

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD THROUGH VIDEO CONFERENCING
ON TUESDAY 6TH OCTOBER 2020 AT 6.30PM**

PRESENT: Mr N Bennett – in the Chair

Mrs J Antill
Mr T Cresswell
Mr O Forder
Ms E Murphy
Miss A Owen
Mr J Owen – Mayor Ex-officio
Mr D Williams

Mr C Griffin – Town Clerk
Mrs O Holtom – RFO

1. SUBSTITUTES AND APOLOGIES

No apologies had been received.

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.

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 1st September 2020 be confirmed as a correct record and to be signed. These were circulated and adopted at the September 2020 Full Council meeting.

6. TO ELECT A VICE CHAIR TO THE FINANCE COMMITTEE

It was proposed to elect Mr Forder as Vice Chair.

RESOLVED

Members agreed to elect Mr Forder as Vice Chair for the Finance Committee.

7. TO REVIEW RECOMMENDED BY NALC PAY SCALES FOR FY 2020/2021

Members reviewed financial implications of the proposed pay scales for 2020/2021.

RECOMMENDED

Members recommended for the Full Council to approved under the power LGA 1972 s112 new pay scales for FY 2020/2021.

8. TO DISCUSS ADMINISTRATION OF COVID-19 EMR

Members discussed administration and funding for the EMR COVID-19.

RECOMMENDED

That members recommended to move funds from the existing General Reserve funds in the sum of £2000. Members recommended to extend the duration for this EMR for further 6 months. Member agreed to replace a departed COVID-19 sub-committee member by Councillor Mrs Antill.

9. TO REVIEW EXTERNAL AUDITORS' REPORT FOR FYE 31ST MARCH 2020

Members reviewed External Auditors report for the financial year ended 31st March 2020.

RECOMMENDED

That members recommended for the Full Council to agree that no actions to be taken as a result of the external audit for the financial year ended 31st March 2020.

RESOLVED

That members agreed to publish on the Sudbury Town Council website the Notice of conclusion of audit for the period of the next 12 months until it to be replaced by the following notice.

10. GRANT AID REQUESTS

1. The Bridge Project Sudbury

Members discussed a grant aid request to support The Bridge Project Sudbury in the sum of £6,168.

RECOMMENDED

Members recommended for the Full Council to approve under the General Power of Competence a grant to The Bridge Project Sudbury in the sum of £6,168 to support their relocation project.

2. Suffolk & District Citizens Advice

Members discussed a grant aid request to support Suffolk & District Citizens Advice in the sum of £8,000.

RECOMMENDED

Members recommended for the Full Council to approve under the power of LGA 1970 S142 a grant in the sum of £8,000 for Sudbury & District Citizens Advice to support their running costs.

11. TO DISCUSS AN INVOICE FROM EXTERNAL AUDITORS PKF

Members were advised that an invoice for the limited assurance review for FY 2019/2020 conducted by our external auditors PKF does not include any additional charges above the government specified cost of service.

RESOLVED

That members approved under the power of LGA 1970 S145 professional services provided by PKF Accountants & business advisers in the sum of £2,000 excluding VAT.

12. TO DISCUSS AN INVOICE FOR RENT AT SUDBURY LIBRARY

Members reviewed a rental invoice from Suffolk Libraries for the space occupied by our Tourist Information centre for the period from August 2020 to March 2021.

RESOLVED

That members approved under the power of LGA 1970 S144 the rental cost for the Tourist Information centre in the sum of £1,242.64 excluding VAT.

13. TO DISCUSS IMPLEMENTATION OF FINANCIAL REGULATIONS PAR#2.2 AND #6.15

Members discussed the implementation for par#2.2 and #6.15 of recently adopted Financial Regulations.

RESOLVED

That members agreed to appoint Councillor Mr Williams to verify bank reconciliations quarterly as per the Financial Regulations par#2.2, starting from the second quarter of the current financial year (July to September).

RECOMMENDED

That members recommended for the Full council to approve amendments to the banking mandate with Lloyds Bank plc in accordance with the Financial Regulations par#6.15 by introducing a payment restriction level of £10,000 for a Service Administrator. Any payment over £10,000 must be approved by the Town Clerk or RFO.

14. TO REVIEW FIXED ASSET REGISTER

Members were advised that 25 litter bins were replaced by newly acquired 25 litter bins. One old litter bin was repaired in combination with parts from other bins and sold at £110 plus VAT.

RESOLVED

That members agreed that 25 replaced litter bins should be written off from the Fixed Asset Register in the sum of 3,215.41.

15. APPROVAL OF BANK PAYMENTS

The list of payments in excess of £500 and all DD and SO payments for August 2020 were presented to members for their approval (copy of the reports shown at minute page 569).

RESOLVED

That members approve all listed payments over £500 and all DD and SO payments for August 2020.

16. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR AUGUST 2020

Members discussed draft income and expenditure reports for the period ending 31st August 2020 shown at minute pages 570 to 584.

RESOLVED

That the Income and Expenditure reports to be noted.

17. UPDATE ON FINANCIAL MATTERS BY RFO

Balance Sheet items at 31st August 2020 (copy of report shown at minute page 585).

RESOLVED

That the balance sheet items to be noted.

The business of the meeting concluded at 7.30pm.

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Chairman

Sudbury Town Council

List of Payments made between 01/08/2020 and 31/08/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/08/2020	Amazon.co.uk*MJ2SA CD 4416	DEB	879.46	CCTV CAMERAS ROOF-31/07
10/08/2020	Initial Washroom Hygiene	DD	76.20	INITIAL SER 01/08-31/10/20
11/08/2020	MK Illumination UK Ltd	FPO	3,025.82	MK-CHRISTMAS LIGHTS-17/07/20
11/08/2020	SGW Payroll Ltd	DD	127.14	SGW PAYROLL MTHY - 28/07/20
13/08/2020	Fuelgenie Business Account	DD	603.66	FUEL 1/7-31/7/20
14/08/2020	Blachere Illumination	BP	1,622.40	CHRISTMAS LIGHTS - 17/07/2020
17/08/2020	BABERGH DC CTAX BU	DD	352.00	BDC BUS RATES - 17/08/2020
17/08/2020	BABERGH DC CTAX BU	DD	399.00	BDC BUS RATES-17/08/2020
17/08/2020	BABERGH DC CTAX BU	DD	711.00	BDC BUS RATES - 17/08/20
17/08/2020	3IT Ltd	BP	537.95	3IT MONTHLY SUPPORT-03/08/20
19/08/2020	Worldpay (UK) Limited	DD	34.00	WORLDPAY PDQ CHGS-JUL20
19/08/2020	Worldpay (UK) Limited	DD	29.62	WORLDPAY PDQ CHGS 31/07
19/08/2020	Spaldings Limited	BP	1,560.00	200X LITTER PICKERS - 30/07/20
21/08/2020	HMRC PAYE/NI-06/07-05/08	BP	8,908.18	HMRC PAYE/NI-06/07-05/08
21/08/2020	Flowers Groundcare	BP	13,808.95	GROUND MAINT. JULY 2020
24/08/2020	BNP Paribas Lease Group (Renta	DD	487.04	BNP COPIER LEASE-23/06-22/11
24/08/2020	EE Limited	DD	186.28	EE - MOBILE PHONES-15/08/2020
25/08/2020	STC PAYROLL - AUG 2020	BP	30,213.05	STC PAYROLL - AUG 2020
25/08/2020	SUFFOLK CC PENSION-AUG20	BP	8,254.23	SUFFOLK CC PENSION-AUG20
25/08/2020	NEST IT000000933597-25/08	DD	16.14	NEST IT000000933597-25/08
26/08/2020	UNISON - 26/08/2020	SO	5.30	UNISON STAFF SUBS- 26/08/2020
26/08/2020	ARVAL BNP PARIBAS GROUP	DD	2,213.98	ARVAL LEASE VANS - 12/08/20
26/08/2020	Southern Electric	DD	199.93	SSE ELECTRIC - 01/07-31/07/20
28/08/2020	T.D. & A.M. Bugg Ltd	BP	1,440.00	BUGG SKIPS - 30/07/2020
Total Payments			75691.33	

Summary Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Corporate Management						
	Income	30	352,200	704,460	352,260		
	Expenditure	0	0	3,100	3,100		3,100
	Net Income over Expenditure	<u>30</u>	<u>352,200</u>	<u>701,360</u>	<u>349,160</u>		
	plus Transfer from EMR	0	-3,000				
	Movement to/(from) Gen Reserve	<u>30</u>	<u>349,200</u>				
102	Democratic Represent'n & Mgmt						
	Expenditure	0	37	600	563		563
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(37)</u>				
103	Grants						
	Expenditure	0	21,100	53,000	31,900		31,900
109	Central Services/Admin						
	Income	43	10,191	4,010	(6,181)		
	Expenditure	16,836	104,624	245,920	141,296		141,296
	Net Income over Expenditure	<u>(16,793)</u>	<u>(94,432)</u>	<u>(241,910)</u>	<u>(147,478)</u>		
	plus Transfer from EMR	0	683				
	less Transfer to EMR	0	9,154				
	Movement to/(from) Gen Reserve	<u>(16,793)</u>	<u>(102,903)</u>				
199	Capital & Projects						
	Expenditure	0	0	37,000	37,000		37,000
	plus Transfer from EMR	0	-37,000				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(37,000)</u>				
201	Market - Charter Street						
	Income	6,875	23,546	78,000	54,454		
	Expenditure	3,914	18,491	49,130	30,639		30,639
	Net Income over Expenditure	<u>2,961</u>	<u>5,055</u>	<u>28,870</u>	<u>23,815</u>		
	plus Transfer from EMR	122	926				
	Movement to/(from) Gen Reserve	<u>3,083</u>	<u>5,981</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
204	Street Fairs						
	Income	0	0	2,600	2,600		
	Expenditure	0	0	2,570	2,570		2,570
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
205	Council Public Events						
	Income	0	0	4,500	4,500		
	Expenditure	3,134	12,902	53,450	40,548		40,548
	Net Income over Expenditure	<u>(3,134)</u>	<u>(12,902)</u>	<u>(48,950)</u>	<u>(36,048)</u>		
	plus Transfer from EMR	0	1,318				
	less Transfer to EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(3,134)</u>	<u>(11,585)</u>				

Summary Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
211	Town Hall Building						
	Income	0	7,913	8,250	338		
	Expenditure	3,191	23,835	96,800	72,965		72,965
	Net Income over Expenditure	<u>(3,191)</u>	<u>(15,923)</u>	<u>(88,550)</u>	<u>(72,627)</u>		
	plus Transfer from EMR	756	756				
	Movement to/(from) Gen Reserve	<u>(2,434)</u>	<u>(15,166)</u>				
212	Public Clocks						
	Expenditure	0	0	1,500	1,500		1,500
213	Street Wardens						
	Income	0	26,000	26,000	0		
	Expenditure	1,873	11,537	30,530	18,993		18,993
	Net Income over Expenditure	<u>(1,873)</u>	<u>14,463</u>	<u>(4,530)</u>	<u>(18,993)</u>		
	plus Transfer from EMR	0	235				
	Movement to/(from) Gen Reserve	<u>(1,873)</u>	<u>14,698</u>				
221	Allotments						
	Income	129	963	2,200	1,237		
	Expenditure	140	231	880	649		649
	Movement to/(from) Gen Reserve	<u>(12)</u>	<u>732</u>				
239	Open Spaces&Closed Churchyards						
	Income	0	545	0	(545)		
	Expenditure	819	3,458	20,540	17,082		17,082
	Net Income over Expenditure	<u>(819)</u>	<u>(2,913)</u>	<u>(20,540)</u>	<u>(17,627)</u>		
	plus Transfer from EMR	0	350				
	less Transfer to EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(819)</u>	<u>(2,563)</u>				
241	Cemetery						
	Income	3,771	17,749	50,400	32,651		
	Expenditure	6,065	28,723	90,050	61,327		61,327
	Net Income over Expenditure	<u>(2,294)</u>	<u>(10,974)</u>	<u>(39,650)</u>	<u>(28,676)</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(2,294)</u>	<u>(10,974)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
243	War Memorial, Aelfhun & Gains						
	Expenditure	0	1,800	0	(1,800)		(1,800)
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,800)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
250	Tourist Information Centre						
	Income	92	10,118	22,250	12,132		
	Expenditure	4,796	17,733	52,680	34,947		34,947
	Net Income over Expenditure	<u>(4,704)</u>	<u>(7,615)</u>	<u>(30,430)</u>	<u>(22,815)</u>		
	plus Transfer from EMR	72	1,826				
	Movement to/(from) Gen Reserve	<u>(4,632)</u>	<u>(5,789)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				

Summary Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
252	Christmas Lights						
	Income	0	0	1,000	1,000		
	Expenditure	70	3,944	15,670	11,726		11,726
	Net Income over Expenditure	<u>(70)</u>	<u>(3,944)</u>	<u>(14,670)</u>	<u>(10,726)</u>		
	plus Transfer from EMR	0	3,874				
	Movement to/(from) Gen Reserve	<u>(70)</u>	<u>(70)</u>				
261	Museum						
	Expenditure	0	0	700	700		700
301	Street Lighting						
	Expenditure	0	0	5,300	5,300		5,300
302	Street Furniture & Equipment						
	Expenditure	933	3,473	1,550	(1,923)		(1,923)
	plus Transfer from EMR	268	2,598				
	Movement to/(from) Gen Reserve	<u>(665)</u>	<u>(876)</u>				
311	Highways						
	Income	379	379	1,600	1,221		
	Expenditure	0	251	380	129		129
	Movement to/(from) Gen Reserve	<u>379</u>	<u>128</u>				
321	Floral Displays & Bedding Mtce						
	Expenditure	8,729	9,933	20,100	10,167		10,167
341	Community Wardens						
	Income	1,448	16,729	30,044	13,315		
	Expenditure	13,410	49,650	106,835	57,185		57,185
	Net Income over Expenditure	<u>(11,962)</u>	<u>(32,921)</u>	<u>(76,791)</u>	<u>(43,870)</u>		
	plus Transfer from EMR	1,343	2,970				
	less Transfer to EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(10,620)</u>	<u>(29,951)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
500	Delphi Club						
	Expenditure	0	0	2,919	2,919		2,919
502	Advice Centre						
	Income	108	34,547	63,305	28,758		
	Expenditure	7,047	36,627	96,655	60,028		60,028
	Net Income over Expenditure	<u>(6,939)</u>	<u>(2,080)</u>	<u>(33,350)</u>	<u>(31,270)</u>		
	plus Transfer from EMR	0	1,140				
	Movement to/(from) Gen Reserve	<u>(6,939)</u>	<u>(940)</u>				
901	Civic Activities						
	Expenditure	142	985	10,450	9,465		9,465
	plus Transfer from EMR	0	495				
	Movement to/(from) Gen Reserve	<u>(142)</u>	<u>(490)</u>				

Summary Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
912 Mayors Charity						
Income	0	2,520	0	(2,520)		
Expenditure	0	4,795	0	(4,795)		(4,795)
Net Income over Expenditure	<u>0</u>	<u>(2,275)</u>	<u>0</u>	<u>2,275</u>		
plus Transfer from EMR	0	4,795				
less Transfer to EMR	0	2,520				
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				

Grand Totals:- Income	12,875	503,399	998,619	495,220		
Expenditure	71,098	354,129	998,309	644,180	0	644,180
Net Income over Expenditure	<u>(58,223)</u>	<u>149,270</u>	<u>310</u>	<u>(148,960)</u>		
plus Transfer from EMR	2,560	-18,035				
less Transfer to EMR	0	11,674				
Movement to/(from) Gen Reserve	<u>(55,663)</u>	<u>119,562</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	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	30	150	360	210			
1176 Precept	0	352,050	704,100	352,050			
Corporate Management :- Income	30	352,200	704,460	352,260			0
4009 Travel & Subsistence	0	0	100	100		100	
4100 Election Expenses	0	0	3,000	3,000		3,000	(3,000)
Corporate Management :- Indirect Expenditure	0	0	3,100	3,100	0	3,100	(3,000)
Net Income over Expenditure	30	352,200	701,360	349,160			
6000 plus Transfer from EMR	0	(3,000)					
Movement to/(from) Gen Reserve	30	349,200					
102 Democratic Represent'n & Mgmt							
4008 Training, Courses, Meetings	0	0	250	250		250	
4020 Miscellaneous Expenses	0	0	50	50		50	
4023 Printing & Stationery	0	37	100	63		63	
4131 Town Twinning Council event	0	0	200	200		200	
Democratic Represent'n & Mgmt :- Indirect Expenditure	0	37	600	563	0	563	0
Net Expenditure	0	(37)	(600)	(563)			
103 Grants							
4303 Grants Power General	0	21,100	45,000	23,900		23,900	
4304 Grant Aid LGA S142	0	0	8,000	8,000		8,000	
Grants :- Indirect Expenditure	0	21,100	53,000	31,900	0	31,900	0
Net Expenditure	0	(21,100)	(53,000)	(31,900)			
109 Central Services/Admin							
1040 Grants Receivable	0	2,500	0	(2,500)			2,500
1045 Neighbourhood CIL	0	1,902	0	(1,902)			1,902
1050 Donations Received	0	5,002	0	(5,002)			4,752
1098 Miscellaneous Income	1	1	10	9			
1190 Bank Interest Receivable	41	786	4,000	3,214			
Central Services/Admin :- Income	43	10,191	4,010	(6,181)			9,154
4001 Salaries & Wages	15,919	82,714	204,500	121,786		121,786	
4008 Training, Courses, Meetings	0	0	500	500		500	
4009 Travel & Subsistence	0	0	350	350		350	
4010 Misc Staff Costs	27	999	2,200	1,201		1,201	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4020 Miscellaneous Expenses	54	133	500	367		367	
4021 Telephone, Internet & Fax	0	1,633	3,300	1,667		1,667	
4022 Postage	139	232	500	268		268	
4023 Printing & Stationery	0	438	2,500	2,062		2,062	
4025 Subscriptions	0	1,635	1,650	15		15	
4026 Insurance	0	4,323	5,400	1,077		1,077	
4033 Advertising/Press Releases	0	0	500	500		500	
4041 Equipt Repairs & Mtce	0	0	200	200		200	
4042 Equipt Running Costs/Rental	0	1,665	4,760	3,095		3,095	
4044 IT Support/Software Mtce	448	3,148	5,660	2,512		2,512	
4047 COVID-19 expenses	0	683	0	(683)		(683)	683
4052 Bank & Cardnet Charges	140	634	2,200	1,566		1,566	
4060 Audit Fees - External	0	0	1,600	1,600		1,600	
4061 Audit Fees - Internal	0	0	500	500		500	
4064 Other Professional Fees	106	1,953	9,000	7,047		7,047	
4110 Staff Welfare	2	240	100	(140)		(140)	
4900 Assets Capitalised	0	4,195	0	(4,195)		(4,195)	
Central Services/Admin :- Indirect Expenditure	16,836	104,624	245,920	141,296	0	141,296	683
Net Income over Expenditure	(16,793)	(94,432)	(241,910)	(147,478)			
6000 plus Transfer from EMR	0	683					
6001 less Transfer to EMR	0	9,154					
Movement to/(from) Gen Reserve	(16,793)	(102,903)					
199 Capital & Projects							
4800 Rolling Capital Fund Allocat'n	0	0	37,000	37,000		37,000	(37,000)
Capital & Projects :- Indirect Expenditure	0	0	37,000	37,000	0	37,000	(37,000)
Net Expenditure	0	0	(37,000)	(37,000)			
6000 plus Transfer from EMR	0	(37,000)					
Movement to/(from) Gen Reserve	0	(37,000)					
201 Market - Charter Street							
1020 Market Rent & Tolls	6,617	22,294	75,000	52,706			
1021 Market Electricity Recovered	258	1,252	3,000	1,748			
Market - Charter Street :- Income	6,875	23,546	78,000	54,454			0
4001 Salaries & Wages	2,230	9,366	26,700	17,334		17,334	
4007 Workwear and Footwear	0	16	180	164		164	
4011 Rates & Water	711	3,568	8,650	5,082		5,082	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4014 Electricity & Gas	62	391	1,600	1,209		1,209	
4016 Refuse Disposal	760	3,895	10,000	6,105		6,105	
4017 Cleaning & Consumables	0	0	50	50		50	
4018 Vehicle Rental/Repairs/Exps	0	100	500	400		400	
4021 Telephone, Internet & Fax	28	144	350	206		206	
4023 Printing & Stationery	0	0	100	100		100	
4033 Advertising/Press Releases	0	0	600	600		600	
4041 Equipt Repairs & Mtce	0	84	400	316		316	
4047 COVID-19 expenses	122	926	0	(926)		(926)	926
4110 Staff Welfare	0	1	0	(1)		(1)	
Market - Charter Street :- Indirect Expenditure	3,914	18,491	49,130	30,639	0	30,639	926
Net Income over Expenditure	2,961	5,055	28,870	23,815			
6000 plus Transfer from EMR	122	926					
Movement to/(from) Gen Reserve	3,083	5,981					
204 Street Fairs							
1030 Function Income	0	0	2,600	2,600			
Street Fairs :- Income	0	0	2,600	2,600			0
4001 Salaries & Wages	0	0	300	300		300	
4069 Licences	0	0	70	70		70	
4102 Fair Expenses	0	0	2,200	2,200		2,200	
Street Fairs :- Indirect Expenditure	0	0	2,570	2,570	0	2,570	0
Net Income over Expenditure	0	0	30	30			
205 Council Public Events							
1040 Grants Receivable	0	0	500	500			
1055 Sponsorships Received	0	0	500	500			
1068 Party in the Park Income	0	0	1,500	1,500			
1080 Firework Display Income	0	0	2,000	2,000			
Council Public Events :- Income	0	0	4,500	4,500			0
4001 Salaries & Wages	3,105	11,434	38,000	26,566		26,566	
4003 COVID-19 wages	0	776	0	(776)		(776)	776
4008 Training, Courses, Meetings	0	0	250	250		250	
4009 Travel & Subsistence	0	0	300	300		300	
4020 Miscellaneous Expenses	0	0	6,650	6,650		6,650	
4021 Telephone, Internet & Fax	29	151	700	549		549	
4023 Printing & Stationery	0	0	50	50		50	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4033 Advertising/Press Releases	0	0	1,500	1,500		1,500	
4047 COVID-19 expenses	0	542	0	(542)		(542)	542
4128 Party in the Park Expenses	0	0	6,000	6,000		6,000	
Council Public Events :- Indirect Expenditure	3,134	12,902	53,450	40,548	0	40,548	1,318
Net Income over Expenditure	(3,134)	(12,902)	(48,950)	(36,048)			
6000 plus Transfer from EMR	0	1,318					
Movement to/(from) Gen Reserve	(3,134)	(11,585)					
<u>211 Town Hall Building</u>							
1000 Letting Income	0	663	1,000	338			
1016 Rent from Registrar	0	7,250	7,250	0			
Town Hall Building :- Income	0	7,913	8,250	338			0
4001 Salaries & Wages	1,158	6,064	16,000	9,936		9,936	
4004 Cleaners & Casual payroll costs	745	4,409	12,000	7,591		7,591	
4007 Workwear and Footwear	0	0	130	130		130	
4011 Rates & Water	399	2,110	5,600	3,490		3,490	
4014 Electricity & Gas	0	2,432	12,000	9,568		9,568	
4017 Cleaning & Consumables	0	679	2,400	1,721		1,721	
4020 Miscellaneous Expenses	0	0	250	250		250	
4040 Property Repairs & Mtce	0	156	16,000	15,844		15,844	
4041 Equipt Repairs & Mtce	133	6,200	12,700	6,500		6,500	
4042 Equipt Running Costs/Rental	0	1,028	1,370	342		342	
4043 Equipt/Small Tools Purchase	0	0	200	200		200	
4900 Assets Capitalised	756	756	0	(756)		(756)	756
4987 Loan Repayment - Capital	0	0	3,252	3,252		3,252	
4988 PWLB Interest 494354	0	0	14,898	14,898		14,898	
Town Hall Building :- Indirect Expenditure	3,191	23,835	96,800	72,965	0	72,965	756
Net Income over Expenditure	(3,191)	(15,923)	(88,550)	(72,627)			
6000 plus Transfer from EMR	756	756					
Movement to/(from) Gen Reserve	(2,434)	(15,166)					
<u>212 Public Clocks</u>							
4041 Equipt Repairs & Mtce	0	0	1,500	1,500		1,500	
Public Clocks :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0
Net Expenditure	0	0	(1,500)	(1,500)			

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
213 Street Wardens							
1091 Service Costs Income - Babergh	0	26,000	26,000	0			
Street Wardens :- Income	0	26,000	26,000	0			0
4001 Salaries & Wages	1,873	9,419	26,300	16,881		16,881	
4003 COVID-19 wages	0	235	0	(235)		(235)	235
4007 Workwear and Footwear	0	107	280	173		173	
4017 Cleaning & Consumables	0	152	1,500	1,348		1,348	
4020 Miscellaneous Expenses	0	0	100	100		100	
4040 Property Repairs & Mtce	0	0	300	300		300	
4041 Equipt Repairs & Mtce	0	0	250	250		250	
4042 Equipt Running Costs/Rental	0	1,624	1,800	176		176	
Street Wardens :- Indirect Expenditure	1,873	11,537	30,530	18,993	0	18,993	235
Net Income over Expenditure	(1,873)	14,463	(4,530)	(18,993)			
6000 plus Transfer from EMR	0	235					
Movement to/(from) Gen Reserve	(1,873)	14,698					
221 Allotments							
1010 Rent Receivable	129	963	2,200	1,237			
Allotments :- Income	129	963	2,200	1,237			0
4001 Salaries & Wages	0	0	200	200		200	
4011 Rates & Water	140	231	380	149		149	
4020 Miscellaneous Expenses	0	0	200	200		200	
4045 Grounds Maintenance	0	0	100	100		100	
Allotments :- Indirect Expenditure	140	231	880	649	0	649	0
Net Income over Expenditure	(12)	732	1,320	588			
239 Open Spaces&Closed Churchyards							
1050 Donations Received	0	524	0	(524)			
1098 Miscellaneous Income	0	21	0	(21)			
Open Spaces&Closed Churchyards :- Income	0	545	0	(545)			0
4011 Rates & Water	0	0	140	140		140	
4014 Electricity & Gas	43	173	650	477		477	
4028 Refuse/Doggy Bag Supplies	158	158	250	93		93	
4040 Property Repairs & Mtce	0	0	500	500		500	
4041 Equipt Repairs & Mtce	0	0	300	300		300	
4045 Grounds Maintenance	558	2,232	7,500	5,268		5,268	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4065 Closed Churchyards maintenance	0	0	300	300		300	
4066 The Croft maintenance	0	350	3,900	3,550		3,550	350
4067 Mill Acre maintenance	60	74	3,400	3,326		3,326	
4068 Valley Walk	0	0	3,600	3,600		3,600	
4900 Assets Capitalised	0	471	0	(471)		(471)	
Open Spaces&Closed Churchyards :- Indirect Expenditure	819	3,458	20,540	17,082	0	17,082	350
Net Income over Expenditure	(819)	(2,913)	(20,540)	(17,627)			
6000 plus Transfer from EMR	0	350					
Movement to/(from) Gen Reserve	(819)	(2,563)					
<u>241 Cemetery</u>							
1000 Letting Income	800	4,000	9,600	5,600			
1060 Cemetery Fees & Charges	2,971	13,749	40,800	27,051			
Cemetery :- Income	3,771	17,749	50,400	32,651			0
4001 Salaries & Wages	2,613	12,467	36,100	23,633		23,633	
4005 Grave Digging Costs	440	3,120	12,240	9,120		9,120	
4007 Workwear and Footwear	0	16	400	384		384	
4011 Rates & Water	352	1,762	3,750	1,988		1,988	
4014 Electricity & Gas	85	165	400	235		235	
4016 Refuse Disposal	220	1,320	4,500	3,180		3,180	
4018 Vehicle Rental/Repairs/Exps	0	0	300	300		300	
4019 Diesel	0	0	200	200		200	
4021 Telephone, Internet & Fax	28	138	300	162		162	
4023 Printing & Stationery	0	0	500	500		500	
4025 Subscriptions	0	95	100	5		5	
4040 Property Repairs & Mtce	285	480	3,500	3,020		3,020	
4041 Equipt Repairs & Mtce	0	22	200	178		178	
4043 Equipt/Small Tools Purchase	0	0	800	800		800	
4044 IT Support/Software Mtce	0	50	100	50		50	
4045 Grounds Maintenance	1,952	8,679	25,500	16,821		16,821	
4064 Other Professional Fees	90	410	1,160	750		750	
Cemetery :- Indirect Expenditure	6,065	28,723	90,050	61,327	0	61,327	0
Net Income over Expenditure	(2,294)	(10,974)	(39,650)	(28,676)			
<u>243 War Memorial, Aelfhun & Gains</u>							
4040 Property Repairs & Mtce	0	1,800	0	(1,800)		(1,800)	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	0	1,800	0	(1,800)	0	(1,800)	0
Net Expenditure	0	(1,800)	0	1,800			

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
250 Tourist Information Centre							
1018 Books,Maps,publications/Income	29	29	2,000	1,971			
1019 TIC Agency commission received	2	27	3,000	2,973			
1022 Gift Sales Income	17	17	3,000	2,983			
1025 TIC Sundry Sales	22	22	350	328			
1031 Foodstuff Sales	12	12	300	288			
1033 Colchester Zoo Tickets sold	0	0	3,000	3,000			
1091 Service Costs Income - Babergh	0	10,000	10,000	0			
1098 Miscellaneous Income	10	10	600	590			
Tourist Information Centre :- Income	92	10,118	22,250	12,132			0
4001 Salaries & Wages	3,206	14,298	40,800	26,502		26,502	
4003 COVID-19 wages	72	1,741	0	(1,741)		(1,741)	1,741
4009 Travel & Subsistence	0	0	100	100		100	
4010 Misc Staff Costs	0	0	100	100		100	
4020 Miscellaneous Expenses	0	0	120	120		120	
4021 Telephone, Internet & Fax	0	0	720	720		720	
4023 Printing & Stationery	0	0	1,800	1,800		1,800	
4041 Equipt Repairs & Mtce	0	0	100	100		100	
4043 Equipt/Small Tools Purchase	20	20	100	80		80	
4047 COVID-19 expenses	0	85	0	(85)		(85)	85
4049 TIC food purchases for resale	0	0	150	150		150	
4052 Bank & Cardnet Charges	31	121	440	319		319	
4054 TIC Gift Purchases for Resale	1,397	1,397	1,900	503		503	
4055 TICBooks/Guides/Maps forResale	70	70	1,500	1,430		1,430	
4056 TIC Rent & Utilities costs	0	0	2,150	2,150		2,150	
4070 Colchester Zoo Tickets Bought	0	0	2,600	2,600		2,600	
4110 Staff Welfare	0	1	100	99		99	
Tourist Information Centre :- Indirect Expenditure	4,796	17,733	52,680	34,947	0	34,947	1,826
Net Income over Expenditure	(4,704)	(7,615)	(30,430)	(22,815)			
6000 plus Transfer from EMR	72	1,826					
Movement to/(from) Gen Reserve	(4,632)	(5,789)					
252 Christmas Lights							
1055 Sponsorships Received	0	0	1,000	1,000			
Christmas Lights :- Income	0	0	1,000	1,000			0
4001 Salaries & Wages	0	0	8,330	8,330		8,330	
4008 Training, Courses, Meetings	0	0	550	550		550	
4014 Electricity & Gas	0	0	220	220		220	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4101 Christmas Lights	70	70	4,970	4,900		4,900	
4104 Christmas Trees	0	0	1,600	1,600		1,600	
4900 Assets Capitalised	0	3,874	0	(3,874)		(3,874)	3,874
Christmas Lights :- Indirect Expenditure	70	3,944	15,670	11,726	0	11,726	3,874
Net Income over Expenditure	(70)	(3,944)	(14,670)	(10,726)			
6000 plus Transfer from EMR	0	3,874					
Movement to/(from) Gen Reserve	(70)	(70)					
<u>261 Museum</u>							
4041 Equipt Repairs & Mtce	0	0	700	700		700	
Museum :- Indirect Expenditure	0	0	700	700	0	700	0
Net Expenditure	0	0	(700)	(700)			
<u>301 Street Lighting</u>							
4014 Electricity & Gas	0	0	2,800	2,800		2,800	
4040 Property Repairs & Mtce	0	0	700	700		700	
4041 Equipt Repairs & Mtce	0	0	1,800	1,800		1,800	
Street Lighting :- Indirect Expenditure	0	0	5,300	5,300	0	5,300	0
Net Expenditure	0	0	(5,300)	(5,300)			
<u>302 Street Furniture & Equipment</u>							
4020 Miscellaneous Expenses	0	0	50	50		50	
4041 Equipt Repairs & Mtce	665	876	1,250	374		374	
4043 Equipt/Small Tools Purchase	0	0	250	250		250	
4047 COVID-19 expenses	268	268	0	(268)		(268)	268
4900 Assets Capitalised	0	2,330	0	(2,330)		(2,330)	2,330
Street Furniture & Equipment :- Indirect Expenditure	933	3,473	1,550	(1,923)	0	(1,923)	2,598
Net Expenditure	(933)	(3,473)	(1,550)	1,923			
6000 plus Transfer from EMR	268	2,598					
Movement to/(from) Gen Reserve	(665)	(876)					
<u>311 Highways</u>							
1041 Parking Permits Francis Road	379	379	1,600	1,221			
Highways :- Income	379	379	1,600	1,221			0
4020 Miscellaneous Expenses	0	0	100	100		100	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4044 IT Support/Software Mtce	0	251	280	29		29	
Highways :- Indirect Expenditure	0	251	380	129	0	129	0
Net Income over Expenditure	379	128	1,220	1,092			
<u>321 Floral Displays & Bedding Mtce</u>							
4011 Rates & Water	0	42	200	158		158	
4020 Miscellaneous Expenses	0	0	100	100		100	
4042 Equipt Running Costs/Rental	0	1,162	1,100	(62)		(62)	
4043 Equipt/Small Tools Purchase	0	0	200	200		200	
4045 Grounds Maintenance	8,729	8,729	18,500	9,771		9,771	
Floral Displays & Bedding Mtce :- Indirect Expenditure	8,729	9,933	20,100	10,167	0	10,167	0
Net Expenditure	(8,729)	(9,933)	(20,100)	(10,167)			
<u>341 Community Wardens</u>							
1040 Grants Receivable	0	1,000	0	(1,000)			
1050 Donations Received	0	636	0	(636)			
1075 Community Warden services	1,356	11,585	27,044	15,459			
1077 Van Rental Contr' from Babergh	0	3,000	3,000	0			
1098 Miscellaneous Income	92	508	0	(508)			
Community Wardens :- Income	1,448	16,729	30,044	13,315			0
4001 Salaries & Wages	8,818	30,970	81,500	50,530		50,530	
4003 COVID-19 wages	1,343	2,312	0	(2,312)		(2,312)	2,312
4006 Health & Safety Equipment	0	121	250	129		129	
4007 Workwear and Footwear	103	326	1,600	1,274		1,274	11
4008 Training, Courses, Meetings	500	669	1,385	716		716	
4017 Cleaning & Consumables	0	0	100	100		100	
4018 Vehicle Rental/Repairs/Exps	1,869	9,653	11,000	1,347		1,347	
4019 Diesel	436	1,459	3,000	1,541		1,541	
4020 Miscellaneous Expenses	87	87	100	13		13	
4021 Telephone, Internet & Fax	70	357	1,100	743		743	
4023 Printing & Stationery	0	0	100	100		100	
4026 Insurance	0	1,160	1,200	40		40	
4041 Equipt Repairs & Mtce	75	454	650	196		196	
4043 Equipt/Small Tools Purchase	36	1,483	600	(883)		(883)	400
4045 Grounds Maintenance	61	70	150	80		80	
4047 COVID-19 expenses	0	258	0	(258)		(258)	247
4109 Dog/Litter Bin emptying	0	0	4,000	4,000		4,000	
4110 Staff Welfare	1	4	100	96		96	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4863 Purchases for re-sale	11	268	0	(268)		(268)	
Community Wardens :- Indirect Expenditure	13,410	49,650	106,835	57,185	0	57,185	2,970
Net Income over Expenditure	(11,962)	(32,921)	(76,791)	(43,870)			
6000 plus Transfer from EMR	1,343	2,970					
Movement to/(from) Gen Reserve	(10,620)	(29,951)					
<u>500 Delphi Club</u>							
4989 Loan Repayment - Capital	0	0	2,667	2,667		2,667	
4990 PWLB Interest 493742	0	0	252	252		252	
Delphi Club :- Indirect Expenditure	0	0	2,919	2,919	0	2,919	0
Net Expenditure	0	0	(2,919)	(2,919)			
<u>502 Advice Centre</u>							
1023 Postage Income	0	0	35	35			
1032 Doggy Bag Income	105	356	1,700	1,344			
1050 Donations Received	0	180	0	(180)			
1090 Service Costs income -Suffolk	0	6,500	6,500	0			
1091 Service Costs Income - Babergh	0	27,500	55,000	27,500			
1098 Miscellaneous Income	3	10	70	60			
Advice Centre :- Income	108	34,547	63,305	28,758			0
4001 Salaries & Wages	7,047	35,070	94,500	59,430		59,430	
4008 Training, Courses, Meetings	0	150	500	350		350	
4009 Travel & Subsistence	0	0	150	150		150	
4017 Cleaning & Consumables	0	11	0	(11)		(11)	
4020 Miscellaneous Expenses	0	0	200	200		200	
4023 Printing & Stationery	0	0	100	100		100	
4028 Refuse/Doggy Bag Supplies	0	0	1,105	1,105		1,105	
4047 COVID-19 expenses	0	1,140	0	(1,140)		(1,140)	1,140
4110 Staff Welfare	0	1	100	99		99	
4863 Purchases for re-sale	0	255	0	(255)		(255)	
Advice Centre :- Indirect Expenditure	7,047	36,627	96,655	60,028	0	60,028	1,140
Net Income over Expenditure	(6,939)	(2,080)	(33,350)	(31,270)			
6000 plus Transfer from EMR	0	1,140					
Movement to/(from) Gen Reserve	(6,939)	(940)					

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
901 Civic Activities							
4001 Salaries & Wages	80	80	2,100	2,020		2,020	
4017 Cleaning & Consumables	45	85	500	415		415	
4023 Printing & Stationery	0	0	200	200		200	
4041 Equipt Repairs & Mtce	0	495	0	(495)		(495)	495
4129 Mayors Allowance	0	0	3,500	3,500		3,500	
4132 Civic & Ceremonial	0	257	3,650	3,393		3,393	
4133 Tributes - Floral etc	17	68	300	232		232	
4135 Other Council Events	0	0	200	200		200	
Civic Activities :- Indirect Expenditure	142	985	10,450	9,465	0	9,465	495
Net Expenditure	(142)	(985)	(10,450)	(9,465)			
6000 plus Transfer from EMR	0	495					
Movement to/(from) Gen Reserve	(142)	(490)					
912 Mayors Charity							
1050 Donations Received	0	2,520	0	(2,520)			2,520
Mayors Charity :- Income	0	2,520	0	(2,520)			2,520
4202 Mayors Charity Expenses	0	4,795	0	(4,795)		(4,795)	4,795
Mayors Charity :- Indirect Expenditure	0	4,795	0	(4,795)	0	(4,795)	4,795
Net Income over Expenditure	0	(2,275)	0	2,275			
6000 plus Transfer from EMR	0	4,795					
6001 less Transfer to EMR	0	2,520					
Movement to/(from) Gen Reserve	0	0					
Grand Totals:- Income	12,875	503,399	998,619	495,220			
Expenditure	71,098	354,129	998,309	644,180	0	644,180	
Net Income over Expenditure	(58,223)	149,270	310	(148,960)			
plus Transfer from EMR	2,560	(18,035)					
less Transfer to EMR	0	11,674					
Movement to/(from) Gen Reserve	(55,663)	119,562					

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	3,184	
105	VAT Control	7,887	
110	Prepaid Expenses	1,255	
141	Stock at TIC 31-3-20	5,311	
142	Colch'Zoo Tickets stock31-3-20	1,355	
200	Lloyds Current Account	54,218	
201	Lloyds 32 Day Notice Deposit	555,091	
204	Petty Cash	214	
206	Mayors Allowance Bank Account	3,500	
208	Mayors Charity Account	0	
210	Barclays Benevolent Fund	8,413	
211	Bank Fixed Term Deposit	200,000	
	Total Current Assets		840,427
	<u>Current Liabilities</u>		
500	Creditors Control	6,221	
510	Accrued Expenses	2,555	
512	Prepaid income	129	
520	PAYE/NIC Control	9,720	
525	Deposits Refundable	366	
535	National Express & Abellio C/A	54	
538	Guided Walks Control account	72	
544	Tourist Information Ctrl Acc.	894	
	Total Current Liabilities		20,010
	Net Current Assets		820,417
	Total Assets less Current Liabilities		820,417
	<u>Represented by :-</u>		
301	Current Year Fund	149,270	
310	General Purpose Fund	456,112	
315	Rolling Capital Fund	85,109	
320	EMR Training Costs Fund	1,050	
321	EMR Services and Acquisitions	16,450	
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	406	
329	EMR Ground maintenance	9,230	
330	EMR Sudbury Infrastructure	64,729	
331	EMR Staff Social Security	6,044	
350	EMR Mayors Benevolent Fund	8,413	
353	EMR COVID-19	3,286	
356	EMR Elections	6,878	
	Total Equity		820,417