

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD THROUGH VIDEO CONFERENCING
ON TUESDAY 7th July 2020 AT 6.30PM**

PRESENT: Mr N Bennett – in the Chair

Mrs J Antill
Mr S Barrett
Mr T Cresswell
Mr O Forder
Ms E Murphy
Miss A Owen
Mr J Owen

Mr C Griffin – Town Clerk
Mr R Spivey – Chair to HR committee
Mrs S Ayres
Mrs O Holtom – RFO
Miss N Whittle – Deputy RFO

1. **SUBSTITUTES AND APOLOGIES**

**Apologies for absence were received from Mr D Williams.
Mr J Owen attended as a substitute for Mr D Williams.**

2. **DECLARATIONS OF INTEREST**

Members were asked to declare any interests in the agenda items.

In accordance with guidance from Babergh District Council's Standards Committee, Mr Cresswell and Miss Owen declared a non-pecuniary interest that they are Babergh District Councillors. Mr Owen declared a non-pecuniary interest that he is a Suffolk County Councillor.

3. **DECLARATIONS OF GIFTS & HOSPITALITY**

No gifts or hospitality were declared.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the meeting held on 2nd June 2020 be confirmed as a correct record and to be signed. These were circulated and adopted at the June 2020 Full Council meeting.

6. TO DISCUSS A QUOTATION FOR 2021 CALENDARS

Members discussed a quotation received from Indigo Ross for the printing of 500 Calendars, all to be supplied with envelopes and cellophane bags.

RESOLVED

Members approved under the power of LGA1972 S144 the value of £1,368 excluding VAT for the printing and collation of 500 calendars.

7. TO DISCUSS QUOTATIONS OF REPLACEMENT BATTERIES OR THE DEFIBRILLATOR IN THE ADVICE CENTRE.

Members discussed quotations to replace batteries or the defibrillator located in the Advice Centre which was originally purchased in 2012 at a cost of £1,195.

RESOLVED

Members agreed not to buy replace batteries for this old defibrillator, as it would soon be obsolescent. They agreed instead to write it off the Asset Register as there is already a newer functional defibrillator situated outside the front of the Town Hall Building.

8. GRANT AID REQUESTS

1. Sudbury Canoe Club

Members discussed a grant aid request received from the Sudbury Canoe Club to purchase a refurbished storage unit at the cost of £6,276, including VAT.

RECOMMENDED

Members asked the Town Clerk to engage with the Sudbury Canoe Club to discuss a cost effective solution for a storage unit. The matter will be considered at the next Finance Committee meeting in September once all options have been investigated.

9. TO DISCUSS A QUOTATION FOR SLA WITH VERIZON CONNECT

Members discussed a quotation for Service Level Agreement with Verizon Connect for trackers to be fitted to the two new Community Warden vans for a 3 year contract at a total cost of £864 excluding VAT.

RESOLVED

Members approved under the power of LGA1972 S145 the total cost of £864 excluding VAT for a 3 year contract with Verizon Connect at £12 excluding VAT per month per van.

10. TO DISCUSS A QUOTATION FOR CHRISTMAS LIGHTS ACQUISITION

Members discussed quotations received from MK Illumination UK Ltd and Blachere Illumination UK Ltd for replacement of 10 year old stock of Christmas lights at a cost of £3,873.52 excluding VAT.

RESOLVED

Members approved under the power of LGA1972 S144 the total cost of both quotes for £3,873.52 excluding VAT for replacement of Christmas lights.

Expenses to be funded from Rolling Capital Fund EMR.**11. TO DISCUSS A SURVEY AND 3D GRAPHIC FOR BELLE VUE PARK**

Members discussed a consideration to commission a survey and 3D graphic for entrance of Belle Vue Park from King Street.

RECOMMENDED

Members agreed to defer consideration of funding a Sudbury Town Council survey as Babergh District Council have recently agreed to commission a similar survey for the entrance of Belle Vue Park from King Street.

12. TO DISCUSS A RISK ASSESSMENT OF THE COUNCIL'S BANK DEPOSITS

Members discussed Risk Assessment of the Council's Bank account funds currently held with Lloyds and Aldermore banks in the light of the Financial Services Compensation Scheme limit of £85,000.

RESOLVED

Members agreed that it would be impractical to spread Sudbury Town Council's monies across multiple different banks. Members noted that they are happy with the level of risk with current banking arrangements.

13. TO DISCUSS LEGAL COSTS FOR LEASE OF VALLEY WALK

Members discussed legal costs of £1,250 excluding VAT received from Bates Wells & Braithwaite for works that have been undertaken in connection with the lease of Valley Walk which is owned by Suffolk County Council.

RESOLVED

Members approved under the power of LGA1972 S145 the total cost of £1,250 excluding VAT for the Sudbury Town Council share of the legal work undertaken in connection with the lease. The legal work is now terminated. They noted that Suffolk County Council have been invoiced for their element of Solicitor fees, but that, if these are not paid, Sudbury Town Council will become liable for them.

14. TO APPROVE TOTAL COST OF TOWN HALL ROOF REPAIR

Members discussed repair to the Town Hall roof at a total cost of £2,370 excluding VAT from M.D. Mills (Building Contractors) Ltd as a result of the damage caused during the theft of lead. An insurance claim has been made for this damage to the building roof due to criminal activity.

RESOLVED

Members approved under the power of LGA1972 S144 the total cost of £2,370 excluding VAT for M.D.Mills (Building Contractors) Ltd to repair the Town Hall roof. It was noted that a compensation in the sum of £2,615 (after the excess of £125) has been received from Aviva Insurance to cover the cost of the repair work. Members asked for the Town Clerk to obtain quotations to enhance the security of the Town Hall roof.

15. APPROVAL OF BANK PAYMENTS

The list of payments in excess of £500 and all DD and SO payments for 31st May 2020 were presented to members for their approval (copy of the reports shown at minute page 422).

RESOLVED

**That members approve all listed payments over £500 and all DD and SO payments for May 2020.
To note a transfer of £200,000 to Lloyds 32 day notice account on 01/05/2020.**

16. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR APRIL 2020

Members discussed draft income and expenditure reports for the period ending 31st May 2020 shown at minute pages 423 to 436.

RESOLVED

That the Income and Expenditure reports to be noted.

17. UPDATE ON FINANCIAL MATTERS BY RFO

Balance Sheet items at 31st May 2020 (copy of report shown at minute page 437).

RESOLVED

That the balance sheet items to be noted.

It was reported that as at 31/05/20 the COVID-19 EMR received £5,000 from General Reserves and £7,252 from other donations and grants. The total expenditure funded by the COVID-19 EMR was in the sum of £1,338 leaving the balance at 31/05/2020 in the sum of £10,914.

PRIVATE AND CONFIDENTIAL

18. TO DISCUSS HR AND OTHER MATTERS

RESOLVED

That the Private and Confidential report shown at minute page 438 be APPROVED

The business of the meeting concluded at 7.55pm.

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Chairman

Sudbury Town Council

List of Payments made between 01/05/2020 and 31/05/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/05/2020	Lex Autolease Limited	DD	352.12	LEX LEASE KN17AHV -22/04-21/05
01/05/2020	Deposit Account	TFR	200,000.00	TFR FIXED TERM DEP LLOYDS
04/05/2020	NEST IT000000933597	DD	12.40	NEST IT000000933597
05/05/2020	SGW Payroll Ltd	DD	129.12	SGW MONTHLY PAYROLL-20/04/2020
06/05/2020	Lex Autolease Limited	DD	395.68	LEX LEASE KU17EHT-15/03-14/04
11/05/2020	3IT Ltd	BP	5,033.52	6 X LAPTOPS - 29/04/20
12/05/2020	Mayors Allowance Account	TFR	3,500.00	TRF M.ALLOWANCE-J OWEN-12/05
12/05/2020	Initial Washroom Hygiene	DD	76.20	4 X HAND DRYERS - 09/04
13/05/2020	Fuelgenie Business Account	DD	317.28	FUELGENIE - APR 2020
13/05/2020	G A Smith Gardening Services L	BP	880.00	GRAVE DIGGING - MAY 2020
13/05/2020	Flowers Groundcare	BP	3,016.15	GROUNDS MAINT. - APR2020
14/05/2020	3IT Ltd	FPO	531.31	3IT MAINT & SUPPORT-01/05/2020
15/05/2020	BABERGH DC CTAX BU 740007628	DD	352.00	BDC BUS RATES - MAY 2020
15/05/2020	BABERGH DC CTAX BU 740206264	DD	399.00	BDC BUS RATES - 15/05/20
15/05/2020	BABERGH DC CTAX BU 740007352	DD	711.00	BDC BUS RATES - MAY 2020
19/05/2020	Worldpay (UK) Limited	DD.	24.00	WORLDPAY PDQ CHARGES-APR20
19/05/2020	Worldpay (UK) Limited	DD..	19.44	WORLDPAY PDQ CHARGES-APR20
21/05/2020	HMRC PAYE/NI - 06/04-05/05	BP	9,843.92	HMRC PAYE/NI - 06/04-05/05
22/05/2020	Suffolk Association of Local C	BP	1,595.49	SALC M.SUBS 2020/2021
22/05/2020	STC PAYROLL MAY 2020	BP	28,879.25	STC PAYROLL MAY 2020
22/05/2020	SUFFOLK CC PENSION-22/05	BP	8,235.23	SUFFOLK CC PENSION-22/05
26/05/2020	UNISON STAFF SUBS-26/05	SO	5.30	UNISON STAFF SUBS-26/05
26/05/2020	BNP Paribas Lease Group (Renta	DD	487.04	LEASE PHOTOCOPIER-23/05-22/08
26/05/2020	T.D. & A.M. Bugg Ltd	BP	1,290.00	BUGG SKIPS - APR 2020
27/05/2020	KERNOS CENTRE	FPO	1,500.00	KERNOS CENTRE GRANT2020/21
27/05/2020	EE Limited	DD	190.78	EE - 15/05/2020
27/05/2020	Southern Electric	DD	174.75	SSE - 13/05/2020
29/05/2020	Elite Washroom Services Ltd	FPO	2,574.00	ELITE WASHRM SER09/07-07/07/21
29/05/2020	Lyreco	BP	513.85	CLEANING MATS/STATIONERY-30/04
Total Payments			271,038.83	

Summary Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Corporate Management	Income	352,110	704,460	352,350		
	Expenditure	0	3,100	3,100		3,100
	Net Income over Expenditure	<u>352,110</u>	<u>701,360</u>	<u>349,250</u>		
	plus Transfer from EMR	-3,000				
	Movement to/(from) Gen Reserve	<u>349,110</u>				
102 Democratic Represent'n & Mgmt	Expenditure	0	600	600		600
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>0</u>				
103 Grants	Expenditure	1,600	53,000	51,400		51,400
109 Central Services/Admin	Income	10,053	4,010	(6,043)		
	Expenditure	48,834	245,920	197,086		197,086
	Net Income over Expenditure	<u>(38,781)</u>	<u>(241,910)</u>	<u>(203,129)</u>		
	plus Transfer from EMR	35				
	less Transfer to EMR	9,154				
	Movement to/(from) Gen Reserve	<u>(47,900)</u>				
199 Capital & Projects	Expenditure	0	37,000	37,000		37,000
	plus Transfer from EMR	-37,000				
	Movement to/(from) Gen Reserve	<u>(37,000)</u>				
201 Market - Charter Street	Income	5,904	78,000	72,096		
	Expenditure	6,855	49,130	42,275		42,275
	Net Income over Expenditure	<u>(951)</u>	<u>28,870</u>	<u>29,821</u>		
	plus Transfer from EMR	98				
	Movement to/(from) Gen Reserve	<u>(853)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
204 Street Fairs	Income	0	2,600	2,600		
	Expenditure	0	2,570	2,570		2,570
	Movement to/(from) Gen Reserve	<u>0</u>				
205 Council Public Events	Income	0	4,500	4,500		
	Expenditure	2,682	53,450	50,768		50,768
	Net Income over Expenditure	<u>(2,682)</u>	<u>(48,950)</u>	<u>(46,268)</u>		
	plus Transfer from EMR	515				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>(2,167)</u>				

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Summary Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
211	Town Hall Building					
	Income	7,500	8,250	750		
	Expenditure	12,466	96,800	84,334		84,334
	Net Income over Expenditure	<u>(4,966)</u>	<u>(88,550)</u>	<u>(83,584)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(4,966)</u>				
212	Public Clocks					
	Expenditure	0	1,500	1,500		1,500
213	Street Wardens					
	Income	26,000	26,000	0		
	Expenditure	5,520	30,530	25,010		25,010
	Movement to/(from) Gen Reserve	<u>20,480</u>				
221	Allotments					
	Income	822	2,200	1,378		
	Expenditure	91	880	789		789
	Movement to/(from) Gen Reserve	<u>731</u>				
239	Open Spaces&Closed Churchyards					
	Expenditure	1,159	20,540	19,381		19,381
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>(1,159)</u>				
241	Cemetery					
	Income	7,896	50,400	42,504		
	Expenditure	11,362	90,050	78,688		78,688
	Net Income over Expenditure	<u>(3,466)</u>	<u>(39,650)</u>	<u>(36,184)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(3,466)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
250	Tourist Information Centre					
	Income	8	22,250	22,242		
	Expenditure	5,562	52,680	47,118		47,118
	Net Income over Expenditure	<u>(5,554)</u>	<u>(30,430)</u>	<u>(24,876)</u>		
	plus Transfer from EMR	534				
	Movement to/(from) Gen Reserve	<u>(5,021)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
252	Christmas Lights					
	Income	0	1,000	1,000		
	Expenditure	0	15,670	15,670		15,670
	Net Income over Expenditure	<u>0</u>	<u>(14,670)</u>	<u>(14,670)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>0</u>				
261	Museum					
	Expenditure	0	700	700		700
301	Street Lighting					
	Expenditure	0	5,300	5,300		5,300

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Summary Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
302	Street Furniture & Equipment	Expenditure	2,353	1,550	(803)	(803)
		plus Transfer from EMR	2,330			
		Movement to/(from) Gen Reserve	(23)			
311	Highways	Income	0	1,600	1,600	
		Expenditure	251	380	129	129
		Movement to/(from) Gen Reserve	(251)			
321	Floral Displays & Bedding Mtce	Expenditure	208	20,100	19,892	19,892
341	Community Wardens	Income	10,113	30,044	19,931	
		Expenditure	12,334	106,835	94,501	94,501
		Net Income over Expenditure	(2,221)	(76,791)	(74,570)	
		plus Transfer from EMR	156			
		less Transfer to EMR	0			
		Movement to/(from) Gen Reserve	(2,065)			
		Movement to/(from) Gen Reserve	0			
		Movement to/(from) Gen Reserve	0			
		Movement to/(from) Gen Reserve	0			
		Movement to/(from) Gen Reserve	0			
		Movement to/(from) Gen Reserve	0			
		Movement to/(from) Gen Reserve	0			
500	Delphi Club	Expenditure	0	2,919	2,919	2,919
502	Advice Centre	Income	20,313	63,305	42,992	
		Expenditure	13,930	96,655	82,725	82,725
		Net Income over Expenditure	6,384	(33,350)	(39,734)	
		plus Transfer from EMR	0			
		Movement to/(from) Gen Reserve	6,384			
901	Civic Activities	Expenditure	205	10,450	10,245	10,245
		plus Transfer from EMR	0			
		Movement to/(from) Gen Reserve	(205)			
912	Mayors Charity	Income	2,520	0	(2,520)	
		Expenditure	4,795	0	(4,795)	(4,795)
		Net Income over Expenditure	(2,275)	0	2,275	
		plus Transfer from EMR	4,795			
		less Transfer to EMR	2,520			
		Movement to/(from) Gen Reserve	0			

Summary Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	443,238	998,619	555,381		
Expenditure	130,206	998,309	868,103	0	868,103
Net Income over Expenditure	<u>313,032</u>	<u>310</u>	<u>(312,722)</u>		
plus Transfer from EMR	-31,538				
less Transfer to EMR	11,674				
Movement to/(from) Gen Reserve	<u>269,821</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
101 Corporate Management						
1092 Costs recovered via court	60	360	300			
1176 Precept	352,050	704,100	352,050			
Corporate Management :- Income	352,110	704,460	352,350			0
4009 Travel & Subsistence	0	100	100		100	
4100 Election Expenses	0	3,000	3,000		3,000	(3,000)
Corporate Management :- Indirect Expenditure	0	3,100	3,100	0	3,100	(3,000)
Net Income over Expenditure	352,110	701,360	349,250			
6000 plus Transfer from EMR	(3,000)					
Movement to/(from) Gen Reserve	349,110					
102 Democratic Represent'n & Mgmt						
4008 Training, Courses, Meetings	0	250	250		250	
4020 Miscellaneous Expenses	0	50	50		50	
4023 Printing & Stationery	0	100	100		100	
4131 Town Twinning Council event	0	200	200		200	
Democratic Represent'n & Mgmt :- Indirect Expenditure	0	600	600	0	600	0
Net Expenditure	0	(600)	(600)			
103 Grants						
4303 Grants Power General	1,600	45,000	43,400		43,400	
4304 Grant Aid LGA S142	0	8,000	8,000		8,000	
Grants :- Indirect Expenditure	1,600	53,000	51,400	0	51,400	0
Net Expenditure	(1,600)	(53,000)	(51,400)			
109 Central Services/Admin						
1040 Grants Receivable	2,500	0	(2,500)			2,500
1045 Neighbourhood CIL	1,902	0	(1,902)			1,902
1050 Donations Received	5,002	0	(5,002)			4,752
1098 Miscellaneous Income	0	10	10			
1190 Bank Interest Receivable	649	4,000	3,351			
Central Services/Admin :- Income	10,053	4,010	(6,043)			9,154
4001 Salaries & Wages	34,526	204,500	169,974		169,974	
4008 Training, Courses, Meetings	0	500	500		500	
4009 Travel & Subsistence	0	350	350		350	

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Misc Staff Costs	442	2,200	1,758		1,758	
4020 Miscellaneous Expenses	52	500	448		448	
4021 Telephone, Internet & Fax	764	3,300	2,536		2,536	
4022 Postage	(15)	500	515		515	
4023 Printing & Stationery	203	2,500	2,297		2,297	
4025 Subscriptions	1,635	1,650	15		15	
4026 Insurance	4,323	5,400	1,077		1,077	
4033 Advertising/Press Releases	0	500	500		500	
4041 Equipt Repairs & Mtce	0	200	200		200	
4042 Equipt Running Costs/Rental	838	4,760	3,922		3,922	
4044 IT Support/Software Mtce	1,303	5,660	4,357		4,357	
4047 COVID-19 expenses	35	0	(35)		(35)	35
4052 Bank & Cardnet Charges	293	2,200	1,907		1,907	
4060 Audit Fees - External	0	1,600	1,600		1,600	
4061 Audit Fees - Internal	0	500	500		500	
4064 Other Professional Fees	211	9,000	8,789		8,789	
4110 Staff Welfare	30	100	70		70	
4900 Assets Capitalised	4,195	0	(4,195)		(4,195)	
Central Services/Admin :- Indirect Expenditure	48,834	245,920	197,086	0	197,086	35
Net Income over Expenditure	(38,781)	(241,910)	(203,129)			
6000 plus Transfer from EMR	35					
6001 less Transfer to EMR	9,154					
Movement to/(from) Gen Reserve	(47,900)					
<u>199 Capital & Projects</u>						
4800 Rolling Capital Fund Allocat'n	0	37,000	37,000		37,000	(37,000)
Capital & Projects :- Indirect Expenditure	0	37,000	37,000	0	37,000	(37,000)
Net Expenditure	0	(37,000)	(37,000)			
6000 plus Transfer from EMR	(37,000)					
Movement to/(from) Gen Reserve	(37,000)					
<u>201 Market - Charter Street</u>						
1020 Market Rent & Tolls	5,461	75,000	69,539			
1021 Market Electricity Recovered	443	3,000	2,557			
Market - Charter Street :- Income	5,904	78,000	72,096			0
4001 Salaries & Wages	3,268	26,700	23,432		23,432	

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4007 Workwear and Footwear	16	180	164		164	
4011 Rates & Water	1,423	8,650	7,227		7,227	
4014 Electricity & Gas	96	1,600	1,504		1,504	
4016 Refuse Disposal	1,710	10,000	8,290		8,290	
4017 Cleaning & Consumables	0	50	50		50	
4018 Vehicle Rental/Repairs/Exps	100	500	400		400	
4021 Telephone, Internet & Fax	60	350	290		290	
4023 Printing & Stationery	0	100	100		100	
4033 Advertising/Press Releases	0	600	600		600	
4041 Equipt Repairs & Mtce	84	400	316		316	
4047 COVID-19 expenses	98	0	(98)		(98)	98
Market - Charter Street :- Indirect Expenditure	6,855	49,130	42,275	0	42,275	98
Net Income over Expenditure	(951)	28,870	29,821			
6000 plus Transfer from EMR	98					
Movement to/(from) Gen Reserve	(853)					
<u>204 Street Fairs</u>						
1030 Function Income	0	2,600	2,600			
Street Fairs :- Income	0	2,600	2,600			0
4001 Salaries & Wages	0	300	300		300	
4069 Licences	0	70	70		70	
4102 Fair Expenses	0	2,200	2,200		2,200	
Street Fairs :- Indirect Expenditure	0	2,570	2,570	0	2,570	0
Net Income over Expenditure	0	30	30			
<u>205 Council Public Events</u>						
1040 Grants Receivable	0	500	500			
1055 Sponsorships Received	0	500	500			
1068 Party in the Park Income	0	1,500	1,500			
1080 Firework Display Income	0	2,000	2,000			
Council Public Events :- Income	0	4,500	4,500			0
4001 Salaries & Wages	2,102	38,000	35,898		35,898	
4003 COVID-19 wages	281	0	(281)		(281)	281
4008 Training, Courses, Meetings	0	250	250		250	
4009 Travel & Subsistence	0	300	300		300	
4020 Miscellaneous Expenses	0	6,650	6,650		6,650	
4021 Telephone, Internet & Fax	65	700	635		635	

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4023 Printing & Stationery	0	50	50		50	
4033 Advertising/Press Releases	0	1,500	1,500		1,500	
4047 COVID-19 expenses	234	0	(234)		(234)	234
4128 Party in the Park Expenses	0	6,000	6,000		6,000	
Council Public Events :- Indirect Expenditure	2,682	53,450	50,768	0	50,768	515
Net Income over Expenditure	(2,682)	(48,950)	(46,268)			
6000 plus Transfer from EMR	515					
Movement to/(from) Gen Reserve	(2,167)					
<u>211 Town Hall Building</u>						
1000 Letting Income	250	1,000	750			
1016 Rent from Registrar	7,250	7,250	0			
Town Hall Building :- Income	7,500	8,250	750			0
4001 Salaries & Wages	2,506	16,000	13,494		13,494	
4004 Cleaners & Casual payroll costs	2,221	12,000	9,779		9,779	
4007 Workwear and Footwear	0	130	130		130	
4011 Rates & Water	840	5,600	4,760		4,760	
4014 Electricity & Gas	157	12,000	11,843		11,843	
4017 Cleaning & Consumables	406	2,400	1,994		1,994	
4020 Miscellaneous Expenses	0	250	250		250	
4040 Property Repairs & Mtce	0	16,000	16,000		16,000	
4041 Equipt Repairs & Mtce	5,659	12,700	7,041		7,041	
4042 Equipt Running Costs/Rental	678	1,370	693		693	
4043 Equipt/Small Tools Purchase	0	200	200		200	
4987 Loan Repayment - Capital	0	3,252	3,252		3,252	
4988 PWLB Interest 494354	0	14,898	14,898		14,898	
Town Hall Building :- Indirect Expenditure	12,466	96,800	84,334	0	84,334	0
Net Income over Expenditure	(4,966)	(88,550)	(83,584)			
<u>212 Public Clocks</u>						
4041 Equipt Repairs & Mtce	0	1,500	1,500		1,500	
Public Clocks :- Indirect Expenditure	0	1,500	1,500	0	1,500	0
Net Expenditure	0	(1,500)	(1,500)			
<u>213 Street Wardens</u>						
1091 Service Costs Income - Babergh	26,000	26,000	0			
Street Wardens :- Income	26,000	26,000	0			0

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4001 Salaries & Wages	3,848	26,300	22,452		22,452	
4007 Workwear and Footwear	25	280	255		255	
4017 Cleaning & Consumables	23	1,500	1,477		1,477	
4020 Miscellaneous Expenses	0	100	100		100	
4040 Property Repairs & Mtce	0	300	300		300	
4041 Equipt Repairs & Mtce	0	250	250		250	
4042 Equipt Running Costs/Rental	1,624	1,800	176		176	
Street Wardens :- Indirect Expenditure	5,520	30,530	25,010	0	25,010	0
Net Income over Expenditure	20,480	(4,530)	(25,010)			
<u>221 Allotments</u>						
1010 Rent Receivable	822	2,200	1,378			
Allotments :- Income	822	2,200	1,378			0
4001 Salaries & Wages	0	200	200		200	
4011 Rates & Water	91	380	289		289	
4020 Miscellaneous Expenses	0	200	200		200	
4045 Grounds Maintenance	0	100	100		100	
Allotments :- Indirect Expenditure	91	880	789	0	789	0
Net Income over Expenditure	731	1,320	589			
<u>239 Open Spaces&Closed Churchyards</u>						
4011 Rates & Water	0	140	140		140	
4014 Electricity & Gas	43	650	607		607	
4028 Refuse/Doggy Bag Supplies	0	250	250		250	
4040 Property Repairs & Mtce	0	500	500		500	
4041 Equipt Repairs & Mtce	0	300	300		300	
4045 Grounds Maintenance	1,116	7,500	6,384		6,384	
4065 Closed Churchyards maintenance	0	300	300		300	
4066 The Croft maintenance	0	3,900	3,900		3,900	
4067 Mill Acre maintenance	0	3,400	3,400		3,400	
4068 Valley Walk	0	3,600	3,600		3,600	
Open Spaces&Closed Churchyards :- Indirect Expenditure	1,159	20,540	19,381	0	19,381	0
Net Expenditure	(1,159)	(20,540)	(19,381)			
<u>241 Cemetery</u>						
1000 Letting Income	1,600	9,600	8,000			
1060 Cemetery Fees & Charges	6,296	40,800	34,504			
Cemetery :- Income	7,896	50,400	42,504			0

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4001 Salaries & Wages	4,632	36,100	31,468		31,468	
4005 Grave Digging Costs	1,320	12,240	10,920		10,920	
4007 Workwear and Footwear	16	400	384		384	
4011 Rates & Water	706	3,750	3,044		3,044	
4014 Electricity & Gas	28	400	372		372	
4016 Refuse Disposal	440	4,500	4,060		4,060	
4018 Vehicle Rental/Repairs/Exps	0	300	300		300	
4019 Diesel	0	200	200		200	
4021 Telephone, Internet & Fax	54	300	246		246	
4023 Printing & Stationery	0	500	500		500	
4025 Subscriptions	0	100	100		100	
4040 Property Repairs & Mtce	20	3,500	3,480		3,480	
4041 Equipt Repairs & Mtce	0	200	200		200	
4043 Equipt/Small Tools Purchase	0	800	800		800	
4044 IT Support/Software Mtce	50	100	50		50	
4045 Grounds Maintenance	3,871	25,500	21,629		21,629	
4064 Other Professional Fees	225	1,160	935		935	
Cemetery :- Indirect Expenditure	11,362	90,050	78,688	0	78,688	0
Net Income over Expenditure	(3,466)	(39,650)	(36,184)			
<u>250 Tourist Information Centre</u>						
1018 Books,Maps,publications/Income	0	2,000	2,000			
1019 TIC Agency commission received	8	3,000	2,992			
1022 Gift Sales Income	0	3,000	3,000			
1025 TIC Sundry Sales	0	350	350			
1031 Foodstuff Sales	0	300	300			
1033 Colchester Zoo Tickets sold	0	3,000	3,000			
1091 Service Costs Income - Babergh	0	10,000	10,000			
1098 Miscellaneous Income	0	600	600			
Tourist Information Centre :- Income	8	22,250	22,242			0
4001 Salaries & Wages	4,987	40,800	35,813		35,813	
4003 COVID-19 wages	534	0	(534)		(534)	534
4009 Travel & Subsistence	0	100	100		100	
4010 Misc Staff Costs	0	100	100		100	
4020 Miscellaneous Expenses	0	120	120		120	
4021 Telephone, Internet & Fax	0	720	720		720	
4023 Printing & Stationery	0	1,800	1,800		1,800	
4041 Equipt Repairs & Mtce	0	100	100		100	
4043 Equipt/Small Tools Purchase	0	100	100		100	

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4049 TIC food purchases for resale	0	150	150		150	
4052 Bank & Cardnet Charges	40	440	400		400	
4054 TIC Gift Purchases for Resale	(0)	1,900	1,900		1,900	
4055 TICBooks/Guides/Maps forResale	0	1,500	1,500		1,500	
4056 TIC Rent & Utilities costs	0	2,150	2,150		2,150	
4070 Colchester Zoo Tickets Bought	0	2,600	2,600		2,600	
4110 Staff Welfare	1	100	99		99	
Tourist Information Centre :- Indirect Expenditure	5,562	52,680	47,118	0	47,118	534
Net Income over Expenditure	(5,554)	(30,430)	(24,876)			
6000 plus Transfer from EMR	534					
Movement to/(from) Gen Reserve	(5,021)					
<u>252 Christmas Lights</u>						
1055 Sponsorships Received	0	1,000	1,000			
Christmas Lights :- Income	0	1,000	1,000			0
4001 Salaries & Wages	0	8,330	8,330		8,330	
4008 Training, Courses, Meetings	0	550	550		550	
4014 Electricity & Gas	0	220	220		220	
4101 Christmas Lights	0	4,970	4,970		4,970	
4104 Christmas Trees	0	1,600	1,600		1,600	
Christmas Lights :- Indirect Expenditure	0	15,670	15,670	0	15,670	0
Net Income over Expenditure	0	(14,670)	(14,670)			
<u>261 Museum</u>						
4041 Equipt Repairs & Mtce	0	700	700		700	
Museum :- Indirect Expenditure	0	700	700	0	700	0
Net Expenditure	0	(700)	(700)			
<u>301 Street Lighting</u>						
4014 Electricity & Gas	0	2,800	2,800		2,800	
4040 Property Repairs & Mtce	0	700	700		700	
4041 Equipt Repairs & Mtce	0	1,800	1,800		1,800	
Street Lighting :- Indirect Expenditure	0	5,300	5,300	0	5,300	0
Net Expenditure	0	(5,300)	(5,300)			

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
302 Street Furniture & Equipment						
4020 Miscellaneous Expenses	0	50	50		50	
4041 Equipt Repairs & Mtce	23	1,250	1,227		1,227	
4043 Equipt/Small Tools Purchase	0	250	250		250	
4900 Assets Capitalised	2,330	0	(2,330)		(2,330)	2,330
Street Furniture & Equipment :- Indirect Expenditure	2,353	1,550	(803)	0	(803)	2,330
Net Expenditure	(2,353)	(1,550)	803			
6000 plus Transfer from EMR	2,330					
Movement to/(from) Gen Reserve	(23)					
311 Highways						
1041 Parking Permits Francis Road	0	1,600	1,600			
Highways :- Income	0	1,600	1,600			0
4020 Miscellaneous Expenses	0	100	100		100	
4044 IT Support/Software Mtce	251	280	29		29	
Highways :- Indirect Expenditure	251	380	129	0	129	0
Net Income over Expenditure	(251)	1,220	1,471			
321 Floral Displays & Bedding Mtce						
4011 Rates & Water	13	200	187		187	
4020 Miscellaneous Expenses	0	100	100		100	
4042 Equipt Running Costs/Rental	195	1,100	905		905	
4043 Equipt/Small Tools Purchase	0	200	200		200	
4045 Grounds Maintenance	0	18,500	18,500		18,500	
Floral Displays & Bedding Mtce :- Indirect Expenditure	208	20,100	19,892	0	19,892	0
Net Expenditure	(208)	(20,100)	(19,892)			
341 Community Wardens						
1050 Donations Received	333	0	(333)			
1075 Community Warden services	6,780	27,044	20,264			
1077 Van Rental Contr' from Babergh	3,000	3,000	0			
Community Wardens :- Income	10,113	30,044	19,931			0
4001 Salaries & Wages	9,200	81,500	72,300		72,300	
4006 Health & Safety Equipment	21	250	229		229	
4007 Workwear and Footwear	48	1,600	1,553		1,553	

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4008 Training, Courses, Meetings	0	1,385	1,385		1,385	
4017 Cleaning & Consumables	0	100	100		100	
4018 Vehicle Rental/Repairs/Exps	1,083	11,000	9,917		9,917	
4019 Diesel	278	3,000	2,722		2,722	
4020 Miscellaneous Expenses	0	100	100		100	
4021 Telephone, Internet & Fax	148	1,100	952		952	
4023 Printing & Stationery	0	100	100		100	
4026 Insurance	1,145	1,200	55		55	
4041 Equipt Repairs & Mtce	244	650	406		406	
4043 Equipt/Small Tools Purchase	0	600	600		600	
4045 Grounds Maintenance	9	150	141		141	
4047 COVID-19 expenses	156	0	(156)		(156)	156
4109 Dog/Litter Bin emptying	0	4,000	4,000		4,000	
4110 Staff Welfare	3	100	97		97	
Community Wardens :- Indirect Expenditure	12,334	106,835	94,501	0	94,501	156
Net Income over Expenditure	(2,221)	(76,791)	(74,570)			
6000 plus Transfer from EMR	156					
Movement to/(from) Gen Reserve	(2,065)					
<u>500 Delphi Club</u>						
4989 Loan Repayment - Capital	0	2,667	2,667		2,667	
4990 PWLB Interest 493742	0	252	252		252	
Delphi Club :- Indirect Expenditure	0	2,919	2,919	0	2,919	0
Net Expenditure	0	(2,919)	(2,919)			
<u>502 Advice Centre</u>						
1023 Postage Income	0	35	35			
1032 Doggy Bag Income	63	1,700	1,637			
1090 Service Costs income -Suffolk	6,500	6,500	0			
1091 Service Costs Income - Babergh	13,750	55,000	41,250			
1098 Miscellaneous Income	0	70	70			
Advice Centre :- Income	20,313	63,305	42,992			0
4001 Salaries & Wages	13,930	94,500	80,570		80,570	
4008 Training, Courses, Meetings	0	500	500		500	
4009 Travel & Subsistence	0	150	150		150	
4020 Miscellaneous Expenses	0	200	200		200	
4023 Printing & Stationery	0	100	100		100	

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Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4028 Refuse/Doggy Bag Supplies	0	1,105	1,105		1,105	
4110 Staff Welfare	0	100	100		100	
Advice Centre :- Indirect Expenditure	13,930	96,655	82,725	0	82,725	0
Net Income over Expenditure	6,384	(33,350)	(39,734)			
<u>901 Civic Activities</u>						
4001 Salaries & Wages	0	2,100	2,100		2,100	
4017 Cleaning & Consumables	0	500	500		500	
4023 Printing & Stationery	0	200	200		200	
4129 Mayors Allowance	0	3,500	3,500		3,500	
4132 Civic & Ceremonial	205	3,650	3,445		3,445	
4133 Tributes - Floral etc	0	300	300		300	
4135 Other Council Events	0	200	200		200	
Civic Activities :- Indirect Expenditure	205	10,450	10,245	0	10,245	0
Net Expenditure	(205)	(10,450)	(10,245)			
<u>912 Mayors Charity</u>						
1050 Donations Received	2,520	0	(2,520)			2,520
Mayors Charity :- Income	2,520	0	(2,520)			2,520
4202 Mayors Charity Expenses	4,795	0	(4,795)		(4,795)	4,795
Mayors Charity :- Indirect Expenditure	4,795	0	(4,795)	0	(4,795)	4,795
Net Income over Expenditure	(2,275)	0	2,275			
6000 plus Transfer from EMR	4,795					
6001 less Transfer to EMR	2,520					
Movement to/(from) Gen Reserve	0					
Grand Totals:- Income	443,238	998,619	555,381			
Expenditure	130,206	998,309	868,103	0	868,103	
Net Income over Expenditure	313,032	310	(312,722)			
plus Transfer from EMR	(31,538)					
less Transfer to EMR	11,674					
Movement to/(from) Gen Reserve	269,821					

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors Control	11,693
105	VAT Control	(5,152)
110	Prepaid Expenses	2,303
141	Stock at TIC 31-3-20	5,311
142	Colch'Zoo Tickets stock31-3-20	1,355
145	Accrued Income	475
200	Bank Current Account	225,281
201	Lloyds TSB Corporate Deposit	554,953
204	Petty Cash	272
206	Mayors Allowance Bank Account	3,500
208	Mayors Caring Account	0
210	Barclays Benevolent Fund	8,413
211	Bank Fixed Term Deposit	200,000
Total Current Assets		1,008,406
<u>Current Liabilities</u>		
500	Creditors Control	8,913
510	Accrued Expenses	5,665
520	PAYE/NIC Control	8,281
522	Pensions Control	14
525	Deposits Refundable	341
538	Guided Walks Control account	182
544	Tourist Information Ctrl Acc.	830
Total Current Liabilities		24,226
Net Current Assets		984,180
Total Assets less Current Liabilities		984,180
<u>Represented by :-</u>		
301	Current Year Fund	313,032
310	General Purpose Fund	442,609
315	Rolling Capital Fund	89,739
320	EMR Training Costs Fund	1,050
321	EMR Services and Acquisitions	16,945
322	EMR Mayors Charity Fund	0
323	EMR OAP Christmas party Fund	3,624
324	EMR Biodiversity/Gainsb' Trail	4,316
327	EMR Advertising and Promotion	5,500
328	EMR Dog anti-fouling campaign	806
329	EMR Ground maintenance	9,580
330	EMR Sudbury Infrastructure	64,729
331	EMR Staff Social Security	6,044
350	EMR Mayors Benevolent Fund	8,413
353	EMR COVID-19	10,914
356	EMR Elections	6,878
Total Equity		984,180