

Brandon Town Council
Full Council Meeting
Monday 12th October 2020

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

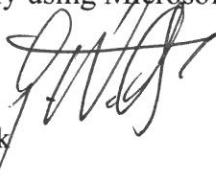
BRANDON TOWN COUNCIL
Old School House, Market Hill, Brandon, Suffolk, IP27 0AA
Telephone 01842 811844

6th October 2020

TO ALL MEMBERS OF THE FULL COUNCIL

You are hereby summoned to join the **FULL BRANDON TOWN COUNCIL MEETING** to be held virtually using Microsoft Teams on Monday 12th October 2020 at 1900hrs

Graham Cock
Town Clerk



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

AGENDA

- 1 **APOLOGIES** for absence and approval of reasons tendered.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**
- 4 **TO RECEIVE AND CONFIRM MINUTES**
- Of the Brandon Town Council Meeting of Tuesday 22nd September 2020.
- 5 **CO-OPTION TO BRANDON TOWN COUNCIL**
To receive applications for co-option to Brandon Town Council.
- 6 **MATTERS ARISING** for information exchange only of the Full Council Meeting of 22nd September 2020.
- 7 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.
- 8 **TO RECEIVE REPORTS** from County, District and Town Councillors and Community Groups Representatives.
- 9 **TO RECEIVE WRITTEN REPORT** from the Town Clerk.

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

11 CORRESPONDENCE

- SERV Suffolk and Cambridgeshire – Donation.

12 ACCOUNTS To approve the payments for September 2020 (see attached).

13 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR JULY AND AUGUST 2020

14 RESOLUTION from Cllr P Wittam No. 363

Brandon Town Council resolves to purchase notice boards for Old School House and the cemetery at a cost of no more than £1300 each.

15 RESOLUTION from Cllr V Lukaniuk No. 364

Brandon Town Council resolves to grant permission for the use of the surplus downstairs room for the teaching of children, Saturdays only. With the option of a three-month termination period.

16 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.

17 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Tuesday 22nd September 2020.
- Of the Brandon Town Council Extraordinary General Meeting of Friday 2nd October 2020.

18 DISCUSSION re Christmas event.

19 ENERGY CONTRACTS

20 MATTERS ARISING

BRANDON TOWN COUNCIL

Minutes of the Full Brandon Town Council Meeting
held virtually using Microsoft Teams on Tuesday 22nd September 2020 at 7.00pm

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

Also Present: 5 members of the public.

The meeting was opened by the Chair Cllr P Wittam who announced to those present the sad passing of Bob Jones a well-loved member of Brandon Town Council and he requested one minutes silence in his honour.

- 1 **APOLOGIES** for absence and approval of reasons tendered – None.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest – None.
- 3 **TO RECEIVE A REPORT FROM SQN LDR TURNBULL - RAF LAKENHEATH**
Report not received.
- 4 **TO RECEIVE AND CONFIRM MINUTES**
 - Of the Brandon Town Council Meeting of Monday 13th July 2020.
Proposer: Cllr P Wittam
Seconder: Cllr V Lukaniuk
Resolution Record No: **BTC/16/22/Sep/20**
CARRIED: Unanimous
 - BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 13TH JULY 2020 BE APPROVED.
 - Of the Brandon Town Council Cemetery Meeting of Monday 10th August 2020.
Proposer: Cllr S Skinner
Seconder: Cllr V Lukaniuk
Resolution Record No: **BTC/17/22/Sep/20**
CARRIED: Unanimous
 - BRANDON TOWN COUNCIL RESOLVES THAT THE MINUTES OF THE CEMETERY MEETING OF MONDAY 10TH AUGUST 2020 BE APPROVED.
- 5 **CO-OPTION TO BRANDON TOWN COUNCIL**
To receive applications for co-option to Brandon Town Council.
No applications were received.

Signed.....

- 6 MATTERS ARISING** for information exchange only of the Full Council Meeting of 13th July and 10th August 2020 – None.
- 7 URGENT BUSINESS** any items the Chairman considers a matter of urgent business – None.

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

A report was received from Cllr Lukaniuk in his role of County Councillor. Item one - Cllr Lukaniuk informed the meeting that Brandon station (located in Norfolk) has received listed status having been nominated by Suffolk County Council. This has now shed a different complexion on its preservation and use. Network Rail and the Railway Preservation Trust have funds which they will invest into the site. This may take some time before the project comes to fruition. Item two – Cllr Lukaniuk reported that the last football match at Brandon Remembrance playing fields had to be halted whilst the players and officials cleared an amount of dog mess which was on the pitch. No reports were received from District or Town Councillors.

9 TO RECEIVE WRITTEN REPORT from the Town Clerk.

Report was received.

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

A member of the public again reminded Council that confidential topics need to be added to the agenda minutes. A resident commented on the apparent lack of efforts to attract new Councillors. Cllr Lukaniuk replied that Councillors are working on co-opting new people to the Council. A resident commented that he had not seen any dogs using the playing fields as a toilet. Cllr Wittam confirmed he had seen it happening and it has been a problem for a long period, he also found several drug related items. Another resident asked what measures were in place to improve the training record of staff. Another member of the public was pleased regarding the news about Brandon station. He asked if there was any news regarding the signal box. Cllr Ridgwell commented that the signal box was going to be demolished. Cllr Lukaniuk commented that the signal box was actually in Suffolk and when he met with the Preservation Society regarding the station, he was told that it was a different matter and would be dealt with separately. He commented that the costs previously published to demolish the signal box were extensive. The resident arrived at Brandon market at 12pm on the previous Thursday and expressed a desire for a market in the afternoon rather than the morning, that currently takes place. Cllr Wittam remarked that this would be useful. The resident commented that dog mess is experienced in public places in Weeting too. A further resident expressed her thanks for the efforts with Brandon market on Thursdays. They commented that the notice board outside Old School House was in poor condition. The Clerk made note of this comment and commented that a new notice board was required at Old School House and the cemetery. Locality budget money was pledged by the District Councillors to improve the situation. Another member of the public wished it noted that the 21st August 2021 will be a one-day Brandon Festival. Details to be announced.

Signed.....

11 CORRESPONDENCE

- Brandon Allotment Association – Letter of thanks – letter received. Cllr Wittam confirmed he had received a letter from Inspector Mark Shipton regarding re-establishing contact with local Councils. It was suggested that an online meeting was convened the day before a full Council meeting, so any information can be conveyed to the Council. All those present felt this should be pursued.

12 ACCOUNTS To approve the payments for July/August 2020 (see attached).

Proposer: Cllr P Wittam

Seconder: Cllr S Skinner

Resolution Record No: **BTC/18/22/Sep/20**

CARRIED: Unanimous

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
16/07/2020		CMS		£45.00	£0.00	£45.00	105692
13/03/2020	5790	Door Services Plus Ltd	Shutter Doors - New Yard	£1,271.00	£254.20	£1,525.20	105693
04/06/2020	104266	Thetford Garden Centre	Plant food & Insecticide	£28.30	£5.65	£33.95	105694
28/07/2020	104284	Thetford Garden Centre	Town Costs	£47.46	£9.49	£56.95	105694
10/07/2020	K07563	Ernest Doe & Sons Ltd	Town Costs	£39.08	£7.81	£46.89	105695
31/07/2020	K09086	Ernest Doe & Sons Ltd	Oil for Mower	£7.99	£1.60	£9.59	105695
31/07/2020	K09087	Ernest Doe & Sons Ltd	New Strimmer	£480.00	£96.00	£576.00	105695
13/07/2020	INV/2020/0004	Wittam Info. Tech. Ltd	Software Support	£1.09	£0.00	£1.09	105709
13/07/2020	SM21868	Rialtas Business Sols Ltd	Software Support	£260.00	£52.00	£312.00	105697
15/07/2020	59047	Blademaster	Re sharpen Mower Blades	£15.00	£3.00	£18.00	105698
15/07/2020	505639	J & D Green	Bus Shelter Cleaning	£50.00	£0.00	£50.00	105699
20/07/2020	505644	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	105699
17/07/2020		Parish Audit Service	Internal Audit	£800.00	£0.00	£800.00	105700
28/07/2020	49780	Chase Timber Products	New Yard Security	£75.68	£15.14	£90.82	105701
31/07/2020	49827	Chase Timber Products	New Yard Security	£26.34	£5.27	£31.61	105701
31/07/2020	200184	Fengate Fasteners Ltd	Town Costs	£22.39	£4.48	£26.87	105702
31/07/2020	20200000669	Finevale Service Station	Fuel	£138.87	£27.76	£166.63	105703
19/05/2020	7246625	Wave - Anglian Water	Water Cemetery Yard	£408.08	£0.00	£408.08	Direct Debit
01/05/2020	1069056006	Trade UK	Summer Bedding & Compost	£36.42	£7.28	£43.70	Direct Debit
21/06/2020	M030 QD	BT	Phone OSH	£44.49	£8.90	£53.39	Direct Debit
22/06/2020	M007 EV	BT	Phone OSH	£19.94	£3.99	£23.93	Direct Debit
29/06/2020	H18A302A86	E.ON	Electric Pillar 8 Market Hill	£0.23	£0.01	£0.24	Direct Debit
29/06/2020	H18A349227	E.ON	Electric Cemetery Yard	£14.86	£0.74	£15.60	Direct Debit
10/07/2020	H109029AE6	E.ON	Electric New Yard	£13.37	£2.67	£16.04	Direct Debit
05/07/2020	H108EEB423	E.ON	Electric OSH	£100.02	£5.00	£105.02	Direct Debit
01/07/2020	7456028	Wave - Anglian Water	Water Cemetery Yard	£561.67	£0.00	£561.67	Direct Debit
07/07/2020	97343625	Quadient UK Limited	Postage	£50.00	£0.00	£50.00	Direct Debit
18/07/2020	600414	Everflow	Water OSH	£15.28	£0.00	£15.28	Direct Debit
01/07/2020	115173	Cranberry Comms.	Microsoft 365 Subscription	£94.00	£18.80	£112.80	Direct Debit
27/07/2020		Creative Pension Trust	Pensions	£331.57	£0.00	£331.57	Direct Debit
28/07/2020	1127508	West Suffolk Council	Trade Waste	£71.92	£0.00	£71.92	Direct Debit
23/06/2020	19045	Mildenhall Skip Hire	Skip Hire	£158.33	£31.67	£190.00	BACS
07/07/2020	10749343	Archant Comm. Media	Advertising	£71.42	£14.28	£85.70	BACS
07/07/2020	10749344	Archant Comm. Media	Advertising	£18.00	£3.60	£21.60	BACS
05/08/2020		HMRC	NICS	£1,167.29	£0.00	£1,167.29	BACS

Signed.....

04/08/2020	K09303	Ernest Doe & Sons Ltd	Strimmer Line	£59.25	£11.85	£71.10	105695
10/08/2020	K09748	Ernest Doe & Sons Ltd	Mower Service Parts	£62.93	£12.60	£75.53	105695
12/08/2020	K09903	Ernest Doe & Sons Ltd	Strimmer Service Parts	£54.57	£10.91	£65.48	105695
18/08/2020	K91506	Ernest Doe & Sons Ltd	Strimmer Trade-in	-£40.00	£0.00	-£40.00	105695
05/08/2020	61297	Budget Computers	Microsoft Support	£136.00	£0.00	£136.00	105704
17/08/2020	283780	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	105699
18/08/2020	BTC025	Terry Hawkins	Website Charges	£186.00	£0.00	£186.00	105705
27/08/2020	2020053476	Quadiant UK Limited	Hire of Franking Machine	£433.57	£86.71	£520.28	105706
31/08/2020	2DCA283B-0001	Wittam Info. Tech.	New Website	£1,125.00	£0.00	£1,125.00	105709
31/08/2020	20200000772	Finevale Service Station	Fuel	£67.62	£13.52	£81.14	105703
31/08/2020	6210279623	Lyreco UK Ltd	Stationery	£40.09	£8.02	£48.11	105707
18/08/2020	105383	Bearing Supplies	Bearings for mower	£16.64	£3.33	£19.97	105708
05/06/2020	1075115620	Trade UK	Compost	£35.37	£7.08	£42.45	Direct Debit
23/06/2020	1078757291	Trade UK	PPE	£39.99	£0.00	£39.99	Direct Debit
21/07/2020	M031 U&	BT	Phone OSH	£44.49	£8.90	£53.39	Direct Debit
22/07/2020	M008 IP	BT	Phone OSH	£19.50	£3.90	£23.40	Direct Debit
06/08/2020	Q010 Q8	BT	Phone OSH	£152.40	£30.48	£182.88	Direct Debit
07/08/2020		Siemens	Photocopier	512.00	102.40	614.40	Direct Debit
07/08/2020		Siemens	Photocopier	37.93	7.58	45.51	Direct Debit
28/07/2020	H18BF098CD	E.ON	Electric Pillar 9 Market Hill	£0.71	£0.04	£0.75	Direct Debit
29/07/2020	H18C0958CD	E.ON	Electric Cemetery Yard	£14.14	£0.71	£14.85	Direct Debit
02/08/2020	H10955BA92	E.ON	Electric New Yard	£33.08	£1.65	£34.73	Direct Debit
03/08/2020	115215	Cranberry Comms.	Microsoft 365 Subscription	£94.00	£18.80	£112.80	Direct Debit
10/08/2020	714177810	British Gas	Gas OSH	£39.45	£1.97	£41.42	Direct Debit
18/08/2020	625175	Everflow	Water OSH	£17.64	£0.00	£17.64	Direct Debit
24/08/2020		Creative Pension Trust	Pensions	£320.51	£0.00	£320.51	Direct Debit
28/08/2020	1127508	West Suffolk Council	Trade Waste	£71.92	£0.00	£71.92	Direct Debit
21/08/2020	10779232	Archant Comm. Media	Advertising	£240.00	£48.00	£288.00	BACS
25/08/2020		CMS		£45.00	£0.00	£45.00	BACS
05/09/2020		HMRC	NICS	£1,105.42	£0.00	£1,105.42	BACS

13 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR JUNE 2020

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

14 RESOLUTION from Cllr S Skinner No. 359

Brandon Town Council resolves to establish a Christmas lighting group.

Cllr Skinner informed Council that he had viewed a suitable supplier of Christmas trees locally and wanted to officially establish a Christmas lighting group. Cllr Palmer stated he would like to join the group.

Seconder: Cllr P Wittam

Resolution Record No: **BTC/19/22/Sep/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ESTABLISH A CHRISTMAS LIGHTING GROUP.

Signed.....

15 RESOLUTION from Cllr S Skinner No. 360

Brandon Town Council resolves to establish a cemetery liaison group.

Cllr Skinner had seen the need for a liaison group between staff and Councillors. Cllr Palmer and Cllr Lukaniuk were both willing to join. Cllr Lukaniuk asked if Cllr Skinner was going to Chair the group. This was confirmed.

Seconder: Cllr P Wittam

Resolution Record No: **BTC/20/22/Sep/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES TO ESTABLISH A CEMETERY LIAISON GROUP.

16 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

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

Proposer: Cllr P Wittam

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/21/22/Sep/20**

CARRIED: Unanimous

17 TO RECEIVE AND CONFIRM CONFIDENTIAL MINUTES

- Of the Brandon Town Council Meeting of Monday 13th July 2020.

Proposer: Cllr V Lukaniuk

Seconder: Cllr S Skinner

Resolution Record No: **BTC/22/22/Sep/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING OF MONDAY 13TH JULY 2020 BE APPROVED.

- Of the Brandon Town Council Cemetery Meeting of Monday 10th August 2020.

Proposer: Cllr P Wittam

Seconder: Cllr V Lukaniuk

Resolution Record No: **BTC/23/22/Sep/20**

CARRIED: Unanimous

BRANDON TOWN COUNCIL RESOLVES THAT THE CONFIDENTIAL MINUTES OF THE CEMETERY MEETING OF MONDAY 10TH AUGUST 2020 BE APPROVED.

18 DISCUSSION re website.

A general discussion took place on work required on the website.

Signed.....

19 DISCUSSION re Christmas event.

A discussion regarding local sourcing of materials and a plan of work required took place.

20 MATTERS ARISING

Councillors discussed local plan initiated by West Suffolk Council. A discussion took place regarding the upcoming interviews for the town keeper's position. A Councillor has been attempting to contact the West Suffolk Tree Officer but had at this time no meaningful reply.

The meeting closed at 8:50pm

Signed.....

Brandon Town Council

Town Clerks Report

You will have noted that the planters on Market Hill have been stripped of the lovely summer bedding plants. This is to enable the Towns Keepers to prepare the beds for the winter plants which will arrive shortly.

The seating on the Market Hill has cleaned and fully refurbished.

As reported at the last Full Council Meeting, I was in conversation with the Water supply company regarding the billing for the water used watering the flowers and trees during the summer months. I am pleased to report that we have now received a substantial credit on our account.

Brandon town Council is currently starting budgeting for 21/22. The Council would like to receive requests for Grants for budgeted projects from Brandon organisations.

Small amounts for this financial year can still be applied for.

Applications can be made to the Town Council office.

Accounts for Payment September 2020

Invoice Date	Invoice No	Supplier	Expense Type	Nett	VAT	Gross	Payment
04/09/2020	9124	Brandon Life Ltd	Advertising	£45.00	£0.00	£45.00	105710
05/09/2020		Mr G Cock	Reimbursement	£26.94	£2.01	£28.95	105711
07/09/2020	59570	Blademaster	Re sharpen Mower Blades	£15.00	£3.00	£18.00	105712
07/09/2020	202217	Fengate Fasteners Ltd	Town Costs	£12.15	£2.43	£14.58	105713
15/09/2020	202648	Fengate Fasteners Ltd	PPE	£10.95	£0.00	£10.95	105713
10/09/2020	K11662	Ernest Doe & Sons Ltd	Town Costs	£15.74	£3.15	£18.89	105714
11/09/2020	K11774	Ernest Doe & Sons Ltd	Town Costs	£32.25	£6.45	£38.70	105714
17/09/2020	K12116	Ernest Doe & Sons Ltd	Town Costs	£55.96	£11.20	£67.16	105714
15/09/2020	2200044498	R S Components Ltd	Smoke detector testers	£40.17	£8.03	£48.20	105715
11/09/2020		Mrs A Barnes	Reimbursement	£25.20	£0.00	£25.20	105716
14/09/2020	270214	J & D Green	Cleaning Windows OSH	£16.50	£0.00	£16.50	105717
17/09/2020	1085228531	Stannah Lift Services Ltd	Lift Services	£116.67	£23.33	£140.00	105718
24/09/2020	50404	Chase Timber Products	Timber Preservative	£5.61	£1.12	£6.73	105719
30/09/2020	50468	Chase Timber Products	Cemetery Fence	£15.28	£3.06	£18.34	105719
30/09/2020	20200000876	Finevale Service Station	Fuel	£102.16	£20.43	£122.59	105720
05/10/2020		HMRC	NICS	£1,229.16	£0.00	£1,229.16	105721
07/08/2020	206813	Corona Corporate Sols.	Photocopier - Copies	£115.90	£23.18	£139.08	Direct Debit
22/08/2020	M009 M0	BT	Phone OSH	£19.72	£3.94	£23.66	Direct Debit
28/08/2020	H18DCF2ED8	E.ON	Electric Pillar 8 Market Hill	£8.69	£0.43	£9.12	Direct Debit
28/08/2020	H18DD1A5D7	E.ON	Electric Pillar 9 Market Hill	£6.81	£0.34	£7.15	Direct Debit
29/08/2020	H18DE460AE	E.ON	Electric Cemetery Yard	£15.16	£0.76	£15.92	Direct Debit
30/08/2020	H109C495A0	E.ON	Electric OSH	£75.55	£3.78	£79.33	Direct Debit
30/08/2020	H109C47DF4	E.ON	Electric New Yard	£39.64	£1.98	£41.62	Direct Debit
02/09/2020	115263	Cranberry Comms.	Microsoft 365 Subscription	£94.00	£18.80	£112.80	Direct Debit
14/09/2020		Public Works Loans	OSH Loan	6779.46	0.00	6779.46	Direct Debit
18/09/2020	670890	Everflow	Water OSH	£15.28	£0.00	£15.28	Direct Debit

Accounts for Payment September 2020

24/09/2020		Creative Pension Trust	Pensions	£342.63	£0.00	£342.63	Direct Debit
28/09/2020	1127508	West Suffolk Council	Trade Waste	£71.92	£0.00	£71.92	Direct Debit
25/09/2020		CMS		£45.00	£0.00	£45.00	BACS

17/09/2020

Brandon Town Council 2019/20

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10:00

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
101 Administration							
1174 Insurance Claim income	824	0	0	0			
1176 Precept	272,052	286,001	286,002	1			
1177 Misc Income	26	137	0	(137)			
1180 Room Hire	171	0	100	100			
1190 Interest on Investments	615	0	0	0			
Administration :- Income	273,688	286,138	286,102	(36)			0
1101 Insurances	5,889	6,416	6,000	(416)		(416)	
1110 Audit Fees (External)	1,875	(600)	1,500	2,100		2,100	
1111 Audit Fees (Internal)	1,300	(500)	1,000	1,500		1,500	
1120 Legal Fees	3,024	0	1,500	1,500		1,500	
1125 Website Upkeep	1,087	93	250	157		157	
1130 Office Equipment/Furniture	215	100	400	300		300	
1131 Computer Equipment	204	37	300	263		263	
1132 Stationery	569	0	500	500		500	
1133 Payroll	378	0	460	460		460	
1138 Misc Expenses	450	180	600	420		420	
1140 Staff Training	0	0	500	500		500	
1141 Councillor Training	156	0	200	200		200	
1142 Chairman's Allowance	281	0	250	250		250	
1143 SW/HW Support	628	841	700	(141)		(141)	
1144 SALC/NALC	1,159	0	1,300	1,300		1,300	
1145 Subscriptions	440	1,488	400	(1,088)		(1,088)	
1148 Lift servicing	350	209	1,000	791		791	
1150 Advertising	58	89	100	11		11	
1156 Postage	888	50	200	150		150	
1160 Mileage	243	0	150	150		150	
1165 Photocopier Rental	1,889	510	1,500	990		990	
1166 Photocopier Charges	954	95	1,000	905		905	
1167 Election Costs	18	0	4,000	4,000		4,000	
1170 Telephone, Fax, Internet	1,546	353	1,500	1,147		1,147	
4113 Bank Charges	18	19	1,500	1,481		1,481	
Administration :- Indirect Expenditure	23,619	9,381	26,810	17,429	0	17,429	0
Net Income over Expenditure	250,069	276,757	259,292	(17,465)			
102 Staff							
1201 Staff Salaries (Gross)	68,350	23,722	86,820	63,098		63,098	
1202 LGA Superannuation	6,026	1,326	2,605	1,278		1,278	
1203 NI Contributions	14,090	3,502	12,155	8,653		8,653	
Staff :- Indirect Expenditure	88,466	28,550	101,579	73,029	0	73,029	0
Net Expenditure	(88,466)	(28,550)	(101,579)	(73,029)			

Continued over page

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
103 PWLB							
1301 Public Works Loan board	13,559	0	13,600	13,600		13,600	
PWLB :- Indirect Expenditure	<u>13,559</u>	<u>0</u>	<u>13,600</u>	<u>13,600</u>	<u>0</u>	<u>13,600</u>	<u>0</u>
Net Expenditure	<u>(13,559)</u>	<u>0</u>	<u>(13,600)</u>	<u>(13,600)</u>			
104 Grants							
1401 Grants	28,182	14,514	29,027	14,514		14,514	
1402 S137	4,600	2,500	10,000	7,500		7,500	
Grants :- Indirect Expenditure	<u>32,782</u>	<u>17,014</u>	<u>39,027</u>	<u>22,014</u>	<u>0</u>	<u>22,014</u>	<u>0</u>
Net Expenditure	<u>(32,782)</u>	<u>(17,014)</u>	<u>(39,027)</u>	<u>(22,014)</u>			
201 Cemetery/Town							
2177 Burial Fees	8,150	3,500	10,000	6,500			
2178 Ashes Interment Fees	3,472	560	5,000	4,440			
2179 Memorial Fees	3,536	856	2,000	1,144			
Cemetery/Town :- Income	<u>15,158</u>	<u>4,916</u>	<u>17,000</u>	<u>12,084</u>			<u>0</u>
2101 Cemetery/Town Costs	6,945	1,862	3,000	1,138		1,138	
2104 New Cemetery Purchase	104,244	0	0	0		0	
2107 Cemetery Works	11	0	25,000	25,000		25,000	
2110 Water Charges (Cemetery/OSH)	544	970	750	(220)		(220)	
2111 Electricity	891	314	500	186		186	
2116 Garage Rental	526	500	600	100		100	
2131 New Equipment	27,449	480	3,000	2,520		2,520	
2132 Trade Waste	1,320	446	1,500	1,054		1,054	
2133 Bus Shelter Cleaning	150	100	300	200		200	
Cemetery/Town :- Indirect Expenditure	<u>142,080</u>	<u>4,672</u>	<u>34,650</u>	<u>29,978</u>	<u>0</u>	<u>29,978</u>	<u>0</u>
Net Income over Expenditure	<u>(126,922)</u>	<u>244</u>	<u>(17,650)</u>	<u>(17,894)</u>			
301 Old School House							
3100 Water Cooler	139	0	0	0		0	
3110 Gas Supply	611	160	1,300	1,140		1,140	
3111 Gas Force Contract	0	0	100	100		100	
3113 PAT Testing	56	68	100	32		32	
3114 Electricity (Old School House)	1,149	375	1,000	625		625	
3117 Water charges OSH	247	39	250	211		211	
3120 Window Cleaning	198	66	300	234		234	
3125 Fire Extinguisher Servicing	149	184	200	17		17	

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Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
3178 Old School House Maintenance	3,282	393	2,500	2,107		2,107	
Old School House :- Indirect Expenditure	<u>5,830</u>	<u>1,284</u>	<u>5,750</u>	<u>4,466</u>	<u>0</u>	<u>4,466</u>	<u>0</u>
Net Expenditure	<u>(5,830)</u>	<u>(1,284)</u>	<u>(5,750)</u>	<u>(4,466)</u>			
401 General							
2121 Machinery Servicing	251	0	750	750		750	
2122 Fuel & Oil	1,220	476	1,500	1,024		1,024	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	720	62	1,000	938		938	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	597	83	200	117		117	
4102 Christmas Lighting	5,066	0	6,000	6,000		6,000	
4104 Truck Maintenance & Tax	455	50	1,000	950		950	
4105 Town Clock Repairs	14	0	500	500		500	
4112 Events	2,656	0	4,000	4,000		4,000	
General :- Indirect Expenditure	<u>10,978</u>	<u>671</u>	<u>17,810</u>	<u>17,139</u>	<u>0</u>	<u>17,139</u>	<u>0</u>
Net Expenditure	<u>(10,978)</u>	<u>(671)</u>	<u>(17,810)</u>	<u>(17,139)</u>			
402 Recreation							
4201 The Lode - Lifebelts	70	0	500	500		500	
4202 The Orchard, Coulson Lane	182	0	0	0		0	
4204 Thetford Rd Play Area	208	0	1,000	1,000		1,000	
4205 Playing Fields	1,947	0	3,000	3,000		3,000	
4206 Horticultural Work	0	0	200	200		200	
4208 Cemetery - Trees	0	0	6,000	6,000		6,000	
Recreation :- Indirect Expenditure	<u>2,407</u>	<u>0</u>	<u>10,700</u>	<u>10,700</u>	<u>0</u>	<u>10,700</u>	<u>0</u>
Net Expenditure	<u>(2,407)</u>	<u>0</u>	<u>(10,700)</u>	<u>(10,700)</u>			
403 Street Lights							
4188 Other Income	1,500	0	0	0			
Street Lights :- Income	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>0</u>
4302 Street Lighting Energy	14,437	0	24,200	24,200		24,200	
4303 Street Lights Repairs	6,579	0	28,875	28,875		28,875	
Street Lights :- Indirect Expenditure	<u>21,017</u>	<u>0</u>	<u>53,075</u>	<u>53,075</u>	<u>0</u>	<u>53,075</u>	<u>0</u>
Net Income over Expenditure	<u>(19,517)</u>	<u>0</u>	<u>(53,075)</u>	<u>(53,075)</u>			

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	290,346	291,054	303,102	12,048			
Expenditure	340,738	61,572	303,002	241,430	0	241,430	
Net Income over Expenditure	<u>(50,392)</u>	<u>229,482</u>	<u>100</u>	<u>(229,382)</u>			
Movement to/(from) Gen Reserve	<u>(50,392)</u>	<u>229,482</u>					

Detailed Income & Expenditure by Budget Heading 01/09/2020

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
101 Administration							
1174 Insurance Claim income	824	0	0	0			
1176 Precept	272,052	286,001	286,002	1			
1177 Misc Income	26	137	0	(137)			
1180 Room Hire	171	0	100	100			
1190 Interest on Investments	615	0	0	0			
Administration :- Income	273,688	286,138	286,102	(36)			0
1101 Insurances	5,889	6,416	6,000	(416)		(416)	
1110 Audit Fees (External)	1,875	(600)	1,500	2,100		2,100	
1111 Audit Fees (Internal)	1,300	(500)	1,000	1,500		1,500	
1120 Legal Fees	3,024	0	1,500	1,500		1,500	
1125 Website Upkeep	1,087	279	250	(29)		(29)	
1130 Office Equipment/Furniture	215	100	400	300		300	
1131 Computer Equipment	204	37	300	263		263	
1132 Stationery	569	40	500	460		460	
1133 Payroll	378	0	460	460		460	
1138 Misc Expenses	450	225	600	375		375	
1140 Staff Training	0	0	500	500		500	
1141 Councillor Training	156	0	200	200		200	
1142 Chairman's Allowance	281	0	250	250		250	
1143 SW/HW Support	628	2,102	700	(1,402)		(1,402)	
1144 SALC/NALC	1,159	0	1,300	1,300		1,300	
1145 Subscriptions	440	1,582	400	(1,182)		(1,182)	
1148 Lift servicing	350	209	1,000	791		791	
1150 Advertising	58	329	100	(229)		(229)	
1156 Postage	888	484	200	(284)		(284)	
1160 Mileage	243	0	150	150		150	
1165 Photocopier Rental	1,889	1,060	1,500	440		440	
1166 Photocopier Charges	954	95	1,000	905		905	
1167 Election Costs	18	0	4,000	4,000		4,000	
1170 Telephone, Fax, Internet	1,546	570	1,500	930		930	
4113 Bank Charges	18	19	1,500	1,481		1,481	
Administration :- Indirect Expenditure	23,619	12,447	26,810	14,363	0	14,363	0
Net Income over Expenditure	250,069	273,691	259,292	(14,399)			
102 Staff							
1201 Staff Salaries (Gross)	68,350	29,581	86,820	57,239		57,239	
1202 LGA Superannuation	6,026	1,647	2,605	958		958	
1203 NI Contributions	14,090	3,502	12,155	8,653		8,653	
Staff :- Indirect Expenditure	88,466	34,730	101,579	66,850	0	66,850	0
Net Expenditure	(88,466)	(34,730)	(101,579)	(66,850)			

Detailed Income & Expenditure by Budget Heading 01/09/2020

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
103 PWLB							
1301 Public Works Loan board	13,559	0	13,600	13,600		13,600	
PWLB :- Indirect Expenditure	13,559	0	13,600	13,600	0	13,600	0
Net Expenditure	(13,559)	0	(13,600)	(13,600)			
104 Grants							
1401 Grants	28,182	14,514	29,027	14,514		14,514	
1402 S137	4,600	2,500	10,000	7,500		7,500	
Grants :- Indirect Expenditure	32,782	17,014	39,027	22,014	0	22,014	0
Net Expenditure	(32,782)	(17,014)	(39,027)	(22,014)			
201 Cemetery/Town							
2177 Burial Fees	8,150	6,000	10,000	4,000			
2178 Ashes Interment Fees	3,472	896	5,000	4,104			
2179 Memorial Fees	3,536	1,027	2,000	973			
Cemetery/Town :- Income	15,158	7,923	17,000	9,077			0
2101 Cemetery/Town Costs	6,945	2,022	3,000	978		978	
2104 New Cemetery Purchase	104,244	0	0	0		0	
2107 Cemetery Works	11	0	25,000	25,000		25,000	
2110 Water Charges (Cemetery/OSH)	544	970	750	(220)		(220)	
2111 Electricity	891	362	500	138		138	
2116 Garage Rental	526	500	600	100		100	
2131 New Equipment	27,449	480	3,000	2,520		2,520	
2132 Trade Waste	1,320	518	1,500	982		982	
2133 Bus Shelter Cleaning	150	100	300	200		200	
Cemetery/Town :- Indirect Expenditure	142,080	4,952	34,650	29,698	0	29,698	0
Net Income over Expenditure	(126,922)	2,971	(17,650)	(20,621)			
301 Old School House							
3100 Water Cooler	139	0	0	0		0	
3110 Gas Supply	611	199	1,300	1,101		1,101	
3111 Gas Force Contract	0	0	100	100		100	
3113 PAT Testing	56	68	100	32		32	
3114 Electricity (Old School House)	1,149	375	1,000	625		625	
3117 Water charges OSH	247	57	250	193		193	
3120 Window Cleaning	198	83	300	218		218	
3125 Fire Extinguisher Servicing	149	184	200	17		17	

Detailed Income & Expenditure by Budget Heading 01/09/2020

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
3178 Old School House Maintenance	3,282	393	2,500	2,107		2,107	
Old School House :- Indirect Expenditure	<u>5,830</u>	<u>1,358</u>	<u>5,750</u>	<u>4,392</u>	<u>0</u>	<u>4,392</u>	<u>0</u>
Net Expenditure	<u>(5,830)</u>	<u>(1,358)</u>	<u>(5,750)</u>	<u>(4,392)</u>			
401 General							
2121 Machinery Servicing	251	0	750	750		750	
2122 Fuel & Oil	1,220	544	1,500	956		956	
2130 Truck Replacement	0	0	2,500	2,500		2,500	
2139 Protective Clothing	720	102	1,000	898		898	
2140 Town Keepers Mobile Calls	0	0	360	360		360	
4101 Horticultural	597	118	200	82		82	
4102 Christmas Lighting	5,066	0	6,000	6,000		6,000	
4104 Truck Maintenance & Tax	455	50	1,000	950		950	
4105 Town Clock Repairs	14	0	500	500		500	
4112 Events	2,656	0	4,000	4,000		4,000	
General :- Indirect Expenditure	<u>10,978</u>	<u>814</u>	<u>17,810</u>	<u>16,996</u>	<u>0</u>	<u>16,996</u>	<u>0</u>
Net Expenditure	<u>(10,978)</u>	<u>(814)</u>	<u>(17,810)</u>	<u>(16,996)</u>			
402 Recreation							
4201 The Lode - Lifebelts	70	0	500	500		500	
4202 The Orchard, Coulson Lane	182	0	0	0		0	
4204 Thetford Rd Play Area	208	0	1,000	1,000		1,000	
4205 Playing Fields	1,947	0	3,000	3,000		3,000	
4206 Horticultural Work	0	0	200	200		200	
4208 Cemetery - Trees	0	0	6,000	6,000		6,000	
Recreation :- Indirect Expenditure	<u>2,407</u>	<u>0</u>	<u>10,700</u>	<u>10,700</u>	<u>0</u>	<u>10,700</u>	<u>0</u>
Net Expenditure	<u>(2,407)</u>	<u>0</u>	<u>(10,700)</u>	<u>(10,700)</u>			
403 Street Lights							
4188 Other Income	1,500	0	0	0			
Street Lights :- Income	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>0</u>
4302 Street Lighting Energy	14,437	0	24,200	24,200		24,200	
4303 Street Lights Repairs	6,579	0	28,875	28,875		28,875	
Street Lights :- Indirect Expenditure	<u>21,017</u>	<u>0</u>	<u>53,075</u>	<u>53,075</u>	<u>0</u>	<u>53,075</u>	<u>0</u>
Net Income over Expenditure	<u>(19,517)</u>	<u>0</u>	<u>(53,075)</u>	<u>(53,075)</u>			

Detailed Income & Expenditure by Budget Heading 01/09/2020

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	290,346	294,061	303,102	9,041			
Expenditure	340,738	71,314	303,002	231,688	0	231,688	
Net Income over Expenditure	<u>(50,392)</u>	<u>222,747</u>	<u>100</u>	<u>(222,647)</u>			
Movement to/(from) Gen Reserve	<u>(50,392)</u>	<u>222,747</u>					