

Brandon Town Council  
Annual General Meeting  
Wednesday 5th May 2021

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

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

29th April 2021

**TO ALL MEMBERS OF THE FULL COUNCIL**

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** to be held virtually using Zoom on Wednesday 5th May 2021 at 7pm.



Graham Cock  
Town Clerk

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

**AGENDA**

- 1 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE**
- 2 ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE**
- 3 APOLOGIES** for absence and approval of reasons tendered
- 4 DECLARATION OF INTEREST** and additions to Members Register of Interest
- 5 TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**
- 6 TO RECEIVE, CONFIRM AND SIGN MINUTES**  
- Of the Brandon Town Council Meeting of Monday 12th April 2021
- 7 MATTERS ARISING** for information exchange only of the Full Council meeting of 12th April 2021
- 8 URGENT BUSINESS** and any items the Chairman considers a matter of urgent business
- 9 TO RECEIVE WRITTEN REPORTS** from County and District Councillors, Working Party and Community Groups Representatives

- 10 TO RECEIVE WRITTEN REPORT** from the Town Clerk
- 11 PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident
- 12 CORRESPONDENCE**
  - Ministry of Housing, Communities & Local Government – Welcome Back Fund
- 13 ACCOUNTS** to approve the payments for April 2021 (see attached)
- 14 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR APRIL**
- 15 REVIEW OF DELEGATION ARRANGMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES**
- 16 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**
- 17 APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2021/22**
  - Brandon Neighbourhood Watch
  - Brandon Remembrance Playing Fields
  - SALC
- 18 APPOINT MEMBERS FOR BRANDON TOWN COUNCIL COMMITTEES AND WORKING PARTIES 2021/22**
  - East Ward Lighting Working Party
  - West Ward Lighting Working Party
  - Planning Panel
  - Cemetery Committee - **The Full Council**
  - Emergency Panel
  - New Cemetery Working Party
  - Christmas and Events Working Party
- 19 APPOINTMENT OF ANY NEW COMMITTEES**
- 20 REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**
- 21 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**
- 22 REVIEW OF INVENTORY OF LAND AND ASSETS**
- 23 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER** in respect of all insured risks
- 24 REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**

- 25 REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE**
- 26 REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**
- 27 REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 28 TO DETERMINE** the time and place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of the Full Council
- 29 TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING** in the Town Council
- 30 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**  
*That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT*
- 31 TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES**  
- Of the Brandon Town Council Full Council Meeting of 12th April 2021
- 32 MATTERS ARISING**
- 33 STAFFING**

## BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting  
held virtually using Microsoft Teams on Monday 12th April 2021 at 7.00pm

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

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

The Chairman opened the meeting and requested a minute's silence to mark the passing of HRH The Prince Philip, Duke of Edinburgh.

- 1 **APOLOGIES** for absence and approval of reasons tendered.  
Cllr S Corciulo
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest – None.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**  
Sqn Leader Turnbull did not attend the meeting.
- 4 **TO RECEIVE AND CONFIRM MINUTES**  
- Of the Brandon Town Council Meeting of Monday 8th March 2021.  
**Proposer:** Cllr P Wittam  
**Seconder:** Cllr N Vant  
Resolution Record No: **BTC/98/12/Apr/21**  
**CARRIED:** By majority vote: 11 for, 2 unable to vote due to technical issues.

BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 8TH MARCH 2021 BE APPROVED.

- 5 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 8th March 2021.  
Cllr Ridgwell made a statement regarding the membership of the Planning Committee upon which a vote was taken at the previous meeting. Cllr Vant informed the meeting that contrary to Cllr Ridgwell's assertion that having more members of the Planning Committee prolongs the Full Council meeting was incorrect and having any number of members of the Planning Committee had no impact on the Full Council meeting, it only made the Planning Committee decisions more democratic. Cllr Etherington reminded Cllr Ridgwell that in fact recently the Planning Committee consisted of five Councillors, the days of three Councillors were long gone.

Signed.....

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

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

Cllr Lukaniuk reported as County Councillor that good progress was being made on the cycleway/footpath at the back of the redundant cinema which should be completed by the middle of next month. He added that it will be surfaced with asphalt.

Cllr Lukaniuk reported from District that developers had started work on the old cinema site. Outline planning was for eight dwellings and he has good reason to believe it will remain that number and the development will be called 'Cinema Court'. There have been fifty visits by the Parking Wardens, with eight tickets being issued in the month of March.

No further reports were received from District or Community representatives.

Cllr Moore stated that he had asked Cllr Lukaniuk sometime ago regarding the parking in Wellington Close, and if some signage could be erected stating 'residents only'. Cllr Lukaniuk informed the meeting that traffic orders were not being dealt with until May under the new administration and if he was part of the new administration, he would attempt to get this resolved. He further stated that the double yellow lines in Crown Street took two years to be installed, as did the additional yellow lines in the High Street.

Cllr Ridgwell stated that when visiting the Post Office, it was put to him that the counter staff had difficulty in finding a space in George Street Car Park and the three hour restriction at Bury Road Car Park proves too restrictive. He asked if permits could be acquired for them. The Chair asked the Clerk to elaborate on the situation. The Clerk informed the meeting of the issues experienced at the George Street Car Park and the efforts he had made in trying to obtain permits for Old School House staff, without success. Cllr Ridgwell queried the statement made by the Clerk that it cost twenty pence to park at Bury Road Car Park. The Clerk confirmed that using the preferred 'Ringo' payment system charged you twenty pence to obtain a ticket.

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

Report was received. Cllr Vant asked the Clerk if other local Councils were experiencing the problem of the street lighting being paid for by the Parish Councils whilst in other areas of the County it was paid for by the District Council. The Clerk stated he was not aware of this issue as yet, it was mostly litter and pot holes. Cllr Vant asked the Clerk to raise this issue with other local Councils as it was an important issue.

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

Cllr Palmer asked on behalf of a Ward resident in London Road, what was being done about restricting the HGV's as they are causing some disturbance to them. Cllr Palmer asked if Cllr Lukaniuk could answer this query. Cllr Lukaniuk reminded the meeting that a 'lost' HGV had demolished the wall in front of Old School House, and that another vehicle had deposited approximately a tonne of concrete at the Thetford Road/Bury Road junction. When Cllr Lukaniuk tried previously to get an HGV ban, he was wrong footed by County, in that they announced a Countywide review of HGV's. This will be part of the work of the new administration. He added that there is a possibility of the use of ANPR cameras in this application.

Signed.....

A member of the public asked if the Covid Testing Centre in Brandon was closing on 16<sup>th</sup> April. They further posed a question to Cllr Lukaniuk regarding news of the signal box. They then went onto state that Speed Watch had resumed in Weeting from this week. They further informed the meeting that the Brandon Festival will be going ahead on 21<sup>st</sup> August and the Weeting Steam Rally would be on 16-18<sup>th</sup> July. The planning appeal for the Crematoria was being held in London by Government and will start on 27<sup>th</sup> April. They further added that the one hundred and twenty houses planned for the 'Vee' had not yet been approved. The member of the public informed Council that some years ago thirty houses were approved for the area known as the cricket pitch and this was upgraded to fifty-four houses sometime later. Seventy-six houses for the same site have not been approved.

A representative of the Church Institute confirmed that Friday would be the last day of the walk-in test centre, this is now reverting to home testing and test kits can be obtained from the test centre up until Friday. Cllr Lukaniuk informed the member of public that he had had no further response regarding the signal box and the last he had heard a Community Group was going to dismantle it and take it to a local site. Cllr Lukaniuk asked the member of the public if he had been in contact with the Preservation Society regarding the Station building. The member of the public replied that they were waiting for Network Rail to state their intention for the site, at this time he was only aware that Network Rail intended to make the building watertight. The member of the public's opinion was that Network Rail still wished to take the building down. Cllr Lukaniuk asked that the member of the public contact the Preservation Society's contact which is Piers Hart.

A resident queried the responsibility of Monkey Stile Lane and the accumulation of litter there. The Clerk responded that he felt that as this is a public footpath it should be the responsibility of Suffolk County Council. He felt that the issue of the uneven surface and general difficulty in navigating the lane was more of a problem than the litter. It was agreed that the Clerk would attempt to find the legal owner of Monkey Stile and Gas House Drove. The resident further queried the progress regarding the installation of the new notice board at Old School House. The Clerk confirmed that the item had been delivered and new uprights were being sourced.

A resident brought before the meeting the story of a Brandon resident lost in action during World War II whom he would like to be remembered by the installation of a small brass plaque attached to one of the benches adjacent to the War Memorial. It was agreed that this matter is to be decided under item 15 of this meeting.

## 10 CORRESPONDENCE

- Suffolk Trading Standards – Request to add sign to a lamppost stating the area is a no-cold calling zone. Cllr Lukaniuk offered his opinion that the additional signage would not be intrusive and would be of benefit to the residents. Cllr Wittam requested a vote to confirm the Councils agreement to the installation.

**Proposer:** Cllr V Lukaniuk

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/99/12/Apr/21**

**CARRIED:** By majority vote: 11 for, 2 unable to vote due to technical issues.

- Suffolk Highways – Lighting and Maintenance – information was received.
- Letter from Mr Pat Baldwin – Congratulating Town Clerk/ Town Keepers – letter was received.
- Letter from Manor House Close residents – Thanking Cllr D Palmer – letter was received.

Signed.....

## 11 ACCOUNTS To approve the payments for March 2021.

Cllr Ridgwell queried a number of payments

made, these being:- Brandon Remembrance Playing Fields grant, the notice board for Old School House, staff training and Ellis Whittam. The Clerk pointed out that the BRPF grant had to be requested from Council, this having been done, payment could then be paid. The notice board was purchased from a local Brandon manufacturer and compared very favourably against a standard item from a national company. The staff training covered the use of mowers, strimmer's, blowers and hedge cutters. The payment to Ellis Whittam covered all health and safety advice and includes for site visits during the year. Cllr Etherington commented that all these payments had previously been approved.

**Proposer:** Cllr P Etherington

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/100/12/Apr/21**

**CARRIED:** By majority vote: 12 for, 1 unable to vote due to technical issues.

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
03/03/2021		Brandon Rem. Play.	Grant	£14,514.00	£0.00	£14,514.00	300001
24/02/2021	XS00307338	CCTC	Christmas Event	£146.00	£29.20	£175.20	BACS
11/03/2021		Citizens Advice WS	Grant	£500.00	£0.00	£500.00	BACS
10/03/2021	arc677-0007	TownsWebArchiving	Update Burial Records	£380.17	£76.03	£456.20	BACS
25/03/2021		CMS		£45.00	£0.00	£45.00	BACS
25/03/2021	749	Trevor Vaughan Ltd	Notice Board	£1,265.00	£253.00	£1,518.00	BACS
26/03/2021	ETUK10922	EasTec UK Ltd	Training - Dan Groundstaff	£640.00	£128.00	£768.00	BACS
08/01/2021	1128236877	Trade UK	Christmas Event	£55.00	£11.00	£66.00	Direct Debit
01/02/2021	115556	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
01/03/2021	115622	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
08/02/2021	252405	Corona Corporate Sols.	Photocopier - Copies	£152.96	£30.59	£183.55	Direct Debit
15/02/2021	969610829	British Gas	Gas OSH	£179.53	£8.97	£188.50	Direct Debit
01/03/2021		Creative Pension Trust	Pensions	£338.63	£0.00	£338.63	Direct Debit
22/02/2021	M039 PQ	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/02/2021	M015 BL	BT	Phone OSH	£20.11	£4.02	£24.13	Direct Debit
02/03/2021	H198C35F6F	E.ON	Electric Cemetery Yard	£42.47	£2.12	£44.59	Direct Debit
03/03/2021	H198E3348B	E.ON	Electric Pillar 8 Market Hill	£21.42	£1.07	£22.49	Direct Debit
03/03/2021	H198DD39C8	E.ON	Electric Pillar 9 Market Hill	£5.05	£0.25	£5.30	Direct Debit
10/03/2021	H199507463	E.ON	Electric New Yard	£127.04	£6.35	£133.39	Direct Debit
15/03/2021	H1999BEE93	E.ON	Electric OSH	£101.33	£5.07	£106.40	Direct Debit
15/03/2021		Public Works Loans	OSH Loan	6779.46	0.00	6779.46	Direct Debit
18/03/2021	896955	Everflow	Water OSH	£13.87	£0.00	£13.87	Direct Debit
26/02/2021	104342	Thetford Garden Centre	Market Hill Planters	£106.22	£18.03	£124.25	BACS
01/03/2021	24128	S.A.L.C.	Payroll Service (6 Months)	£188.00	£37.60	£225.60	BACS
11/03/2021	24249	S.A.L.C.	Councillor Training	£25.00	£5.00	£30.00	BACS
31/03/2021	24300	S.A.L.C.	Councillor Training	£50.00	£10.00	£60.00	BACS
08/03/2021	101074	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
08/03/2021	078S227567	EU Ltd	Servicing Parts for Mower	£7.12	£1.42	£8.54	BACS
08/03/2021		Mrs A Barnes	Reimbursement	£56.93	£0.00	£56.93	BACS
11/03/2021	K77262	Ernest Doe & Sons Ltd	Mower Oil	£9.40	£1.88	£11.28	BACS
15/03/2021	505698896	WPS Hallam Ins. Brokers	Insurance	£5,771.34	£0.00	£5,771.34	BACS
15/03/2021	SINV023758	Ellis Whittam	Health & Safety Consultancy	£2,690.69	£538.14	£3,228.83	BACS

Signed.....

05/03/2021	51889	Chase Timber Products	Flagpole	£15.40	£3.08	£18.48	BACS
05/03/2021	51890	Chase Timber Products	Town Costs	£5.15	£1.03	£6.18	BACS
25/03/2021	52079	Chase Timber Products	Cemetery - New Ashes Plots	£86.70	£17.34	£104.04	BACS
25/03/2021	52080	Chase Timber Products	Cemetery - New Ashes Plots	£79.25	£15.85	£95.10	BACS
25/03/2021	52081	Chase Timber Products	Cemetery - New Ashes Plots	£9.51	£1.90	£11.41	BACS
25/03/2021	52082	Chase Timber Products	Laying out New Cemetery	£230.73	£46.15	£276.88	BACS
17/03/2021	1085288684	Stannah Lift Services Ltd	Lift Service	£116.67	£23.33	£140.00	BACS
22/03/2021	9503402	Suffolk County Council	Street Lighting Main/Energy	£23,771.68	£4,754.33	£28,526.01	BACS
29/03/2021	212961	Fengate Fasteners Ltd	PPE	£70.55	£14.11	£84.66	BACS
31/03/2021	213350	Fengate Fasteners Ltd	PPE/Town Costs	£348.43	£57.69	£406.12	BACS
31/03/2021		Mr G Cock	Reimbursement	£102.93	£0.00	£102.93	BACS
31/03/2021	6210286319	Lyreco UK Ltd	Stationery	£71.90	£14.38	£86.28	BACS
31/03/2021	20210000294	Finevale Service Station	Fuel	£75.90	£15.17	£91.07	BACS
05/04/2021		HMRC	NICS	£1,268.44	£0.00	£1,268.44	BACS

## 12 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR FEBRUARY 2021

The Income and Expenditure Statement against Budget for February 2021 was received.

## 13 TO NOTE MINUTES OF PLANNING COMMITTEE of 1st April 2021.

Cllr Lukaniuk outlined the March planning applications and the minutes from the last Planning meeting were received.

## 14 TO NOTE MINUTES OF NEW CEMETERY WORKING PARTY GROUP of 29th March 2021.

Cllr Skinner stated that a meeting had occurred, during the meeting members of the working party offered their opinions as to what features should be incorporated into the new site. The Clerk has relayed this information to the company preparing the layout plan and hope to hear back from them soon. The minutes from the last New Cemetery Working Party meeting were received.

Cllr Lukaniuk made the point that the gateway appeared to have been marked out larger than that shown on the plan. Cllr Vant had noted that the provision of toilets had not been noted in the minutes. The Clerk assured Cllr Vant that this had been conveyed to the company, and further added that the additional width of the gateway noted by Cllr Lukaniuk was likely due to the provision of a footpath either side.

## 15 DISCUSSION regarding an application to install brass plaque on memorial bench.

A general discussion ensued with Cllr Lukaniuk stating his support of the installation. Cllr Vant noted that previously the addition of brass plaques to cemetery benches had been voted against and was this previous resolution to be rescinded or would this be a one-off exception. Cllr Wittam agreed that a one-off exception would be the most practical route to enable this to be resolved at this meeting, rather than deferring it to a later meeting. It was agreed that the wording should be to install a brass plaque on the memorial bench as a singular exception.

**Proposer:** Cllr V Lukaniuk

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/101/12/Apr/21**

**CARRIED:** By majority vote: 12 for, 1 abstention.

Signed.....



BRANDON TOWN COUNCIL RESOLVES TO ALLOW A ONE-OFF INSTALLATION OF A BRASS PLAQUE ON THE WALL MEMORIAL BENCH IN BRANDON TOWN CEMETERY.

**16 RESOLUTION from Cllr V Lukaniuk No. 383**

Brandon Town Council resolves to put in place two signs worded as follows: Monkey Stile Lane at the North and South entrances to the lane in question.

Cllr Lukaniuk introduced the resolution to Council and informed the members that the cost would be £250 following Cllr Etherington questioned who would be paying for the signage.

**Seconder:** Cllr P Wittam

Resolution Record No: **BTC/102/12/Apr/21**

**FAILED:** 9 against, 4 for.

Cllr Lukaniuk following the vote asked if the objections were based on the fact that the Town Council would be bearing the cost of the installation and would the result of the vote be different if Suffolk County Council paid for the signage. Cllr Skinner added that he had voted against the resolution as this lane was owned by Suffolk County Council and they should pay for the cost of the signage. Cllr Lukaniuk stated that he would be making an application for funding from his locality budget for the signage and he asked the Chair if he could proceed. Cllr Etherington objected to the signage being paid for out of Cllr Lukaniuk's locality budget, as this should be paid for Suffolk County Council. Cllr Annear pointed out that erecting signs confers ownership, and as previously discussed the last thing Brandon Town Council wishes to do is to accept responsibility for additional areas.

**17 RESOLUTION from Cllr P Etherington No. 384**

Brandon Town Council resolves to purchase and install a 4 camera surveillance system at Old School House to cover Market Hill, the hallway and office. To be installed by BTC staff.

Cllr Etherington introduced the subject adding that the camera overlooking the Market Hill is not functioning and that this had been discussed at a previous meeting. Cllr Wittam asked if this had been costed, to which Cllr Etherington replied that she did not have an indicative cost for the project. Cllr Wittam reminded members that the CCTV installation at the new yard cost approximately £150. The Clerk confirmed that this had been purchased from Aldi and to date had performed very well. Cllr Wittam suggested that a maximum amount of £200 be allocated for this work.

**Seconder:** Cllr J Hughes

Resolution Record No: **BTC/103/12/Apr/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO PURCHASE AND INSTALL A 4 CAMERA SURVEILLANCE SYSTEM AT OLD SCHOOL HOUSE TO COVER MARKET HILL, THE HALLWAY AND OFFICE AT A COST OF NO MORE THAN £200. TO BE INSTALLED BY BTC STAFF.

**18 TO NOTE AND RECEIVE** Decision Notices from West Suffolk Council regarding Complaints – Noted and received.

Cllr Vant interjected stating that at previous meetings when a Standards decision had been received, this was read out in full. However, as these documents were quite lengthy if members of the public required copies they could be obtained from the office.

Signed.....

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

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

**Proposer:** Cllr N Vant

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/104/12/Apr/21**

**CARRIED:** Unanimous

Signed.....

## **Brandon Town Council**

### **Town Clerks Report**

I'm pleased to report that many projects will be brought to fruition in this new year.

The support posts for the new notice board at Old School House have been collected, sanded, and prepared for installation. This will now be installed by the Town Keepers.

It has been agreed by Council that Old School House is redecorated. Work will start in the summer.

Further training has and will be undertaken by Staff in the coming year to expand their skill base further.

Council is working hard to finalise the outline design concept for the New Cemetery within the parameters already specified.

Other projects will be announced during the year.

I can report that we have received our precept from West Suffolk.

I have received communication from the Police that if they are made aware of continuing Anti-Social Behaviour, they will address the matter. Issues must be reported via the web site or by using the 101 number, they cannot be prioritised for action unless this process is followed.

The enhanced CCTV system recently installed greatly aids the identification and apprehension of offenders.

Our Towns Keepers are at the forefront of many of the challenging issues that face Brandon. We are trying to keep the town looking good and do appreciate the organisations, and individuals that give their time and facilities freely to assist us in this essential role.

Accounts for Payment April 2021

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
12/04/2021	415378	Clarkes of Walsham Ltd	Legs for Notice Board OSH	£96.60	£19.32	£115.92	BACS
13/04/2021	100868	Culford Waste Ltd	Trade Waste	£241.67	£48.33	£290.00	BACS
16/04/2021	160421/76	Trade Paints Ltd	Paint for Skip	£44.15	£8.83	£52.98	BACS
23/04/2021		CMS		£45.00	£0.00	£45.00	BACS
01/04/2021	115690	Cranberry Comms.	Microsoft 365 Subscription	£159.80	£31.96	£191.76	Direct Debit
02/04/2021	8767918	Wave - Anglian Water	Water Cemetery Yard	£32.29	£0.00	£32.29	Direct Debit
29/03/2021		Creative Pension Trust	Pensions	£309.44	£0.00	£309.44	Direct Debit
19/03/2021	962689048	British Gas	Gas OSH	£105.09	£5.25	£110.34	Direct Debit
21/03/2021	M040 VU	BT	Phone OSH	£39.50	£7.90	£47.40	Direct Debit
22/03/2021	M016 F5	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
29/03/2021	H19A786F86	E.ON	Electric Pillar 8 Market Hill	£11.55	£0.58	£12.13	Direct Debit
29/03/2021	H19A712A13	E.ON	Electric Cemetery Yard	£10.72	£0.54	£11.26	Direct Debit
30/03/2021	H19A7962D0	E.ON	Electric Pillar 9 Market Hill	£7.70	£0.39	£8.09	Direct Debit
05/04/2021	97343632	Quadiant UK Ltd	Postage	£50.00	£0.00	£50.00	Direct Debit
18/04/2021	933921	Everflow	Water OSH	£34.14	£0.00	£34.14	Direct Debit
26/04/2021		Creative Pension Trust	Pensions	£331.57	£0.00	£331.57	Direct Debit
28/04/2021	1143729	West Suffolk Council	Trade Waste	£69.60	£0.00	£69.60	Direct Debit
29/03/2021	1127	SC Construction Sols.	New Cemetery Survey	£425.00	£85.00	£510.00	BACS
31/03/2021	52174	Chase Timber Products	Ashes Plots - Cemetery	£89.60	£17.92	£107.52	BACS
20/04/2021	52405	Chase Timber Products	The Lode - Fencing	£123.64	£24.74	£148.38	BACS
06/04/2021	101100	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	BACS
14/04/2021	107668	J & D Green	Cleaning Bus Shelters	£50.00	£0.00	£50.00	BACS
01/04/2021	24373	S.A.L.C.	Membership Subscription	£1,236.30	£0.00	£1,236.30	BACS
12/04/2021	24708	S.A.L.C.	Councillor Training	£600.00	£120.00	£720.00	BACS
07/04/2021	INV-0059859	AOS Online LLP	Refuse Sacks	£59.40	£11.88	£71.28	BACS
16/04/2021	5271	Ace Drainage Ltd	Unblock OSH Drains	£95.00	£19.00	£114.00	BACS
19/04/2021	23764	Hyprosteps Ltd	Skip Repairs	£440.00	£88.00	£528.00	BACS
27/04/2021	69930	Alan R Cross & Son	Fire Alarm Problem	£80.00	£16.00	£96.00	BACS
28/04/2021	K24539	Ernest Doe & Sons Ltd	Pressure Washer Repair	£50.00	£10.00	£60.00	BACS
05/05/2021		HMRC	NICS	£1,583.36	£0.00	£1,583.36	BACS

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## Brandon Town Council 2019/20

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## Detailed Income &amp; Expenditure by Budget Heading 01/04/2021

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>101 Administration</u>							
1174 Insurance Claim income	824	0	0	0			
1176 Precept	272,052	286,001	286,002	1			
1177 Misc Income	26	10,164	0	(10,164)			
1180 Room Hire	171	390	100	(290)			
1190 Interest on Investments	615	163	0	(163)			
Administration :- Income	<b>273,688</b>	<b>296,718</b>	<b>286,102</b>	<b>(10,616)</b>			<b>0</b>
1101 Insurances	5,889	6,416	6,000	(416)		(416)	
1110 Audit Fees (External)	1,875	200	1,500	1,300		1,300	
1111 Audit Fees (Internal)	1,300	(500)	1,000	1,500		1,500	
1120 Legal Fees	3,024	3,700	1,500	(2,200)		(2,200)	
1125 Website Upkeep	1,087	362	250	(112)		(112)	
1130 Office Equipment/Furniture	215	124	400	276		276	
1131 Computer Equipment	204	75	300	225		225	
1132 Stationery	569	82	500	418		418	
1133 Payroll	378	198	460	262		262	
1138 Misc Expenses	450	540	600	60		60	
1140 Staff Training	0	1,140	500	(640)		(640)	
1141 Councillor Training	156	0	200	200		200	
1142 Chairman's Allowance	281	0	250	250		250	
1143 SW/HW Support	628	3,478	700	(2,778)		(2,778)	
1144 SALC/NALC	1,159	0	1,300	1,300		1,300	
1145 Subscriptions	440	1,828	400	(1,428)		(1,428)	
1146 Information/Books/Software etc	0	380	0	(380)		(380)	
1148 Lift servicing	350	535	1,000	465		465	
1150 Advertising	58	374	100	(274)		(274)	
1156 Postage	888	739	200	(539)		(539)	
1160 Mileage	243	25	150	125		125	
1165 Photocopier Rental	1,889	1,913	1,500	(413)		(413)	
1166 Photocopier Charges	954	469	1,000	531		531	
1167 Election Costs	18	0	4,000	4,000		4,000	
1170 Telephone, Fax, Internet	1,546	1,214	1,500	286		286	
4113 Bank Charges	18	99	1,500	1,401		1,401	
Administration :- Indirect Expenditure	<b>23,619</b>	<b>23,392</b>	<b>26,810</b>	<b>3,418</b>	<b>0</b>	<b>3,418</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>250,069</b>	<b>273,326</b>	<b>259,292</b>	<b>(14,034)</b>			
<u>102 Staff</u>							
1201 Staff Salaries (Gross)	68,350	70,227	86,820	16,593		16,593	
1202 LGA Superannuation	6,026	3,265	2,605	(660)		(660)	

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2021

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1203 NI Contributions	14,090	13,049	12,155	(894)		(894)	
Staff :- Indirect Expenditure	<b>88,466</b>	<b>86,541</b>	<b>101,580</b>	<b>15,039</b>	<b>0</b>	<b>15,039</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(88,466)</b>	<b>(86,541)</b>	<b>(101,580)</b>	<b>(15,039)</b>			
<b>103 PWLB</b>							
1301 Public Works Loan board	13,559	13,559	13,600	41		41	
PWLB :- Indirect Expenditure	<b>13,559</b>	<b>13,559</b>	<b>13,600</b>	<b>41</b>	<b>0</b>	<b>41</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,559)</b>	<b>(13,559)</b>	<b>(13,600)</b>	<b>(41)</b>			
<b>104 Grants</b>							
1401 Grants	28,182	29,028	29,027	(1)		(1)	
1402 S137	4,600	9,700	10,000	300		300	
Grants :- Indirect Expenditure	<b>32,782</b>	<b>38,728</b>	<b>39,027</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(32,782)</b>	<b>(38,728)</b>	<b>(39,027)</b>	<b>(300)</b>			
<b>201 Cemetery/Town</b>							
2177 Burial Fees	8,150	10,526	10,000	(526)			
2178 Ashes Interment Fees	3,472	4,256	5,000	744			
2179 Memorial Fees	3,536	2,753	2,000	(753)			
Cemetery/Town :- Income	<b>15,158</b>	<b>17,535</b>	<b>17,000</b>	<b>(535)</b>			<b>0</b>
2101 Cemetery/Town Costs	6,945	3,922	3,000	(922)		(922)	
2104 New Cemetery Purchase	104,244	0	0	0		0	
2107 Cemetery Works	11	0	25,000	25,000		25,000	
2110 Water Charges (Cemetry/OSH)	544	357	750	393		393	
2111 Electricity	891	1,429	500	(929)		(929)	
2116 Garage Rental	526	500	600	100		100	
2131 New Equipment	27,449	(168)	3,000	3,168		3,168	
2132 Trade Waste	1,320	1,402	1,500	98		98	
2133 Bus Shelter Cleaning	150	200	300	100		100	
Cemetery/Town :- Indirect Expenditure	<b>142,080</b>	<b>7,643</b>	<b>34,650</b>	<b>27,007</b>	<b>0</b>	<b>27,007</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(126,922)</b>	<b>9,892</b>	<b>(17,650)</b>	<b>(27,542)</b>			
<b>301 Old School House</b>							
3100 Water Cooler	139	0	0	0		0	
3110 Gas Supply	611	685	1,300	615		615	
3111 Gas Force Contract	0	0	100	100		100	

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2021

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
3113 PAT Testing	56	68	100	32		32	
3114 Electricity (Old School House)	1,149	984	1,000	16		16	
3117 Water charges OSH	247	132	250	118		118	
3120 Window Cleaning	198	182	300	119		119	
3125 Fire Extinguisher Servicing	149	184	200	17		17	
3178 Old School House Maintenance	3,282	1,757	2,500	743		743	
Old School House :- Indirect Expenditure	<b>5,830</b>	<b>3,992</b>	<b>5,750</b>	<b>1,758</b>	<b>0</b>	<b>1,758</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,830)</b>	<b>(3,992)</b>	<b>(5,750)</b>	<b>(1,758)</b>			
<b>401 General</b>							
2121 Machinery Servicing	251	13	750	738		738	
2122 Fuel & Oil	1,220	894	1,500	606		606	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	720	855	1,000	145		145	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	597	118	200	82		82	
4102 Christmas Lighting	5,066	2,241	6,000	3,759		3,759	
4104 Truck Maintenance & Tax	455	50	1,000	950		950	
4105 Town Clock Repairs	14	0	500	500		500	
4110 Civic Expenditure	0	7	0	(7)		(7)	
4112 Events	2,656	3,036	4,000	964		964	
General :- Indirect Expenditure	<b>10,978</b>	<b>7,214</b>	<b>17,810</b>	<b>10,596</b>	<b>0</b>	<b>10,596</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,978)</b>	<b>(7,214)</b>	<b>(17,810)</b>	<b>(10,596)</b>			
<b>402 Recreation</b>							
4201 The Lode - Lifebelts	70	0	500	500		500	
4202 The Orchard, Coulson Lane	182	0	0	0		0	
4204 Thetford Rd Play Area	208	0	1,000	1,000		1,000	
4205 Playing Fields	1,947	0	3,000	3,000		3,000	
4206 Horticultural Work	0	68	200	132		132	
4208 Cemetery - Trees	0	0	6,000	6,000		6,000	
Recreation :- Indirect Expenditure	<b>2,407</b>	<b>68</b>	<b>10,700</b>	<b>10,632</b>	<b>0</b>	<b>10,632</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,407)</b>	<b>(68)</b>	<b>(10,700)</b>	<b>(10,632)</b>			
<b>403 Street Lights</b>							
4188 Other Income	1,500	0	0	0			
Street Lights :- Income	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 01/04/2021

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4302 Street Lighting Energy	14,437	0	24,200	24,200		24,200	
4303 Street Lights Repairs	6,579	1,265	28,875	27,610		27,610	
Street Lights :- Indirect Expenditure	<u>21,017</u>	<u>1,265</u>	<u>53,075</u>	<u>51,810</u>	<u>0</u>	<u>51,810</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(19,517)</u>	<u>(1,265)</u>	<u>(53,075)</u>	<u>(51,810)</u>			
Grand Totals:- Income	290,346	314,253	303,102	(11,151)			
Expenditure	340,738	182,402	303,002	120,600	0	120,600	
<b>Net Income over Expenditure</b>	<u>(50,392)</u>	<u>131,851</u>	<u>100</u>	<u>(131,751)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(50,392)</u>	<u>131,851</u>					



**BRANDON TOWN COUNCIL**

Confidential Minutes  
of the Full Brandon Town Council Meeting  
held virtually using Microsoft Teams on Monday 12th April 2021 at 7.00pm

THIS PAGE IS CONFIDENTIAL  
ONLY THE RESOLUTIONS MAYBE DISPLAYED  
AS A MATTER OF PUBLIC RECORD

**20 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES**

- Of the Brandon Town Council Meeting of Monday 8th March 2021.

**Proposer:** Cllr N Vant

**Seconder:** Cllr V Lukaniuk

Resolution Record No: **BTC/105/12/Apr/21**

**CARRIED:** By majority vote: 12 for, 1 ineligible to vote.

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE  
FULL COUNCIL MEETING OF MONDAY 8TH MARCH 2021 BE APPROVED.

**21 MATTERS ARISING – None.**

**22 QUOTES**

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

Cllr Wittam introduced the subject and asked the Clerk to elaborate on the proposal. The Clerk informed Councillors that the items 22.1 and 22.2 should be considered as a whole project and referred them to the brief spreadsheet that he had prepared showing the quotations for both internal and external work from all contractors who had quoted. The Clerk asked that rather than taking each aspect individually the total cost of both items be considered. Cllr Lukaniuk queried if the whole of the interior of Old School House had been quoted for. The Clerk confirmed that this was the case as it avoided further disruption at a later date. Cllr Skinner stated that he felt this was the most sensible and logical approach to the issues. It was therefore agreed that the vote was for the whole project (22.1 and 22.2 combined.)

**Proposer:** Cllr P Etherington

**Seconder:** Cllr S Skinner

Resolution Record No: **BTC/106/12/Apr/21**

**CARRIED:** Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ENGAGE THE SERVICES OF A  
COMPANY AND ACCEPT THE COMBINED INTERNAL AND EXTERNAL  
QUOTATIONS.

Signed.....

- 22.2** To consider quotations to paint OSH externally.  
Due to this item being considered in conjunction with above, this item is void.
- 22.3** To consider quotation from to supply and fit ram seals to the Lift.  
Deferred to a later date when Old School House is fully operational. In the meantime, close monitoring of these components will take place.

The Chairman thanked the members of the Council present for a constructive and well-mannered meeting.

The meeting closed at 8.40pm

Signed.....