this is truly a n excellent achievement |
| 26/08/2026 | Brandon       | Planning       | Email to the Planning Officer in connection with the proposed slipway and the potentially call for BNG to be considered. This appears entirely disproportionate to the task at hand                                                                                                                                                                                                                                                                                                                               |
| 28/08/2026 | Brandon       | Highways       | Report from 13 Manor Road that the footpath is falling towards their garden wall and rain is undermining the foundations with wall beginning to crack in at least two locations.                                                                                                                                                                                                                                                                                                                                  |
| 30/08/2026 | Brandon       | Highways       | Continued correspondence with Cadent so that residents are better informed about the gas main improvements taking place in Brandon. Cadent have improved upon their programme in Rattlers Road and London Road and works continue                                                                                                                                                                                                                                                                                 |





# PUTTING SUFFOLK COMMUNITIES FIRST

## Our Strategic Priorities



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# Introduction

## Suffolk has entered a new chapter.

Residents voted for change because they wanted a county council that is honest about the challenges it faces, serious about reform and focused on protecting communities across our county.

For too long, people have felt disconnected from decision making. Infrastructure has struggled to keep pace with growth, roads have deteriorated, services have become increasingly stretched and taxpayers have too often been left wondering where their money is going.

This Strategic Statement sets out the direction of Suffolk County Council under Reform UK leadership.

It establishes our priorities, defines the principles that will guide decision making and creates a framework for accountability across the authority.

Our administration will be guided by a simple principle:

## Communities must come first.

### This means:

- residents' voices are always heard
- being transparent with Suffolk's residents, whether or not things are going well
- relentless focus on delivering better services and at less cost to the Suffolk taxpayer
- prioritising the frontline services that everyone values

- more innovation than you've ever seen from this council
- opposing inappropriate large housing developments
- ruthless efficiency in how we operate.

This document will not sit on a shelf gathering dust. It is a strategic outline of this administration's policy priorities and will guide departmental planning, spending priorities, procurement, performance management and service delivery across the council. Crucially, it provides a framework for a more detailed corporate strategy that we will publish later in 2026 and where you will see our truly unique approach to leading public services.

Progress against these priorities will be monitored regularly and reported publicly.

We will be honest where challenges exist, ambitious where improvement is possible and determined to restore confidence in Suffolk County Council.



**Councillor Michael Hadwen**  
Leader of Suffolk County Council

# Our Governing Principles – how we will work

Everything Suffolk County Council does under this administration will be guided by five core principles.

## 1. Honesty and Common Sense

Residents deserve absolute transparency about how we spend their money, how we are performing and how decisions are made – whether or not things are going well.

We will publish information clearly, explain major decisions honestly and tell people about challenges directly.

## 2. Managing Money Responsibly

Every pound of taxpayer money must be treated with care and respect - as if it were our own.

We will slash waste, get better deals from the companies we buy from and focus spending on the frontline services that matter to everyone.

## 3. Residents' Needs First

Policies and projects must actually benefit Suffolk residents, not bow to pointless targets or political fads.

Local people, local services and local voices must always come above everything else.

## 4. Getting Things Done

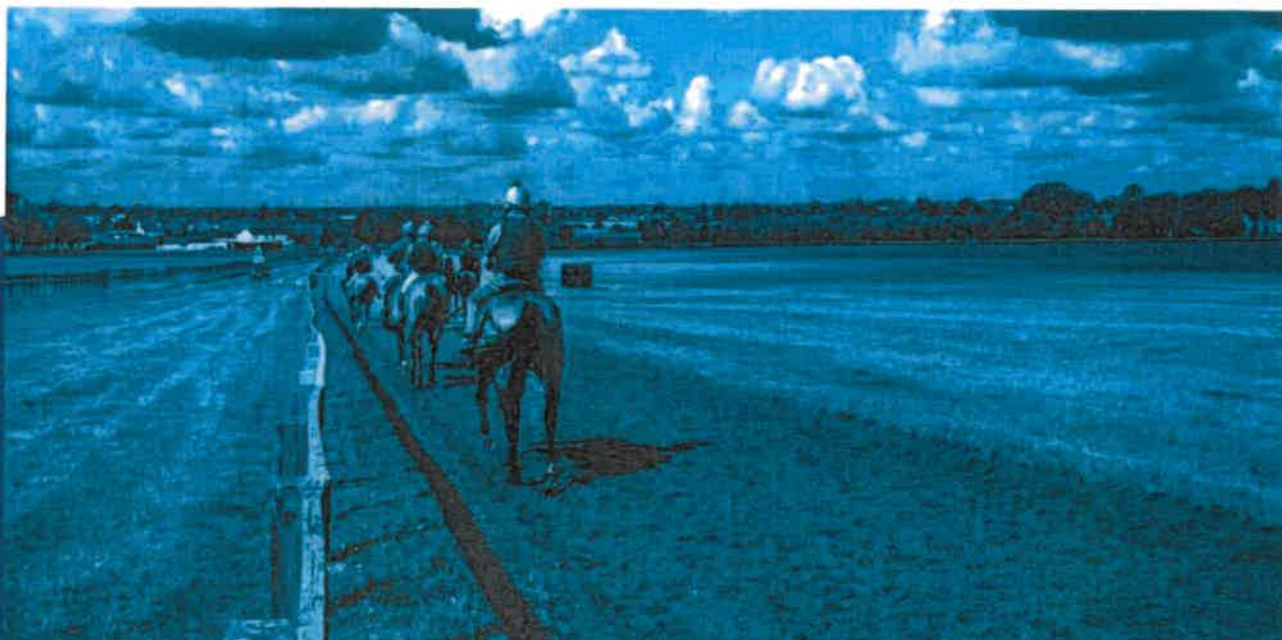
The council must become more responsive to people's needs, move quickly and decisively and focus on results that matter. Too much time spent on processes and bureaucracy means we're not improving lives.

We will prioritise delivering better services and tear up processes that get in the way.

## 5. Pride in Suffolk

Suffolk is a county with a proud history, strong identity and enormous potential.

We will protect and celebrate our heritage, environment and way of life while preparing Suffolk for the future.



# Priority Actions – what we will do first

## Rebuild Trust

We have a responsibility to rebuild public confidence in Suffolk County Council.

### We will work with staff to:

- conduct in-depth reviews of how the council works and how it spends public money
- be transparent with the findings (subject to commercial sensitivity)
- improve how big decisions are made
- boost scrutiny and accountability
- overhaul how we buy in supplies and services from third parties.

We will ensure Suffolk County Council becomes a modern, fully accountable and transparent authority.



## Fix Suffolk's Roads

Suffolk's road infrastructure hasn't had the investment it needs for many years.

### We will:

- wage war on the pothole crisis
- support and challenge our highways service to be more innovative and make improvements that people will visibly notice
- press for long term solutions to A14 resilience and traffic congestion in Ipswich
- campaign for the Government to make improvements to the A12, A14 and A11
- prioritise key rail infrastructure upgrades, such as the Ely and Haughley junctions
- improve bus services and travel choices for Suffolk's communities.

Infrastructure investment must put the needs of residents first.



## Prioritise Frontline Services

In one way or another, Suffolk County Council touches the lives of everyone in Suffolk. This is especially noticeable and significant through our vital frontline services that people rely on heavily.

**We will prioritise those services, while making the council ruthlessly efficient in its management and support services.**

**This means saving money where we can to reinvest where it is needed most.**

**We will focus on the services that make the biggest difference to people's lives.**

## Right Start in Life

Every child and young person in Suffolk deserves the best possible start in life, and opportunities to thrive. To do this, they - and their families - need our support. Working with schools, partners and families, we will give that help early, protect the vulnerable and create opportunities for children and young people to succeed.

### **We will:**

- give children the best start in life, from pregnancy through to school and beyond
- provide the right support at the right time, preventing problems from escalating
- protect vulnerable children and young people from harm
- deliver SEND reform with partners, creating an education system that supports those that need it
- strengthen specialist support in mainstream schools so children get a good education closer to home
- shape services with children, families and partners, not just for them
- support children in care and care leavers to be safe, ambitious and successful
- help young people prepare to be independent, healthy and employed adults who are part of their community.

The right support, in the right place, at the right time - for children and young people in Suffolk.



## Responsible Growth

Housing and economic growth must work for Suffolk's existing communities.

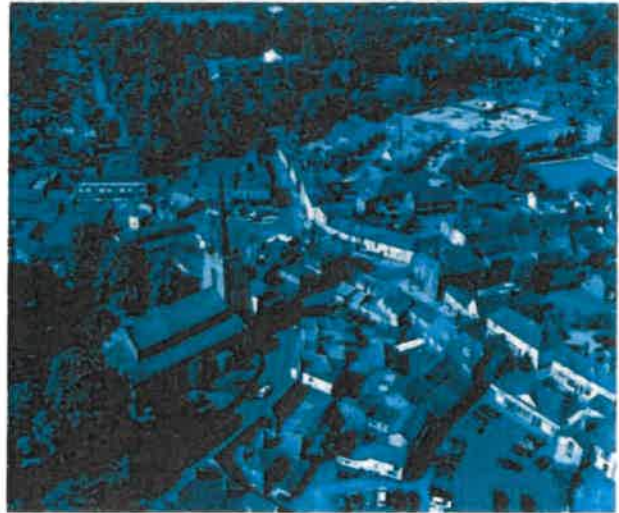
Sustainable development, economic investment and creating high-quality employment opportunities must be properly planned and supported by necessary infrastructure – like post offices, schools, doctors' surgeries and dentists. It's not enough to assume that services that exist now can cope with future demands.

### We will:

- robustly challenge inappropriate large housing developments
- fight for vital community facilities to be built
- protect the character of Suffolk's towns and villages
- ensure planning decisions fully take into account the impact on local people
- work constructively with major employers and support small and medium-sized businesses

- support investment in our major growth sectors, where Suffolk plays a critical role in the wider UK economy
- ensure local residents have the skills they need to get the jobs they want.

Growth must improve quality of life, not undermine it.



## Defend Suffolk Life

Suffolk's coastline, countryside, farmland and historic communities are among our greatest strengths. They must be protected for future generations of residents and visitors.

We reject the expensive and ideological "climate emergency" agenda adopted by the previous administration. It places unnecessary financial burdens on residents while delivering little measurable local benefit. This administration will be practical, balanced and community-focused.

### We will:

- review and end wasteful net zero projects that do not provide clear value for Suffolk residents and redirect spending toward frontline services
- defend Suffolk and our agricultural way of life from inappropriate solar farms and other large infrastructure projects on productive farm land
- resist major projects that damage Suffolk's coastline, countryside or communities without meaningful local benefit

- support flood and drought resilience
- protect Suffolk's heritage, local identity and culture
- champion Suffolk's farming, fisheries, tourism, food and coastal industries
- promote responsible stewardship of the county's natural environment
- protect Suffolk communities from fire and other threats through prevention and emergency responses.

We can support growth while protecting the communities and landscapes that make Suffolk unique.



## Reforming the Council

Suffolk County Council must be an organisation that delivers for residents.

### We will work with senior staff to:

- demand high standards and celebrate success
- recruit people based on merit, not ideology
- train and promote our staff
- strengthen internal communication
- promote seamless cross-department working.

This administration is committed to the rule of law. We will comply with all legal obligations while using every legitimate democratic and judicial tool at our disposal to protect Suffolk's interests.

Other than those required by law, we will eradicate all divisive diversity, equality and inclusion (DEI) objectives and policies from this council.

We believe in treating every resident and member of staff with equal respect and dignity, regardless of background or identity. Council resources will be refocused on delivering fairness for everyone, based on individual need and not group identity - putting our communities first.



## Protect Suffolk from Local Government Reform

Suffolk's communities should not be divided by costly and disruptive Government meddling. We believe the proposed Local Government Reorganisation will fragment services, weaken accountability and create unnecessary bureaucracy – costing tens of millions of pounds of taxpayers' money and putting vulnerable people at risk.

This administration will fight to protect the services that we provide to our residents.

### We will:

- explore all available legal and democratic avenues to oppose proposals that are not in Suffolk's best interests, including Judicial Review
- resist proposals that divide Suffolk into competing authorities
- fight for fair and equal countywide services
- ensure local communities retain a strong voice in decision making

- ensure that any devolution deal is in the best interests of Suffolk and continue to call for real devolution with power to the County Council
- be a strong voice at the table so that Suffolk's interests are always represented
- if needed, stabilise services during any national reform process.

Residents deserve effective local government focused on them, not years of costly reorganisation and inward-looking upheaval.

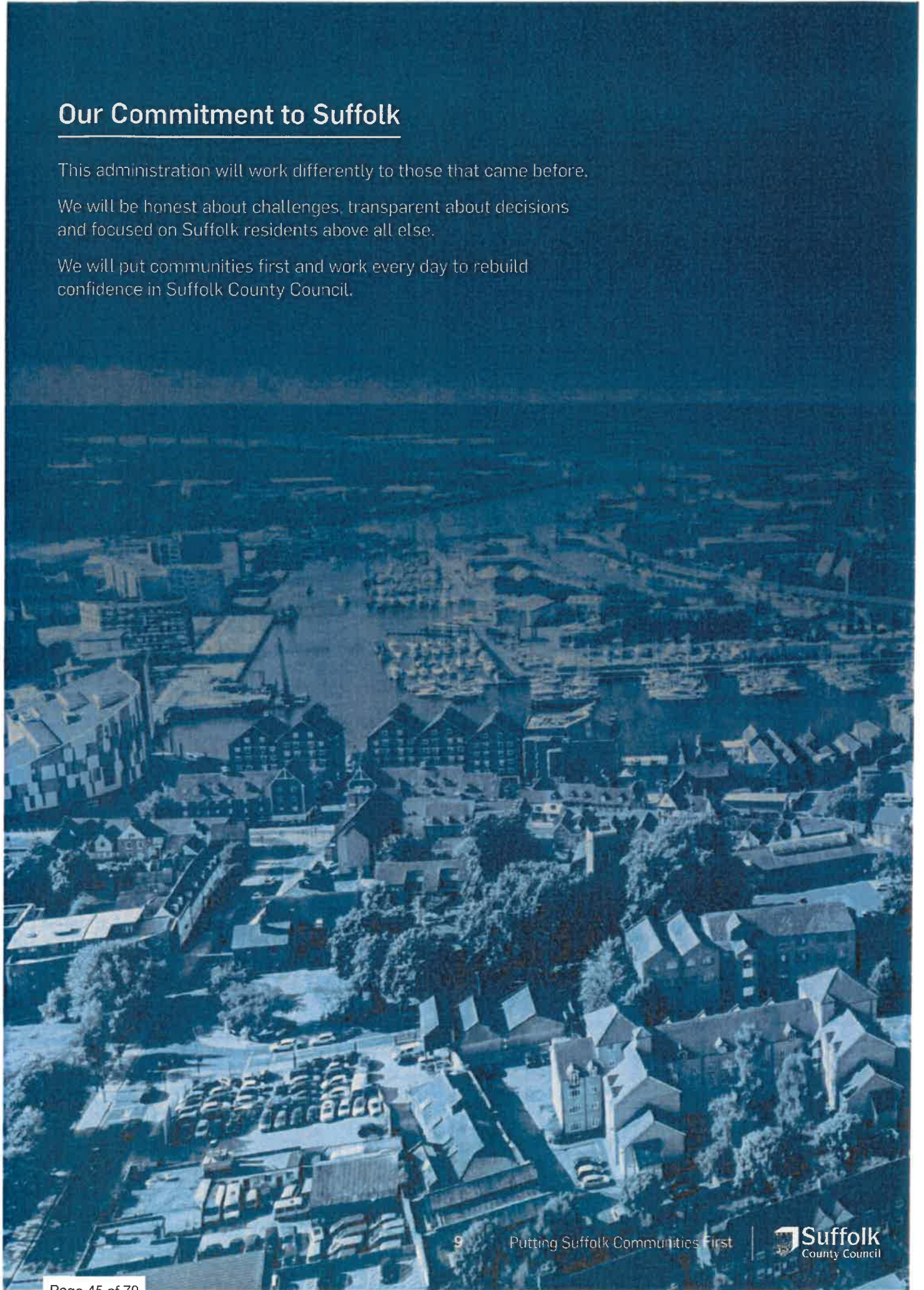


## Our Commitment to Suffolk

This administration will work differently to those that came before.

We will be honest about challenges, transparent about decisions and focused on Suffolk residents above all else.

We will put communities first and work every day to rebuild confidence in Suffolk County Council.



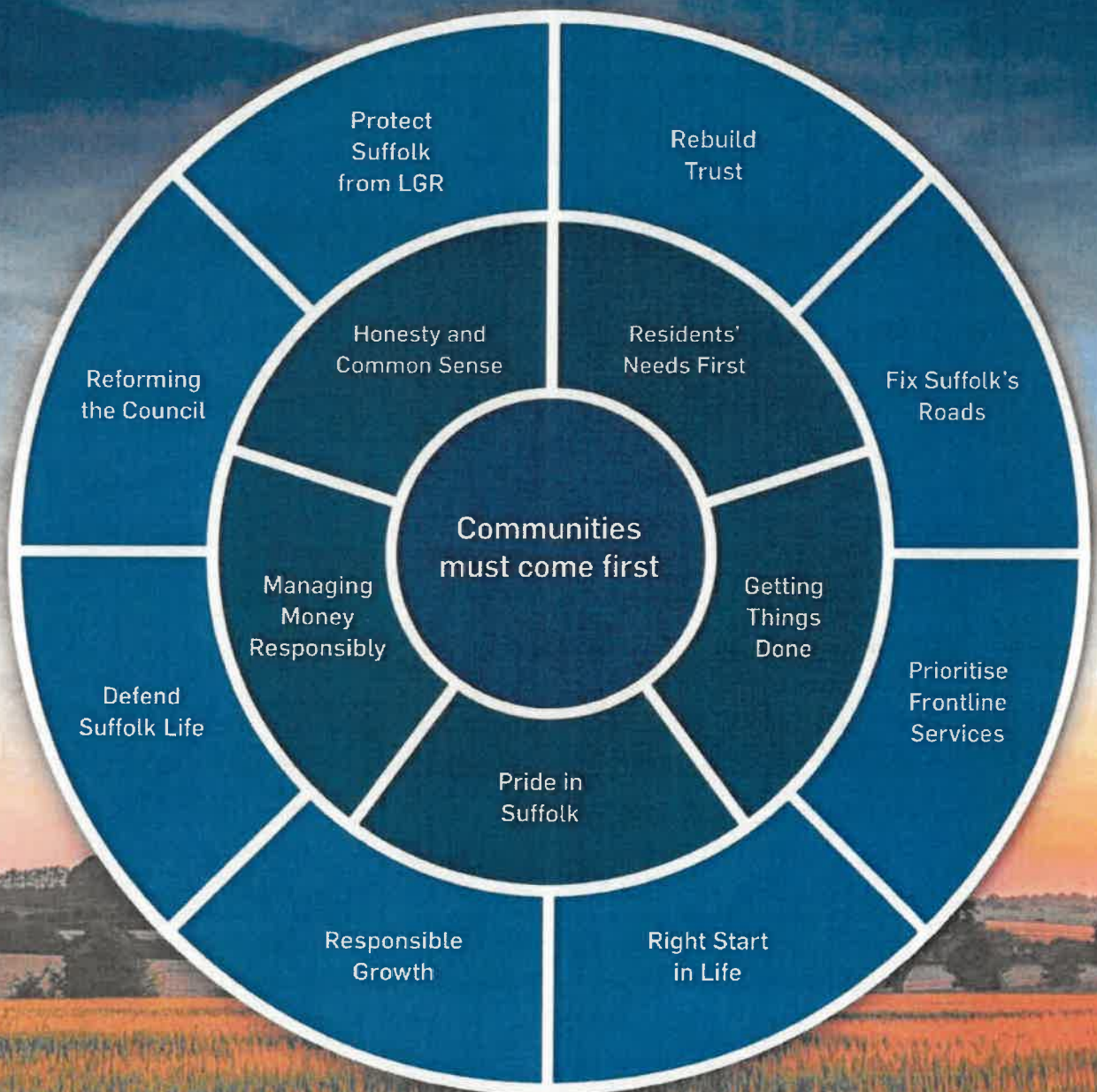
## Our Plan on a Page

**Communities Must Come First.** That principle sits at the heart of everything we do. Our Strategic Priorities set out how Suffolk County Council will focus on the needs of residents, protect valued services and deliver practical improvements that make a difference to communities across the county.

At the centre is our commitment to communities, supported by five guiding principles: Honesty and Common Sense, Managing Money Responsibly, Residents' Needs First, Getting Things Done, and Pride in Suffolk. These principles will shape every decision we make and the way we work as an organisation.

Around these sit our eight priority actions: Rebuild Trust, Fix Suffolk's Roads, Prioritise Frontline Services, Right Start in Life, Responsible Growth, Defend Suffolk Life, Reforming the Council, and Protect Suffolk from Local Government Reform (LGR). Together, they provide a clear focus for action and a framework for delivering better outcomes for Suffolk residents.

This plan is our commitment to being transparent, accountable and focused on results. By putting communities first, we will work to rebuild confidence in the council and ensure Suffolk remains a place where people, families and businesses can thrive.



This information is issued by:  
Suffolk County Council

Contact us:  
[www.suffolk.gov.uk/about/contact-us](http://www.suffolk.gov.uk/about/contact-us)

Endeavour House,  
8 Russell Road, Ipswich,  
Suffolk, IP1 2BX

[www.suffolk.gov.uk](http://www.suffolk.gov.uk)



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Suffolk County Council



@suffolkcc



@SuffolkCC

The information contained in this document  
can be translated and/or made available in  
alternative formats, on request.



Not to Scale!

246 ft

Area for  
forest school

Single gate

493 ft

75 ft

65 ft  
Double gate

bike rack  
for 10 cycles

Possibly 10 parking spaces 60 ft

65 ft

← 82 ft →

Total working area  $4,875 \text{ ft}^2$

Total length of fence 280 ft

## **Community Garden Project**

### **Stage 1 from 2026 to Spring 2027**

- Clear area with machinery
- Mark out possible parking area to allow for easy access of materials on site.
- Install fence and gates
- Plant edible hedge
- Install polytunnels
- Install accessible compost toilet
- Install storage shed and office building
- Install solar power and battery to shed and office. Add lighting, kettle, fridge.
- Build raised beds in greenhouse 1
- Plan and start to build outside raised beds and compost heaps.
- Install method of rainwater harvesting or bore hole and relevant hoses to areas that need water.
- Consider a divide in the office building for a sensory space.

Invite social groups to participate in the build where possible.  
Encourage suggestions on layout, plans, social ideas and planting.

Aiming to have a grand opening party in the spring.

## **Community Garden Project**

### **Stage 2 Summer 2027 onwards**

- Finish any outstanding works from stage 1
- Encourage more groups to use the space. Art, homeschoolers, bike repair, youth groups, mental health prescription, Brandon in Bloom and town keepers.
- Add more buildings/polytunnel if appropriate.
- Add outside growing beds and fruit cage.
- Plan sensory garden
- Check areas are accessible.
- Include area into RHS Anglia in Bloom

**Autumn/ end of summer host a community harvest celebration.**

**At end of year evaluate project and discuss any improvements, plans for next year and further funding.**

## **Community Garden Project**

### **Year 2028 onwards**

- Evaluate project yearly. Report back to full council as appropriate to include income and value added to community. May need to renew contract with landlord.
- Consider skills training on site. This could be partnerships with training colleges, apprenticeship schemes.
- Consider if more facilities are needed. To include storage, toilets, small cafe and add on to office for larger space.
- Consider expanding into second field maybe a dwarf tree orchard.
- Consider use of nearby river.
- Consider relocating town keepers to site as they would have a larger space and would reduce cost to council on rent.

**Yearly harvest event for community.**

**Initial Estimate Costings**

**Polytunnels**

## **Community Garden Project**

- 18ft x 30ft double doors both end, anchor plate for soil fixing, ground cover, overhead irrigation kit. £2256 - £2448
- 14ft x 24ft single wide door, anchor plate, ground cover. £1150 - £1513

### **Compost toilet**

- Accessible wooden building, compost kit, grab rail, ramp. £6450 - £9225

### **Buildings**

- Flat pack garden workshop 10ft x 11ft with large double door, ventilated, electric ready. £2580 - £3085
- Flat pack modular office 12ft x 8ft upvc windows, locking door, insulated, can be linked/added to. £2750 - £4650

### **Solar Power**

- Blueitt elite 300 battery storage and solar panels. £1969

### **Bike Rack**

- 5 space rack £123.26. option to extend to 10 spaces at £108.07

### **Fencing**

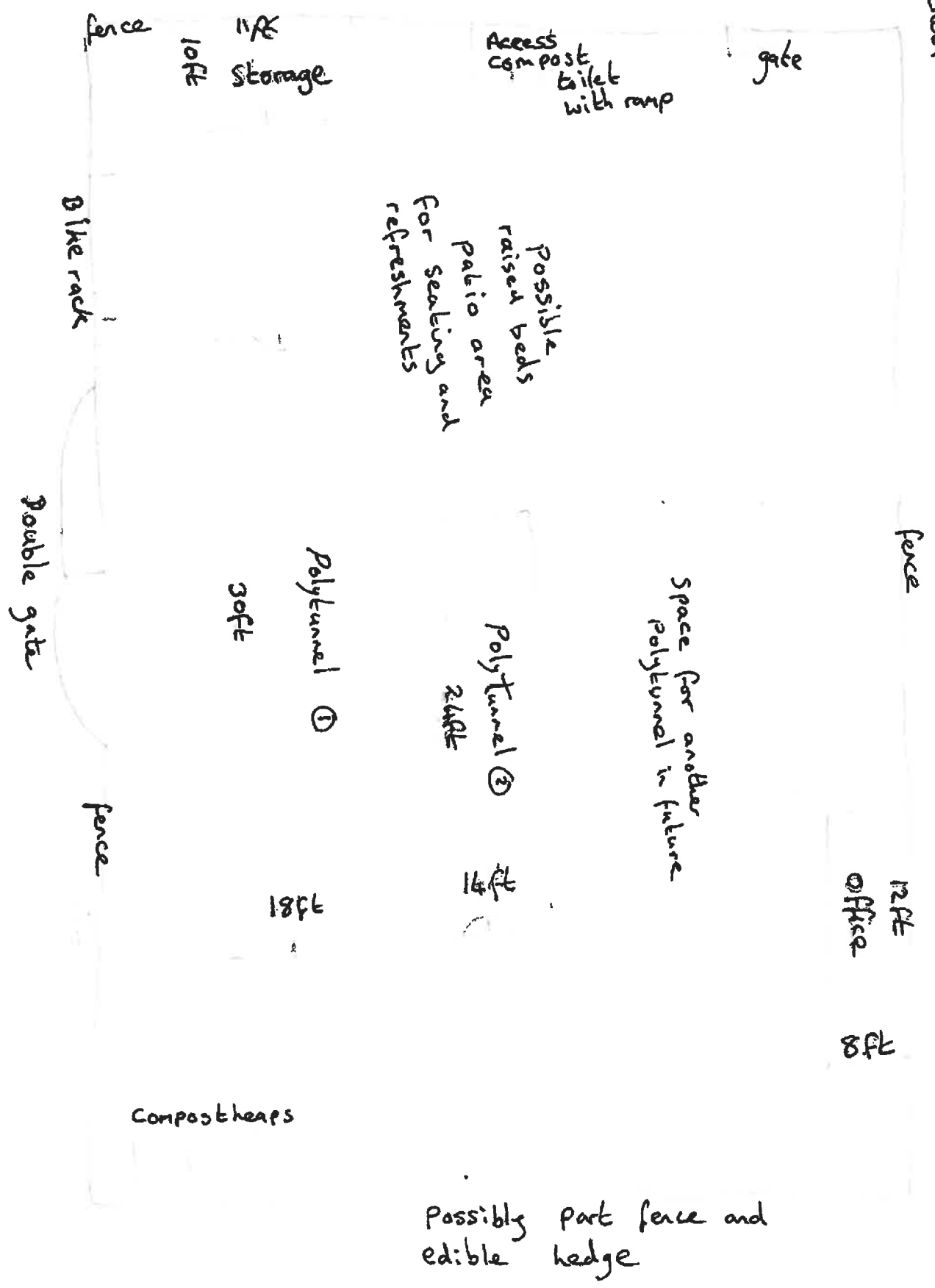
- 280ft x 6ft
- Options could be galvanised chain link fencing and posts, Harris fencing.
- Double gate and a wide single gate to be installed along fence line.

### **Other materials**

- Wood for raised beds
- Soil
- Bore hole
- Clearing site
- Parking area

Forest School  
area  
↙

↑ 2nd field leading to river



# Roots and Boots Forest School

## Plan for Brandon Community Space

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Roots and Boots Forest School has been established at Brandon Country Park since 2022. We have a good reputation with local families and educational settings. I run sessions during term time and the summer holidays and work with families and children from babies to about 15 years old. I offer stay and play sessions for families and childminders with young children, Home Education sessions and I run a Saturday Wild Club for children 5 years old and above. I also facilitate Forest School sessions for a variety of educational settings e.g. primary schools and nurseries.

I hold a Level 3 Forest School Leader qualification, which enables me to run forest school sessions and I hold an enhanced DBS certificate alongside an outdoor First Aid qualification with a paediatric add-on. I am fully insured and have all relevant risk assessments. I have attended a variety of CPD courses from green woodworking to managing challenging behaviour and am keen to pursue more, I am a passionate advocate of learning through play and believe that nature based, open-ended play is essential for the holistic development of children.

I would love for us to hire a specific site at the proposed community space and develop my business further. Currently I hire space at Brandon Country Park and although I have a mud kitchen and a fire pit, I am restricted as to what resources and structures I can have. I have so many ideas of how I can develop a site to provide a more rounded and inclusive experience for families. I would need approx half an acre (21780 sq ft), with the potential to plant trees and install a wildlife pond.

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My current site is open on all sides and I would love to have a site that I can enclose with either a dead hedge or a live one or a combination of both. This is something that I would implement once we were in situ, it's not essential that we have an enclosed space before running sessions. I would love to construct a wooden shelter to allow us to craft during rainy or very sunny days, add a composting toilet, a way to harvest rainwater for use at site, a feasting table and storage for resources. I would look to extend my sessions to include sessions for adults and older teenagers, including bushcraft and crafting skills and women's circles.

I think this community space will be an amazing addition to Brandon and would happily share the Roots and Boots Forest School site with other businesses and community projects.

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

Please ask for: Oliver Bingham  
Direct Line: 01284 757167  
Email: [planning.technical@westsuffolk.gov.uk](mailto:planning.technical@westsuffolk.gov.uk)

Application no: DC/26/1260/HH  
Consultation Expiry: 19 September 2026

Today's date: 28 August 2026

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

|                  |                                                                                                 |
|------------------|-------------------------------------------------------------------------------------------------|
| <b>Proposal</b>  | <b>Householder planning application - single storey rear extension (replacing conservatory)</b> |
| <b>Location</b>  | <b>99 London Road Brandon Suffolk IP27 0EL</b>                                                  |
| <b>Applicant</b> | <b>Mr M. HILL</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=TK0IGIPDFFR00>

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 19 September 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.

Planning and Growth, West Suffolk Council, West Suffolk House, Western Way,  
Bury St Edmunds, Suffolk, IP33 3YU

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).

*Oliver Bingham*

Oliver Bingham  
Planning Officer

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/26/1272/FUL  
Consultation Expiry: 22 September 2026

Today's date: 1 September 2026

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

**Proposal**            **Planning application - two dwellings (following the demolition of existing bungalow) including access**

**Location**           **Greenways Manor Road Brandon Suffolk IP27 0LG**  
**Applicant**          **Mr Mitcham Developments Ltd**

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=TK27KWPDFGP00>

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 22 September 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).

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*Tamara Benford-Brown*

Tamara Benford-Brown  
Senior Planning Officer

## New Cemetery Report

This information was previously emailed to councillors 10th August

Dear Councillors

The chair and I have recently received this update from the consultants reference the BNG contribution as previously they were going to try and see if they could reduce the criteria area below 0.2ha in order to be exempt from the BNG requirement.

The landscape designers have advised that there was a scale error on a previous plan of the cemetery site being labelled scaled 1:250 when it was in fact 1:200 and that the total site area is actually closer to 0.35ha, which is larger than the previous area stated site area to be 0.24ha.

As a result, the site is further above the BNG exemption threshold and to qualify for the 0.2ha exemption, the cemetery would need to be reduced considerably in size. LSDP have provided two potential amendment options, outlined in red below:





Either of these would result in a reduction in the number of burial spaces available, meaning that the new site would only be a relatively short term solution before having to go through this process again to extend the burial areas to meet need.

The chair did ask about changing the vegetation as a solution and this was the reply:

**In my experience, the change in hedging would not have made a difference to the BNG requirements. While hedgerows can provide habitat value, BNG enhancements are assessed against the site's baseline habitat at the point of application. The main habitat requiring compensation on this site was the scrub habitat. As no hedgerows were being removed, any additional hedging, whether laurel or native species, would have been treated as a standalone enhancement.**

The contractors have also contacted SCC reference the archaeology requirements.

This will be on the agenda for September with a mind to discussing whether council want to pursue the reduction of the burial area in order to avoid the BNG payment, or whether this would not be a cost saving in the long run due to the need to develop another area of the site sooner as there is reduced burial capacity.

I also hope to have some figures for the costs of other preconditions by the September meeting.

### Accounts for Payment July 2026

| Invoice Date | Invoice No.  | Supplier               | Expense Type                             | Nett      | VAT     | Gross     | Payment      |
|--------------|--------------|------------------------|------------------------------------------|-----------|---------|-----------|--------------|
| 18/06/2026   | 142173       | Ashtons Legal          | New Cemetery S106                        | £1,764.00 | £352.80 | £2,116.80 | BACS         |
| 02/07/2026   | 5216         | Evolution Town Plan    | New Cemetery Work 1/5 - 1/7              | £449.55   | £89.91  | £539.46   | BACS         |
| 07/07/2026   | 3014         | Blazetech Fire Prot.   | Annual Fire Extinguisher Service         | £323.00   | £64.60  | £387.60   | BACS         |
| 28/07/2026   | 1            | Royal British Legion   | Summer Holiday Activities/Food           | £1,140.00 | £0.00   | £1,140.00 | BACS         |
| 28/07/2026   | 558937697    | Zurich Municipal       | Fidelity Insurance Cover Increase        | £113.22   | £0.00   | £113.22   | BACS         |
| 15/05/2026   | 2012980253   | Trade Point            | Slate, Compost, Pebbles - Planter        | £157.50   | £31.50  | £189.00   | Direct Debit |
| 20/05/2026   | 2013061892   | Trade Point            | Slate - Planter                          | £6.67     | £1.33   | £8.00     | Direct Debit |
| 17/06/2026   | INV-28550    | Hugofox Limited        | Website Subscription                     | £29.99    | £6.00   | £35.99    | Direct Debit |
| 20/06/2026   | M105 09      | BT                     | Phone OSH                                | £208.82   | £41.76  | £250.58   | Direct Debit |
| 22/06/2026   | M079 KE      | BT                     | Phone OSH                                | £51.61    | £10.32  | £61.93    | Direct Debit |
| 01/07/2026   | 4086308      | YU Energy              | Electric OSH                             | £132.35   | £6.62   | £138.97   | Direct Debit |
| 01/07/2026   | 4086310      | YU Energy              | Electric BRPF Yard                       | £112.52   | £5.63   | £118.15   | Direct Debit |
| 01/07/2026   | 4177895      | YU Energy              | Electric Pillar 8 Market Hill            | £20.98    | £1.05   | £22.03    | Direct Debit |
| 02/07/2026   | 4177896      | YU Energy              | Electric Pillar 9 Market Hill            | £20.08    | £1.00   | £21.08    | Direct Debit |
| 02/07/2026   | 4177893      | YU Energy              | Electric Cemetery Yard                   | £18.67    | £0.93   | £19.60    | Direct Debit |
| 02/07/2026   | 4177897      | YU Energy              | Electric Christmas Tree Pillar           | £16.43    | £0.82   | £17.25    | Direct Debit |
| 03/07/2026   | 4163085      | YU Energy              | Gas OSH                                  | £8.92     | £0.45   | £9.37     | Direct Debit |
| 18/07/2026   | 5754087      | Everflow Water         | Water OSH                                | £35.60    | £0.00   | £35.60    | Direct Debit |
| 04/07/2026   | 16762589     | Wave - Anglian Water   | Water Cemetery Yard                      | £99.80    | £0.00   | £99.80    | Direct Debit |
| 20/07/2026   | V02496678418 | EE                     | 2 x Mobile Phones                        | £54.00    | £10.80  | £64.80    | Direct Debit |
| 27/07/2026   |              | Creative Pension Trust | Pensions - July                          | £826.90   | £0.00   | £826.90   | Direct Debit |
| 28/07/2026   | 1342362      | West Suffolk Council   | Recyclable Waste                         | £5.85     | £0.00   | £5.85     | Direct Debit |
| 28/07/2026   | 1349240      | West Suffolk Council   | Trade Waste                              | £82.45    | £0.00   | £82.45    | Direct Debit |
| 31/07/2026   |              | Unity Trust Bank       | Service Charge                           | £14.80    | £0.00   | £14.80    | Direct Debit |
| 10/06/2026   |              | Post Office            | Postage - Special Del. - re New Cemetery | £10.95    | £0.00   | £10.95    | CARD         |

### Accounts for Payment July 2026

|            |             |                          |                                 |           |        |           |      |
|------------|-------------|--------------------------|---------------------------------|-----------|--------|-----------|------|
| 09/07/2026 |             | Unity Trust/Lloyds Bank  | Card Payment Fee                | £3.00     | £0.00  | £3.00     | CARD |
| 13/07/2026 | 730613      | J & D Green              | Window Cleaning OSH             | £25.00    | £0.00  | £25.00    | BACS |
| 15/07/2026 | 730622      | J & D Green              | Cleaning 5 Bus Shelters         | £65.00    | £0.00  | £65.00    | BACS |
| 13/07/2026 | K30063      | Ernest Doe & Sons Ltd    | Knobs for Strimmer Head         | £15.72    | £3.14  | £18.86    | BACS |
| 17/07/2026 | 1LVBI       | Amazon                   | Tree Irrigation Bags x 4        | £36.64    | £7.33  | £43.97    | BACS |
| 31/07/2026 | YAEUI       | Amazon                   | Bin Bag Holder x 4              | £19.80    | £3.96  | £23.76    | BACS |
| 31/07/2026 | PHP3BXI     | Amazon                   | 10Ltr Liquid Seaweed Fertiliser | £39.95    | £0.00  | £39.95    | BACS |
| 31/07/2026 | OHP3BXI     | Amazon                   | 10Ltr Liquid Seaweed Fertiliser | £39.95    | £0.00  | £39.95    | BACS |
| 31/07/2026 | OHP3BXI     | Amazon                   | 10Ltr Liquid Seaweed Fertiliser | £39.95    | £0.00  | £39.95    | BACS |
| 17/07/2026 |             | Brandon Creative Forum   | Summer Holiday Crafts           | £200.00   | £0.00  | £200.00   | BACS |
| 20/07/2026 | 20562       | G B Sport & Leisure Ltd  | 2 x Swing Seats/Chains          | £287.10   | £57.42 | £344.52   | BACS |
| 22/07/2026 | 20596       | G B Sport & Leisure Ltd  | Varilinks for Swing Chains      | £42.90    | £8.58  | £51.48    | BACS |
| 27/07/2026 | 325552      | Fengate Fasteners Ltd    | PPE                             | £111.24   | £22.25 | £133.49   | BACS |
| 27/07/2026 | 325553      | Fengate Fasteners Ltd    | PPE, Consumables                | £140.18   | £28.04 | £168.22   | BACS |
| 31/07/2026 | 20260000733 | Finevale Service Station | Fuel                            | £47.93    | £9.58  | £57.51    | BACS |
| 05/08/2026 |             | HMRC                     | NICS                            | £3,627.97 | £0.00  | £3,627.97 | BACS |

**Accounts for Payment August 2026**

| Invoice Date | Invoice No.    | Supplier                 | Expense Type                    | Nett      | VAT     | Gross     | Payment      |
|--------------|----------------|--------------------------|---------------------------------|-----------|---------|-----------|--------------|
| 03/08/2026   | 5266           | Evolution Town Plan      | New Cemetery Work 2/7 - 3/8     | £665.65   | £133.13 | £798.78   | BACS         |
| 17/08/2026   | CA.BTC.08.26.1 | Conservation Arb.        | Orchard Works/3 Lime Trees      | £1,105.00 | £0.00   | £1,105.00 | BACS         |
| 01/06/2026   | 2013305203     | Trade Point              | Compost for Planters            | £54.00    | £10.80  | £64.80    | Direct Debit |
| 17/07/2026   | INV-29742      | Hugofox Limited          | Website Subscription            | £29.99    | £6.00   | £35.99    | Direct Debit |
| 21/07/2026   | M106 4W        | BT                       | Phone OSH                       | £208.82   | £41.76  | £250.58   | Direct Debit |
| 22/07/2026   | M080 QW        | BT                       | Phone OSH                       | £56.06    | £11.21  | £67.27    | Direct Debit |
| 03/08/2026   | 4249817        | YU Energy                | Electric OSH                    | £122.36   | £6.12   | £128.48   | Direct Debit |
| 03/08/2026   | 4249824        | YU Energy                | Electric BRPF Yard              | £96.09    | £4.80   | £100.89   | Direct Debit |
| 03/08/2026   | 4249818        | YU Energy                | Electric Pillar 8 Market Hill   | £23.45    | £1.17   | £24.62    | Direct Debit |
| 03/08/2026   | 4249826        | YU Energy                | Electric Pillar 9 Market Hill   | £22.13    | £1.11   | £23.24    | Direct Debit |
| 03/08/2026   | 4249823        | YU Energy                | Electric Cemetery Yard          | £19.31    | £0.97   | £20.28    | Direct Debit |
| 03/08/2026   | 4249825        | YU Energy                | Electric Christmas Tree Pillar  | £16.98    | £0.85   | £17.83    | Direct Debit |
| 03/08/2026   | 4317374        | YU Energy                | Gas OSH                         | £9.22     | £0.46   | £9.68     | Direct Debit |
| 18/08/2026   | 5858197        | Everflow Water           | Water OSH                       | £51.26    | £0.00   | £51.26    | Direct Debit |
| 20/08/2026   | V02506472394   | EE                       | 2 x Mobile Phones               | £54.00    | £10.80  | £64.80    | Direct Debit |
| 26/08/2026   |                | BNP Paribas Leasing Sol. | Photocopier - Quarterly Rental  | £269.00   | £53.80  | £322.80   | Direct Debit |
| 28/08/2026   | 1342362        | West Suffolk Council     | Recyclable Waste                | £5.85     | £0.00   | £5.85     | Direct Debit |
| 28/08/2026   | 1349240        | West Suffolk Council     | Trade Waste                     | £82.45    | £0.00   | £82.45    | Direct Debit |
| 28/08/2026   | 1374217        | West Suffolk Council     | Trade Waste                     | £18.56    | £0.00   | £18.56    | Direct Debit |
| 24/08/2026   |                | Creative Pension Trust   | Pensions - August               | £794.61   | £0.00   | £794.61   | Direct Debit |
| 31/08/2026   |                | Unity Trust Bank         | Service Charge                  | £15.55    | £0.00   | £15.55    | Direct Debit |
| 16/07/2026   |                | Gov.UK                   | DBS Check - Mrs Prior           | £21.50    | £0.00   | £21.50    | CARD         |
| 20/07/2026   |                | Bunches and Bows         | Flowers for Chairman            | £40.00    | £0.00   | £40.00    | CARD         |
| 04/08/2026   |                | Tesco                    | Milk, Insulated Bags            | £5.45     | £0.00   | £5.45     | CARD         |
| 10/08/2026   |                | Unity Trust/Lloyds Bank  | Card Payment Fee                | £3.00     | £0.00   | £3.00     | CARD         |
| 04/08/2026   | BKSI 189       | Breckland Academy        | Hire of Gym/Field - Summer Acts | £200.00   | £0.00   | £200.00   | BACS         |

**Accounts for Payment August 2026**

|            |              |                             |                                            |           |        |           |      |
|------------|--------------|-----------------------------|--------------------------------------------|-----------|--------|-----------|------|
| 07/08/2026 | SI0471655    | Clarkes of<br>Walsham Ltd   | Oak Post - Town Sign                       | £173.28   | £34.66 | £207.94   | BACS |
| 14/08/2026 | 9AWPI        | Amazon                      | Hi-Vis's - Events                          | £19.58    | £3.92  | £23.50    | BACS |
| 14/08/2026 | 6TN3I        | Amazon                      | Watering Lance for<br>Bowser               | £58.33    | £11.67 | £70.00    | BACS |
| 21/08/2026 | LGEZI        | Amazon                      | Hose Connector for<br>Bowser               | £9.98     | £2.00  | £11.98    | BACS |
| 28/08/2026 | OYW7I        | Amazon                      | Paint - Refurb Town<br>Sign                | £12.48    | £2.50  | £14.98    | BACS |
| 28/08/2026 | PI3TI        | Amazon                      | Paint - Refurb Town<br>Sign                | £6.46     | £1.29  | £7.75     | BACS |
| 31/08/2026 | CU2RI        | Amazon                      | Paint - Refurb Town<br>Sign                | £10.00    | £2.00  | £12.00    | BACS |
| 31/08/2026 | KAEUI        | Amazon                      | Paint - Refurb Town<br>Sign                | £51.99    | £10.40 | £62.39    | BACS |
| 19/08/2026 | SINV02030307 | Ian Smith<br>Group Ltd      | Stationery                                 | £61.19    | £12.24 | £73.43    | BACS |
| 26/08/2026 | 1050210165   | Travis Perkins<br>Ltd       | 4 x Bricks replace -<br>Town Sign          | £3.09     | £0.62  | £3.71     | BACS |
| 28/08/2026 | INV-205414   | Alltime Alarm<br>Sols Ltd   | Fire Alarm Service &<br>Emergency Lighting | £112.00   | £22.40 | £134.40   | BACS |
| 28/08/2026 | 0785412216   | EU Ltd                      | Primer - Town Sign                         | £7.88     | £1.58  | £9.46     | BACS |
| 28/08/2026 | 327910       | Fengate<br>Fasteners Ltd    | Town Sign Refurb<br>Items/Consumables      | £82.57    | £16.51 | £99.08    | BACS |
| 31/08/2026 | 20260000834  | Finevale Service<br>Station | Fuel                                       | £65.33    | £13.06 | £78.39    | BACS |
| 05/09/2026 |              | HMRC                        | NICS                                       | £3,460.70 | £0.00  | £3,460.70 | BACS |

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2026

Month No: 3

## Cost Centre Report

|                                               | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>101 Administration</b>                     |                        |                       |                          |                          |                    |               |                         |
| 1176 Precept                                  | 428,529                | 428,528               | (1)                      |                          |                    | 100.0%        |                         |
| 1180 Room Hire                                | 390                    | 1,000                 | 610                      |                          |                    | 39.0%         |                         |
| 1190 Interest on Investments                  | 2,235                  | 0                     | (2,235)                  |                          |                    | 0.0%          |                         |
| <b>Administration :- Income</b>               | <b>431,154</b>         | <b>429,528</b>        | <b>(1,626)</b>           |                          |                    | <b>100.4%</b> | <b>0</b>                |
| 1101 Insurances                               | 8,136                  | 12,426                | 4,290                    |                          | 4,290              | 65.5%         |                         |
| 1102 Vehicle Insurance                        | 761                    | 1,178                 | 417                      |                          | 417                | 64.6%         |                         |
| 1110 Audit Fees (External)                    | 0                      | 1,071                 | 1,071                    |                          | 1,071              | 0.0%          |                         |
| 1111 Audit Fees (Internal)                    | 0                      | 1,768                 | 1,768                    |                          | 1,768              | 0.0%          |                         |
| 1120 Legal Fees                               | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%          |                         |
| 1125 Website Upkeep                           | 60                     | 428                   | 368                      |                          | 368                | 14.0%         |                         |
| 1130 Office Equipment/Furniture               | 113                    | 536                   | 423                      |                          | 423                | 21.1%         |                         |
| 1131 Computer Equipment                       | 68                     | 1,071                 | 1,003                    |                          | 1,003              | 6.4%          |                         |
| 1132 Stationery                               | 43                     | 483                   | 440                      |                          | 440                | 8.9%          |                         |
| 1133 Payroll                                  | 0                      | 590                   | 590                      |                          | 590                | 0.0%          |                         |
| 1140 Staff Training                           | 45                     | 1,500                 | 1,455                    |                          | 1,455              | 3.0%          |                         |
| 1141 Councillor Training                      | 0                      | 536                   | 536                      |                          | 536                | 0.0%          |                         |
| 1143 SW/HW Support                            | 1,491                  | 2,600                 | 1,109                    |                          | 1,109              | 57.3%         |                         |
| 1144 SALC/NALC                                | 1,440                  | 1,554                 | 114                      |                          | 114                | 92.6%         |                         |
| 1145 Subscriptions                            | 2,119                  | 1,875                 | (244)                    |                          | (244)              | 113.0%        |                         |
| 1146 Information/Books/Software etc           | 0                      | 214                   | 214                      |                          | 214                | 0.0%          |                         |
| 1148 Lift servicing                           | 625                    | 1,071                 | 446                      |                          | 446                | 58.4%         |                         |
| 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                       | 269                    | 1,144                 | 875                      |                          | 875                | 23.5%         |                         |
| 1166 Photocopier Charges                      | 267                    | 1,040                 | 773                      |                          | 773                | 25.7%         |                         |
| 1167 Election Costs                           | 0                      | 4,285                 | 4,285                    |                          | 4,285              | 0.0%          |                         |
| 1170 Telephone, Internet, Mobiles             | 635                    | 3,565                 | 2,930                    |                          | 2,930              | 17.8%         |                         |
| 4113 Bank Charges                             | 56                     | 250                   | 194                      |                          | 194                | 22.5%         |                         |
| <b>Administration :- Indirect Expenditure</b> | <b>16,127</b>          | <b>42,328</b>         | <b>26,201</b>            | <b>0</b>                 | <b>26,201</b>      | <b>38.1%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>415,027</b>         | <b>387,200</b>        | <b>(27,827)</b>          |                          |                    |               |                         |
| <b>102 Staff</b>                              |                        |                       |                          |                          |                    |               |                         |
| 1201 Staff Salaries (Gross)                   | 34,703                 | 174,275               | 139,572                  |                          | 139,572            | 19.9%         |                         |
| 1202 LGA Superannuation                       | 2,442                  | 11,340                | 8,898                    |                          | 8,898              | 21.5%         |                         |
| 1203 NI Contributions                         | 10,568                 | 42,735                | 32,167                   |                          | 32,167             | 24.7%         |                         |
| <b>Staff :- Indirect Expenditure</b>          | <b>47,713</b>          | <b>228,350</b>        | <b>180,637</b>           | <b>0</b>                 | <b>180,637</b>     | <b>20.9%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(47,713)</b>        | <b>(228,350)</b>      | <b>(180,637)</b>         |                          |                    |               |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2026

Month No: 3

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <b>103 PWLB</b>                       |                        |                       |                          |                          |                    |         |                         |
| 1301 Public Works Loan board          | 0                      | 13,600                | 13,600                   |                          | 13,600             | 0.0%    |                         |
| PWLB :- Indirect Expenditure          | 0                      | 13,600                | 13,600                   | 0                        | 13,600             | 0.0%    | 0                       |
| <b>Net Expenditure</b>                | <b>0</b>               | <b>(13,600)</b>       | <b>(13,600)</b>          |                          |                    |         |                         |
| <b>104 Grants</b>                     |                        |                       |                          |                          |                    |         |                         |
| 1402 S137                             | 45,290                 | 52,440                | 7,150                    |                          | 7,150              | 86.4%   |                         |
| Grants :- Indirect Expenditure        | 45,290                 | 52,440                | 7,150                    | 0                        | 7,150              | 86.4%   | 0                       |
| <b>Net Expenditure</b>                | <b>(45,290)</b>        | <b>(52,440)</b>       | <b>(7,150)</b>           |                          |                    |         |                         |
| <b>201 Cemetery/Town</b>              |                        |                       |                          |                          |                    |         |                         |
| 2177 Burial Fees                      | 1,500                  | 11,500                | 10,000                   |                          |                    | 13.0%   |                         |
| 2178 Ashes Interment Fees             | 1,300                  | 6,500                 | 5,200                    |                          |                    | 20.0%   |                         |
| 2179 Memorial Fees                    | 170                    | 3,000                 | 2,830                    |                          |                    | 5.7%    |                         |
| 2183 Memorial Bench Income            | 2,173                  | 0                     | (2,173)                  |                          |                    | 0.0%    |                         |
| Cemetery/Town :- Income               | 5,143                  | 21,000                | 15,857                   |                          |                    | 24.5%   | 0                       |
| 2101 Cemetery/Town Costs              | 406                    | 11,212                | 10,806                   |                          | 10,806             | 3.6%    |                         |
| 2107 New Cemetery Works               | 3,500                  | 20,000                | 16,500                   |                          | 16,500             | 17.5%   |                         |
| 2110 Water Charges Cemetery           | 198                    | 315                   | 117                      |                          | 117                | 62.9%   |                         |
| 2111 Electricity                      | 781                    | 4,200                 | 3,419                    |                          | 3,419              | 18.6%   |                         |
| 2116 Rent for BRPF Yard               | 584                    | 624                   | 40                       |                          | 40                 | 93.6%   |                         |
| 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                      | 253                    | 1,607                 | 1,354                    |                          | 1,354              | 15.8%   |                         |
| 2133 Bus Shelter Cleaning             | 65                     | 416                   | 351                      |                          | 351                | 15.6%   |                         |
| 2182 Memorial Benches                 | 2,024                  | 0                     | (2,024)                  |                          | (2,024)            | 0.0%    |                         |
| Cemetery/Town :- Indirect Expenditure | 7,811                  | 42,481                | 34,670                   | 0                        | 34,670             | 18.4%   | 0                       |
| <b>Net Income over Expenditure</b>    | <b>(2,668)</b>         | <b>(21,481)</b>       | <b>(18,813)</b>          |                          |                    |         |                         |
| <b>301 Old School House</b>           |                        |                       |                          |                          |                    |         |                         |
| 3110 Gas Supply                       | 236                    | 4,200                 | 3,964                    |                          | 3,964              | 5.6%    |                         |
| 3111 Gas Force Contract               | 0                      | 107                   | 107                      |                          | 107                | 0.0%    |                         |
| 3113 PAT Testing                      | 0                      | 161                   | 161                      |                          | 161                | 0.0%    |                         |
| 3114 Electricity (Old School House)   | 431                    | 3,150                 | 2,719                    |                          | 2,719              | 13.7%   |                         |
| 3116 Trade waste                      | 12                     | 55                    | 43                       |                          | 43                 | 21.3%   |                         |
| 3117 Water charges OSH                | 140                    | 433                   | 293                      |                          | 293                | 32.4%   |                         |
| 3120 Window Cleaning                  | 25                     | 156                   | 131                      |                          | 131                | 16.0%   |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2026

Month No: 3

## Cost Centre Report

|                                          | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 3125 Fire Extinguisher Servicing         | 0                      | 428                   | 428                      |                          | 428                | 0.0%    |                         |
| 3178 Old School House Maintenance        | 342                    | 3,120                 | 2,778                    |                          | 2,778              | 11.0%   |                         |
| Old School House :- Indirect Expenditure | 1,186                  | 11,810                | 10,624                   | 0                        | 10,624             | 10.0%   | 0                       |
| <b>Net Expenditure</b>                   | <b>(1,186)</b>         | <b>(11,810)</b>       | <b>(10,624)</b>          |                          |                    |         |                         |
| <b>401 General</b>                       |                        |                       |                          |                          |                    |         |                         |
| 4176 Christmas Event Income              | 60                     | 0                     | (60)                     |                          |                    | 0.0%    |                         |
| General :- Income                        | 60                     | 0                     | (60)                     |                          |                    |         | 0                       |
| 2121 Machinery Servicing                 | 87                     | 3,214                 | 3,127                    |                          | 3,127              | 2.7%    |                         |
| 2122 Fuel & Oil                          | 169                    | 2,357                 | 2,188                    |                          | 2,188              | 7.2%    |                         |
| 2139 Protective Clothing                 | 89                     | 1,040                 | 951                      |                          | 951                | 8.5%    |                         |
| 4101 Horticultural                       | 177                    | 536                   | 359                      |                          | 359                | 33.0%   |                         |
| 4102 Christmas Lighting                  | 653                    | 2,142                 | 1,490                    |                          | 1,490              | 30.5%   |                         |
| 4105 Town Clock Repairs                  | 0                      | 536                   | 536                      |                          | 536                | 0.0%    |                         |
| 4112 Events                              | 1,335                  | 9,120                 | 7,785                    |                          | 7,785              | 14.6%   |                         |
| 4114 Project Fund                        | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%    |                         |
| General :- Indirect Expenditure          | 2,509                  | 28,945                | 26,436                   | 0                        | 26,436             | 8.7%    | 0                       |
| <b>Net Income over Expenditure</b>       | <b>(2,449)</b>         | <b>(28,945)</b>       | <b>(26,496)</b>          |                          |                    |         |                         |
| <b>402 Recreation</b>                    |                        |                       |                          |                          |                    |         |                         |
| 4276 Planter Sponsorship Income          | 950                    | 0                     | (950)                    |                          |                    | 0.0%    |                         |
| Recreation :- Income                     | 950                    | 0                     | (950)                    |                          |                    |         | 0                       |
| 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      | 374                    | 6,500                 | 6,126                    |                          | 6,126              | 5.8%    |                         |
| 4208 Cemetery - Trees                    | 0                      | 10,710                | 10,710                   |                          | 10,710             | 0.0%    |                         |
| 4210 Planter Sponsorship                 | 245                    | 0                     | (245)                    |                          | (245)              | 0.0%    |                         |
| Recreation :- Indirect Expenditure       | 619                    | 20,691                | 20,072                   | 0                        | 20,072             | 3.0%    | 0                       |
| <b>Net Income over Expenditure</b>       | <b>331</b>             | <b>(20,691)</b>       | <b>(21,022)</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    | (0)                    | 14,883                | 14,883                   | 0                        | 14,883             | 0.0%    | 0                       |
| <b>Net Expenditure</b>                   | <b>0</b>               | <b>(14,883)</b>       | <b>(14,883)</b>          |                          |                    |         |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2026

Month No: 3

## Cost Centre Report

|                                | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income          | 437,306                | 450,528               | 13,222                   |                          |                    | 97.1%   |                         |
| Expenditure                    | 121,256                | 455,528               | 334,272                  | 0                        | 334,272            | 26.6%   |                         |
| Net Income over Expenditure    | 316,051                | (5,000)               | (321,051)                |                          |                    |         |                         |
| Movement to/(from) Gen Reserve | 316,051                | (5,000)               | (321,051)                |                          |                    |         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                        | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>101 Administration</b>              |                        |                       |                          |                          |                    |               |                         |
| 1176 Precept                           | 428,529                | 428,528               | (1)                      |                          |                    | 100.0%        |                         |
| 1180 Room Hire                         | 520                    | 1,000                 | 480                      |                          |                    | 52.0%         |                         |
| 1190 Interest on Investments           | 2,235                  | 0                     | (2,235)                  |                          |                    | 0.0%          |                         |
| Administration :- Income               | <b>431,284</b>         | <b>429,528</b>        | <b>(1,756)</b>           |                          |                    | <b>100.4%</b> | <b>0</b>                |
| 1101 Insurances                        | 8,249                  | 12,426                | 4,177                    | 4,177                    |                    | 66.4%         |                         |
| 1102 Vehicle Insurance                 | 761                    | 1,178                 | 417                      | 417                      |                    | 64.6%         |                         |
| 1110 Audit Fees (External)             | 0                      | 1,071                 | 1,071                    | 1,071                    |                    | 0.0%          |                         |
| 1111 Audit Fees (Internal)             | 658                    | 1,768                 | 1,110                    | 1,110                    |                    | 37.2%         |                         |
| 1120 Legal Fees                        | 0                      | 2,500                 | 2,500                    | 2,500                    |                    | 0.0%          |                         |
| 1125 Website Upkeep                    | 90                     | 428                   | 338                      | 338                      |                    | 21.0%         |                         |
| 1130 Office Equipment/Furniture        | 113                    | 536                   | 423                      | 423                      |                    | 21.1%         |                         |
| 1131 Computer Equipment                | 68                     | 1,071                 | 1,003                    | 1,003                    |                    | 6.4%          |                         |
| 1132 Stationery                        | 46                     | 483                   | 437                      | 437                      |                    | 9.6%          |                         |
| 1133 Payroll                           | 0                      | 590                   | 590                      | 590                      |                    | 0.0%          |                         |
| 1140 Staff Training                    | 45                     | 1,500                 | 1,455                    | 1,455                    |                    | 3.0%          |                         |
| 1141 Council/lor Training              | 0                      | 536                   | 536                      | 536                      |                    | 0.0%          |                         |
| 1143 SW/HW Support                     | 1,491                  | 2,600                 | 1,109                    | 1,109                    |                    | 57.3%         |                         |
| 1144 SALC/NALC                         | 1,440                  | 1,554                 | 114                      | 114                      |                    | 92.6%         |                         |
| 1145 Subscriptions                     | 2,119                  | 1,875                 | (244)                    | (244)                    |                    | 113.0%        |                         |
| 1146 Information/Books/Software etc    | 0                      | 214                   | 214                      | 214                      |                    | 0.0%          |                         |
| 1148 Lift servicing                    | 733                    | 1,071                 | 338                      | 338                      |                    | 68.5%         |                         |
| 1150 Advertising                       | 0                      | 107                   | 107                      | 107                      |                    | 0.0%          |                         |
| 1156 Postage                           | 11                     | 268                   | 257                      | 257                      |                    | 4.1%          |                         |
| 1160 Mileage                           | 0                      | 268                   | 268                      | 268                      |                    | 0.0%          |                         |
| 1165 Photocopier Rental                | 269                    | 1,144                 | 875                      | 875                      |                    | 23.5%         |                         |
| 1166 Photocopier Charges               | 267                    | 1,040                 | 773                      | 773                      |                    | 25.7%         |                         |
| 1167 Election Costs                    | 0                      | 4,285                 | 4,285                    | 4,285                    |                    | 0.0%          |                         |
| 1170 Telephone, Internet, Mobiles      | 949                    | 3,565                 | 2,616                    | 2,616                    |                    | 26.6%         |                         |
| 4113 Bank Charges                      | 74                     | 250                   | 176                      | 176                      |                    | 29.6%         |                         |
| Administration :- Indirect Expenditure | <b>17,383</b>          | <b>42,328</b>         | <b>24,945</b>            | <b>0</b>                 | <b>24,945</b>      | <b>41.1%</b>  | <b>0</b>                |
| Net Income over Expenditure            | <b>413,901</b>         | <b>387,200</b>        | <b>(26,701)</b>          |                          |                    |               |                         |
| <b>102 Staff</b>                       |                        |                       |                          |                          |                    |               |                         |
| 1201 Staff Salaries (Gross)            | 46,368                 | 174,275               | 127,907                  |                          | 127,907            | 26.6%         |                         |
| 1202 LGA Superannuation                | 3,269                  | 11,340                | 8,071                    |                          | 8,071              | 28.8%         |                         |
| 1203 NI Contributions                  | 14,128                 | 42,735                | 28,607                   |                          | 28,607             | 33.1%         |                         |
| Staff :- Indirect Expenditure          | <b>63,765</b>          | <b>228,350</b>        | <b>164,585</b>           | <b>0</b>                 | <b>164,585</b>     | <b>27.9%</b>  | <b>0</b>                |
| Net Expenditure                        | <b>(63,765)</b>        | <b>(228,350)</b>      | <b>(164,585)</b>         |                          |                    |               |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <b>103 PWLB</b>                       |                        |                       |                          |                          |                    |         |                         |
| 1301 Public Works Loan board          | 0                      | 13,600                | 13,600                   |                          | 13,600             | 0.0%    |                         |
| PWLB :- Indirect Expenditure          | 0                      | 13,600                | 13,600                   | 0                        | 13,600             | 0.0%    | 0                       |
| <b>Net Expenditure</b>                | <b>0</b>               | <b>(13,600)</b>       | <b>(13,600)</b>          |                          |                    |         |                         |
| <b>104 Grants</b>                     |                        |                       |                          |                          |                    |         |                         |
| 1402 S137                             | 45,290                 | 52,440                | 7,150                    |                          | 7,150              | 86.4%   |                         |
| Grants :- Indirect Expenditure        | 45,290                 | 52,440                | 7,150                    | 0                        | 7,150              | 86.4%   | 0                       |
| <b>Net Expenditure</b>                | <b>(45,290)</b>        | <b>(52,440)</b>       | <b>(7,150)</b>           |                          |                    |         |                         |
| <b>201 Cemetery/Town</b>              |                        |                       |                          |                          |                    |         |                         |
| 2177 Burial Fees                      | 3,600                  | 11,500                | 7,900                    |                          |                    | 31.3%   |                         |
| 2178 Ashes Interment Fees             | 1,300                  | 6,500                 | 5,200                    |                          |                    | 20.0%   |                         |
| 2179 Memorial Fees                    | 170                    | 3,000                 | 2,830                    |                          |                    | 5.7%    |                         |
| 2183 Memorial Bench Income            | 2,173                  | 0                     | (2,173)                  |                          |                    | 0.0%    |                         |
| Cemetery/Town :- Income               | 7,243                  | 21,000                | 13,757                   |                          |                    | 34.5%   | 0                       |
| 2101 Cemetery/Town Costs              | 553                    | 11,212                | 10,659                   |                          | 10,659             | 4.9%    |                         |
| 2107 New Cemetery Works               | 5,714                  | 20,000                | 14,286                   |                          | 14,286             | 28.6%   |                         |
| 2110 Water Charges Cemetery           | 298                    | 315                   | 17                       |                          | 17                 | 94.6%   |                         |
| 2111 Electricity                      | 969                    | 4,200                 | 3,231                    |                          | 3,231              | 23.1%   |                         |
| 2116 Rent for BRPF Yard               | 584                    | 624                   | 40                       |                          | 40                 | 93.6%   |                         |
| 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                      | 336                    | 1,607                 | 1,271                    |                          | 1,271              | 20.9%   |                         |
| 2133 Bus Shelter Cleaning             | 65                     | 416                   | 351                      |                          | 351                | 15.6%   |                         |
| 2182 Memorial Benches                 | 2,024                  | 0                     | (2,024)                  |                          | (2,024)            | 0.0%    |                         |
| Cemetery/Town :- Indirect Expenditure | 10,542                 | 42,481                | 31,939                   | 0                        | 31,939             | 24.8%   | 0                       |
| <b>Net Income over Expenditure</b>    | <b>(3,300)</b>         | <b>(21,481)</b>       | <b>(18,181)</b>          |                          |                    |         |                         |
| <b>301 Old School House</b>           |                        |                       |                          |                          |                    |         |                         |
| 3110 Gas Supply                       | 245                    | 4,200                 | 3,955                    |                          | 3,955              | 5.8%    |                         |
| 3111 Gas Force Contract               | 0                      | 107                   | 107                      |                          | 107                | 0.0%    |                         |
| 3113 PAT Testing                      | 0                      | 161                   | 161                      |                          | 161                | 0.0%    |                         |
| 3114 Electricity (Old School House)   | 564                    | 3,150                 | 2,586                    |                          | 2,586              | 17.9%   |                         |
| 3116 Trade waste                      | 18                     | 55                    | 37                       |                          | 37                 | 31.9%   |                         |
| 3117 Water charges OSH                | 176                    | 433                   | 257                      |                          | 257                | 40.6%   |                         |
| 3120 Window Cleaning                  | 25                     | 156                   | 131                      |                          | 131                | 16.0%   |                         |

Continued over page

|                                          | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 3125 Fire Extinguisher Servicing         | 323                    | 428                   | 105                      |                          | 105                | 75.5%   |                         |
| 3178 Old School House Maintenance        | 589                    | 3,120                 | 2,531                    |                          | 2,531              | 18.9%   |                         |
| Old School House :- Indirect Expenditure | 1,939                  | 11,810                | 9,871                    | 0                        | 9,871              | 16.4%   | 0                       |
| <b>Net Expenditure</b>                   | <b>(1,939)</b>         | <b>(11,810)</b>       | <b>(9,871)</b>           |                          |                    |         |                         |
| <b>401 General</b>                       |                        |                       |                          |                          |                    |         |                         |
| 4176 Christmas Event Income              | 220                    | 0                     | (220)                    |                          |                    | 0.0%    |                         |
| 4177 HAF Funding Income                  | 3,361                  | 0                     | (3,361)                  |                          |                    | 0.0%    |                         |
| General :- Income                        | 3,581                  | 0                     | (3,581)                  |                          |                    |         | 0                       |
| 2121 Machinery Servicing                 | 136                    | 3,214                 | 3,078                    |                          | 3,078              | 4.2%    |                         |
| 2122 Fuel & Oil                          | 413                    | 2,357                 | 1,944                    |                          | 1,944              | 17.5%   |                         |
| 2139 Protective Clothing                 | 123                    | 1,040                 | 917                      |                          | 917                | 11.8%   |                         |
| 4101 Horticultural                       | 177                    | 536                   | 359                      |                          | 359                | 33.0%   |                         |
| 4102 Christmas Lighting                  | 653                    | 2,142                 | 1,490                    |                          | 1,490              | 30.5%   |                         |
| 4105 Town Clock Repairs                  | 0                      | 536                   | 536                      |                          | 536                | 0.0%    |                         |
| 4112 Events                              | 1,997                  | 9,120                 | 7,123                    |                          | 7,123              | 21.9%   |                         |
| 4114 Project Fund                        | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%    |                         |
| 4115 HAF Funded Activities               | 1,565                  | 0                     | (1,565)                  |                          | (1,565)            | 0.0%    |                         |
| General :- Indirect Expenditure          | 5,083                  | 28,945                | 23,862                   | 0                        | 23,862             | 17.5%   | 0                       |
| <b>Net Income over Expenditure</b>       | <b>(1,482)</b>         | <b>(28,945)</b>       | <b>(27,463)</b>          |                          |                    |         |                         |
| <b>402 Recreation</b>                    |                        |                       |                          |                          |                    |         |                         |
| 4276 Planter Sponsorship Income          | 950                    | 0                     | (950)                    |                          |                    | 0.0%    |                         |
| Recreation :- Income                     | 950                    | 0                     | (950)                    |                          |                    |         | 0                       |
| 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            | 382                    | 2,142                 | 1,760                    |                          | 1,760              | 17.8%   |                         |
| 4206 Horticultural/Tree Work/Survey      | 374                    | 6,500                 | 6,126                    |                          | 6,126              | 5.8%    |                         |
| 4208 Cemetery - Trees                    | 0                      | 10,710                | 10,710                   |                          | 10,710             | 0.0%    |                         |
| 4210 Planter Sponsorship                 | 435                    | 0                     | (435)                    |                          | (435)              | 0.0%    |                         |
| Recreation :- Indirect Expenditure       | 1,191                  | 20,691                | 19,500                   | 0                        | 19,500             | 5.8%    | 0                       |
| <b>Net Income over Expenditure</b>       | <b>(241)</b>           | <b>(20,691)</b>       | <b>(20,450)</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    | (0)                    | 14,883                | 14,883                   | 0                        | 14,883             | 0.0%    | 0                       |
| <b>Net Expenditure</b>                   | <b>0</b>               | <b>(14,883)</b>       | <b>(14,883)</b>          |                          |                    |         |                         |

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>Grand Totals:- Income</b>          | <b>443,058</b>         | <b>450,528</b>        | <b>7,471</b>             |                          |                    | <b>98.3%</b> |                         |
| <b>Expenditure</b>                    | <b>145,173</b>         | <b>455,528</b>        | <b>310,355</b>           | <b>0</b>                 | <b>310,355</b>     | <b>31.9%</b> |                         |
| <b>Net Income over Expenditure</b>    | <b>297,884</b>         | <b>(5,000)</b>        | <b>(302,884)</b>         |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>297,884</b>         | <b>(5,000)</b>        | <b>(302,884)</b>         |                          |                    |              |                         |



# 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                 | ✓<br>yes  |                                        |
| Regular maintenance arrangement for physical assets       | ✓<br>yes  |                                        |
| Annual review of risk and the adequacy of Insurance cover | ✓<br>yes  |                                        |
| Annual review of financial risk                           | ✓<br>yes  |                                        |
| Awareness of Standing Orders and Financial regulations    | yes       |                                        |
| Adoption of Financial and Standing Orders                 | yes       |                                        |
|                                                           |           |                                        |
| Regular reporting on performance by contractors           | yes       |                                        |



# BRANDON TOWN COUNCIL

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



# BRANDON TOWN COUNCIL

|                                                                                                                                                                                                                                                                                                                                                                                                                   |     |                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------|
| Regular financial reporting to Parish Council                                                                                                                                                                                                                                                                                                                                                                     | yes | At Full Council meetings only |
| Regular budget monitoring statements as reported to Parish Council                                                                                                                                                                                                                                                                                                                                                | yes | same as above                 |
| Compliance with DCLG Guide <i>Open &amp; Accountable Local Government</i> 2014, Part 4:<br><br>Officer Decision Reports<br><i>MODEL PUBLICATION SCHEME</i>                                                                                                                                                                                                                                                        | yes |                               |
| Compliance with Local Transparency Code Of 2014:<br>Items of expenditure incurred over £500                                                                                                                                                                                                                                                                                                                       | yes |                               |
| Verifying that the Council is compliant with the General Data Protection Regulation requirements<br><br>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                                                                                                                                                                                                                                                                                                                               | yes |                               |
| Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality                                                                                                                                                                                                                                                                                                                      | yes |                               |
| Adoption of Codes of Conduct for Members                                                                                                                                                                                                                                                                                                                                                                          | yes |                               |
| Declaration of Acceptance of Office                                                                                                                                                                                                                                                                                                                                                                               | yes | year end meeting              |



# BRANDON TOWN COUNCIL

Date of review of system of Internal Controls.....13.09.2026.....

Review of system of Internal Controls carried out by:

Name.....Samuel Shiner.....Signature.....SS.....

Report submitted to Council (date).....14<sup>th</sup> September 2026.....

(minute reference).....Item 19 - 100.....

Next review of system of Internal Controls due.....November 2026.....

Additional comments by reviewer:



### **Pay Agreement 2026-27**

An agreement has been reached on the 2026-27 pay settlement. Changes to employees' pay need to be approved by Full Council. Therefore, unless a council already has appropriate delegated authority in place, councils need to wait for a Full Council meeting before they can formally approve any changes to their employees' pay.

