

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD THROUGH VIDEO
TELECONFERENCING ON TUESDAY 5th JANUARY 2021 AT 6.30PM**

PRESENT: Mr N Bennett – in the Chair

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

Mr C Griffin – Town Clerk
Mrs O Holtom – RFO
Miss N Whittle – Deputy RFO

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Mrs J Osborne and Mrs S Ayres attended as a substitute. Mr D Williams was also absent.

2. **DECLARATIONS OF INTEREST**

In accordance with guidance from Babergh District Council's Standards Committee, Mrs S Ayres, Mr T Cresswell and Miss A Owen declared their non-pecuniary interest that they were 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. **TO REVIEW QUOTES FOR TOWN HALL REPAIRS AND APPROVE EXPENDITURE**

Members discussed quotations received from Cooper & Kelling Builders, N Gosling Plumbing and Property Maintenance, M.D. Mills (Building Contractors) Ltd and Hayes-Diggins Builders to repair external and internal walls in the Assembly Room.

RESOLVED

That under the power of LGA1972 s144 members approved the provision of repair services by N Gosling Plumbing and Property Maintenance at a cost of £2,510 plus VAT.

6. TO APPROVE THE DRAFT FY2021/2022 BUDGET

Members discussed the draft Annual Budget for year ending 31st March 2022 with a proposed 2% increase of the Band D rate of Council Tax.

RECOMMENDED

That members agreed to recommend for the Full Council to approve the draft budget which resulted in Band D Council Tax increase of 2%. Members noted that final confirmation for the tax base rate figure is still awaiting to be received from Babergh District Council and if a higher tax base rate figure is allocated then any additional funds received are to be added to the General Reserve Fund.

7. APPROVAL OF BANK PAYMENTS FOR NOVEMBER 2020

The list of payments in excess of £500 and all DD and SO payments for November 2020 were presented to members for their approval (copy of the reports shown at minute page 5).

RESOLVED

That members approved all listed payments over £500 and all DD and SO payments for November 2020.

8. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR NOVEMBER 2020

Members discussed draft income and expenditure reports for the period ending 30th November 2020 shown at minute pages 6 to 21.

RESOLVED

That the Income and Expenditure reports are to be noted.

9. UPDATE ON FINANCIAL MATTERS BY RFO

Balance Sheet items on 30th November 2020 (copy of report shown at minute page 22). Reported by RFO the following:

- Reinvested £100,000 with Aldermore Bank on 16th November 2020 for 1 year at 0.95%.

RESOLVED

That the report on balance sheet items is to be noted.

The business of the meeting concluded at 7.11pm.

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Chairman

Bank Current Account**List of Payments made between 01/11/2020 and 30/11/2020**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/11/2020	Sudbury Common Lands Charity	FPO	1,753.26	RANGER SERVICE-01/07-30/09/20
02/11/2020	Gazebo Shop Ltd	DEB	515.99	2 X GAZEBOS - 02/11/2020
03/11/2020	Radius Design	FPO	3,450.00	MAP BOARD S106 MONIES-24/08/20
05/11/2020	SGW Payroll Ltd	DD	125.16	PAYROLL MONTHLY SUPPORT-OCT20
09/11/2020	Initial Washroom Hygiene	DD	76.20	4X HAND DRYER-01/11-31/01/21
11/11/2020	Lex Autolease Limited	DD	353.68	LEX LEASE KU17EHT-15/05-14/06
12/11/2020	Barclays Benevolent Fund	BACS	1,500.00	GRANT AID 2020/21 - 12/11/2020
13/11/2020	JOSEPH NOBLETT	BP	2,220.00	CHRISTMAS TREE 34FT-25/10/2020
13/11/2020	Fuelgenie Business Account	DD	222.64	FUEL - OCTOBER 2020
13/11/2020	Iceni Chemicals Ltd	BP	514.80	PALLET OF TOILET ROLLS-02/11
16/11/2020	ARVAL BNP PARIBAS GROUP	DD	738.00	LEASE VAN YR20 NVX 19/11-11/12
16/11/2020	3IT Ltd	BP	636.88	3IT MONTHLY SUPPORT-02/11/20
16/11/2020	BABERGH DC CTAX BU 740007628	DD	352.00	BDC BUS RATES - 16/11/2020
16/11/2020	BABERGH DC CTAX BU 740206264	DD	399.00	BDC BUS RATES - 16/11/2020
16/11/2020	BABERGH DC CTAX BU 740007352	DD	711.00	BDC BUS RATES - 16/11/2020
19/11/2020	Worldpay (UK) Limited	DD	43.20	WORLDPAY PDQ CHGS - OCT2020
19/11/2020	Worldpay (UK) Limited	DD	37.84	WORLDPAY PDQ CHGS-OCT2020
20/11/2020	HMRC PAYE/NI-06/10-05/11	BP	8,606.61	HMRC PAYE/NI-06/10-05/11
20/11/2020	Flowers Groundcare	FPO	3,037.02	GROUNDS MAINT.- OCT 2020
23/11/2020	BNP Paribas Lease Group (Renta	DD	535.04	BNP COPIER LEASE23/11-22/02/21
23/11/2020	EE Limited	DD	183.64	EE MOBILE PHONES - 15/11/20
25/11/2020	NEST IT000000933597-25/11	DD	32.49	NEST IT000000933597-25/11
25/11/2020	SUFFOLK CC PENSION-25/11	BP	9,568.60	SUFFOLK CC PENSION-25/11
25/11/2020	STAFF PAYROLL - NOV2020	BP	32,917.04	STAFF PAYROLL - NOV2020
25/11/2020	Southern Electric	DD	219.61	SSE ELECTRIC - 01/10-31/10/20
26/11/2020	UNISON - 26/11/2020	SO	5.30	UNISON STAFF SUBS-26/11/20
27/11/2020	DORMA UK LIMITED	BP	931.20	DORMA DOORS-01/10-30/09/2021
27/11/2020	T.D. & A.M. Bugg Ltd	BP	1,176.00	BUGG SKIPS X 1 - OCT 2020
Total Payments			70,862.20	

Summary Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Corporate Management	Income	704,340	704,460	120		
	Expenditure	0	3,100	3,100		3,100
	Net Income over Expenditure	<u>704,340</u>	<u>701,360</u>	<u>(2,980)</u>		
	plus Transfer from EMR	-3,000				
	Movement to/(from) Gen Reserve	<u>701,340</u>				
102 Democratic Represent'n & Mgmt	Expenditure	37	600	563		563
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(37)</u>				
103 Grants	Expenditure	39,293	53,000	13,707		13,707
109 Central Services/Admin	Income	15,986	4,010	(11,976)		
	Expenditure	162,532	245,920	83,388		83,388
	Net Income over Expenditure	<u>(146,546)</u>	<u>(241,910)</u>	<u>(95,364)</u>		
	plus Transfer from EMR	741				
	less Transfer to EMR	12,664				
	Movement to/(from) Gen Reserve	<u>(158,470)</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	43,568	78,000	34,432		
	Expenditure	31,472	49,130	17,658		17,658
	Net Income over Expenditure	<u>12,096</u>	<u>28,870</u>	<u>16,774</u>		
	plus Transfer from EMR	1,061				
	Movement to/(from) Gen Reserve	<u>13,157</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
204 Street Fairs	Income	330	2,600	2,270		
	Expenditure	480	2,570	2,090		2,090
	Movement to/(from) Gen Reserve	<u>(150)</u>				
205 Council Public Events	Income	0	4,500	4,500		
	Expenditure	24,351	53,450	29,099		29,099
	Net Income over Expenditure	<u>(24,351)</u>	<u>(48,950)</u>	<u>(24,599)</u>		
	plus Transfer from EMR	1,778				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>(22,573)</u>				

Summary Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
211	Town Hall Building					
	Income	8,545	8,250	(295)		
	Expenditure	46,846	96,800	49,954		49,954
	Net Income over Expenditure	<u>(38,301)</u>	<u>(88,550)</u>	<u>(50,249)</u>		
	plus Transfer from EMR	1,654				
	Movement to/(from) Gen Reserve	<u>(36,647)</u>				
212	Public Clocks					
	Expenditure	834	1,500	666		666
213	Street Wardens					
	Income	26,033	26,000	(33)		
	Expenditure	18,194	30,530	12,336		12,336
	Net Income over Expenditure	<u>7,839</u>	<u>(4,530)</u>	<u>(12,369)</u>		
	plus Transfer from EMR	235				
	Movement to/(from) Gen Reserve	<u>8,074</u>				
221	Allotments					
	Income	1,589	2,200	611		
	Expenditure	261	880	619		619
	Movement to/(from) Gen Reserve	<u>1,328</u>				
239	Open Spaces&Closed Churchyards					
	Income	566	0	(566)		
	Expenditure	7,627	20,540	12,913		12,913
	Net Income over Expenditure	<u>(7,061)</u>	<u>(20,540)</u>	<u>(13,479)</u>		
	plus Transfer from EMR	845				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>(6,216)</u>				
241	Cemetery					
	Income	34,449	50,400	15,951		
	Expenditure	48,622	90,050	41,428		41,428
	Net Income over Expenditure	<u>(14,173)</u>	<u>(39,650)</u>	<u>(25,477)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(14,173)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
243	War Memorial, Aelfhun & Gains					
	Expenditure	1,800	0	(1,800)		(1,800)
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(1,800)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
250	Tourist Information Centre					
	Income	12,466	22,250	9,784		
	Expenditure	28,345	52,680	24,335		24,335
	Net Income over Expenditure	<u>(15,879)</u>	<u>(30,430)</u>	<u>(14,551)</u>		
	plus Transfer from EMR	1,911				
	Movement to/(from) Gen Reserve	<u>(13,969)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				

Summary Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
252 Christmas Lights	Income	650	1,000	350		
	Expenditure	9,763	15,670	5,907		5,907
	Net Income over Expenditure	<u>(9,113)</u>	<u>(14,670)</u>	<u>(5,557)</u>		
	plus Transfer from EMR	3,874				
	Movement to/(from) Gen Reserve	<u>(5,239)</u>				
261 Museum	Expenditure	0	700	700		700
301 Street Lighting	Expenditure	0	5,300	5,300		5,300
302 Street Furniture & Equipment	Income	3,149	0	(3,149)		
	Expenditure	6,399	1,550	(4,849)		(4,849)
	Net Income over Expenditure	<u>(3,250)</u>	<u>(1,550)</u>	<u>1,700</u>		
	plus Transfer from EMR	2,598				
	Movement to/(from) Gen Reserve	<u>(653)</u>				
311 Highways	Income	1,625	1,600	(25)		
	Expenditure	251	380	129		129
	Movement to/(from) Gen Reserve	<u>1,374</u>				
321 Floral Displays & Bedding Mtce	Expenditure	10,006	20,100	10,094		10,094
341 Community Wardens	Income	24,621	30,044	5,423		
	Expenditure	80,681	106,835	26,154		26,154
	Net Income over Expenditure	<u>(56,060)</u>	<u>(76,791)</u>	<u>(20,731)</u>		
	plus Transfer from EMR	3,979				
	less Transfer to EMR	866				
	Movement to/(from) Gen Reserve	<u>(52,947)</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>				
	Movement to/(from) Gen Reserve	<u>0</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>				
500 Delphi Club	Expenditure	1,477	2,919	1,442		1,442
502 Advice Centre	Income	48,622	63,305	14,683		
	Expenditure	59,866	96,655	36,789		36,789
	Net Income over Expenditure	<u>(11,244)</u>	<u>(33,350)</u>	<u>(22,106)</u>		
	plus Transfer from EMR	1,176				
	Movement to/(from) Gen Reserve	<u>(10,068)</u>				
901 Civic Activities	Expenditure	1,590	10,450	8,860		8,860
	plus Transfer from EMR	495				

Summary Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>(1,095)</u>				
912 Mayors Charity Income	4,020	0	(4,020)		
Expenditure	4,795	0	(4,795)		(4,795)
Net Income over Expenditure	<u>(775)</u>	<u>0</u>	<u>775</u>		
plus Transfer from EMR	4,795				
less Transfer to EMR	4,020				
Movement to/(from) Gen Reserve	<u>0</u>				

Grand Totals:- Income	930,558	998,619	68,061		
Expenditure	585,523	998,309	412,786	0	412,786
Net Income over Expenditure	<u>345,035</u>	<u>310</u>	<u>(344,725)</u>		
plus Transfer from EMR	-14,859				
less Transfer to EMR	17,550				
Movement to/(from) Gen Reserve	<u>312,626</u>				

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

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	240	360	120			
1176 Precept	704,100	704,100	0			
Corporate Management :- Income	704,340	704,460	120			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	704,340	701,360	(2,980)			
6000 plus Transfer from EMR	(3,000)					
Movement to/(from) Gen Reserve	701,340					
102 Democratic Represent'n & Mgmt						
4008 Training, Courses, Meetings	0	250	250		250	
4020 Miscellaneous Expenses	0	50	50		50	
4023 Printing & Stationery	37	100	63		63	
4131 Town Twinning Council event	0	200	200		200	
Democratic Represent'n & Mgmt :- Indirect Expenditure	37	600	563	0	563	0
Net Expenditure	(37)	(600)	(563)			
103 Grants						
4303 Grants Power General	31,293	45,000	13,707		13,707	
4304 Grant Aid LGA S142	8,000	8,000	0		0	
Grants :- Indirect Expenditure	39,293	53,000	13,707	0	13,707	0
Net Expenditure	(39,293)	(53,000)	(13,707)			
109 Central Services/Admin						
1040 Grants Receivable	2,500	0	(2,500)			2,500
1045 Neighbourhood CIL	5,412	0	(5,412)			5,412
1050 Donations Received	5,002	0	(5,002)			4,752
1098 Miscellaneous Income	51	10	(41)			
1190 Bank Interest Receivable	3,020	4,000	980			
Central Services/Admin :- Income	15,986	4,010	(11,976)			12,664
4001 Salaries & Wages	133,650	204,500	70,850		70,850	
4008 Training, Courses, Meetings	565	500	(65)		(65)	
4009 Travel & Subsistence	0	350	350		350	

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

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	1,541	2,200	659		659	
4020 Miscellaneous Expenses	228	500	272		272	
4021 Telephone, Internet & Fax	2,452	3,300	848		848	
4022 Postage	343	500	157		157	
4023 Printing & Stationery	594	2,500	1,906		1,906	
4025 Subscriptions and membership	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	2,407	4,760	2,353		2,353	
4044 IT Support/Software Mtce	4,667	5,660	993		993	
4047 COVID-19 expenses	741	0	(741)		(741)	741
4052 Bank & Cardnet Charges	1,112	2,200	1,088		1,088	
4060 Audit Fees - External	0	1,600	1,600		1,600	
4061 Audit Fees - Internal	0	500	500		500	
4064 Other Professional Fees	3,795	9,000	5,205		5,205	
4110 Staff Welfare	285	100	(185)		(185)	
4900 Assets Capitalised	4,195	0	(4,195)		(4,195)	
Central Services/Admin :- Indirect Expenditure	162,532	245,920	83,388	0	83,388	741
Net Income over Expenditure	(146,546)	(241,910)	(95,364)			
6000 plus Transfer from EMR	741					
6001 less Transfer to EMR	12,664					
Movement to/(from) Gen Reserve	(158,470)					
<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	41,480	75,000	33,520			
1021 Market Electricity Recovered	2,088	3,000	912			
Market - Charter Street :- Income	43,568	78,000	34,432			0
4001 Salaries & Wages	16,557	26,700	10,143		10,143	

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

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	37	180	143		143	
4011 Rates & Water	5,713	8,650	2,937		2,937	
4014 Electricity & Gas	803	1,600	797		797	
4016 Refuse Disposal	6,460	10,000	3,540		3,540	
4017 Cleaning & Consumables	0	50	50		50	
4018 Vehicle Rental/Repairs/Exps	100	500	400		400	
4021 Telephone, Internet & Fax	227	350	123		123	
4023 Printing & Stationery	0	100	100		100	
4033 Advertising/Press Releases	430	600	170		170	
4041 Equipt Repairs & Mtce	84	400	316		316	
4047 COVID-19 expenses	1,061	0	(1,061)		(1,061)	1,061
4110 Staff Welfare	1	0	(1)		(1)	
Market - Charter Street :- Indirect Expenditure	31,472	49,130	17,658	0	17,658	1,061
Net Income over Expenditure	12,096	28,870	16,774			
6000 plus Transfer from EMR	1,061					
Movement to/(from) Gen Reserve	13,157					
<u>204 Street Fairs</u>						
1030 Function Income	230	2,600	2,370			
1055 Sponsorships Received	100	0	(100)			
Street Fairs :- Income	330	2,600	2,270			0
4001 Salaries & Wages	0	300	300		300	
4069 Licences	0	70	70		70	
4102 Fair Expenses	480	2,200	1,720		1,720	
Street Fairs :- Indirect Expenditure	480	2,570	2,090	0	2,090	0
Net Income over Expenditure	(150)	30	180			
<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	21,733	38,000	16,267		16,267	
4003 COVID-19 wages	776	0	(776)		(776)	776
4008 Training, Courses, Meetings	0	250	250		250	
4009 Travel & Subsistence	0	300	300		300	

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4020 Miscellaneous Expenses	160	6,650	6,490		6,490	
4021 Telephone, Internet & Fax	238	700	462		462	
4023 Printing & Stationery	0	50	50		50	
4033 Advertising/Press Releases	443	1,500	1,057		1,057	
4047 COVID-19 expenses	1,002	0	(1,002)		(1,002)	1,002
4128 Party in the Park Expenses	0	6,000	6,000		6,000	
Council Public Events :- Indirect Expenditure	24,351	53,450	29,099	0	29,099	1,778
Net Income over Expenditure	(24,351)	(48,950)	(24,599)			
6000 plus Transfer from EMR	1,778					
Movement to/(from) Gen Reserve	(22,573)					
<u>211 Town Hall Building</u>						
1000 Letting Income	1,295	1,000	(295)			
1016 Rent from Registrar	7,250	7,250	0			
Town Hall Building :- Income	8,545	8,250	(295)			0
4001 Salaries & Wages	9,802	16,000	6,198		6,198	
4004 Cleaners & Casual payroll costs	7,088	12,000	4,912		4,912	
4007 Workwear and Footwear	0	130	130		130	
4011 Rates & Water	3,443	5,600	2,157		2,157	
4014 Electricity & Gas	3,568	12,000	8,432		8,432	
4017 Cleaning & Consumables	1,236	2,400	1,164		1,164	
4020 Miscellaneous Expenses	0	250	250		250	
4040 Property Repairs & Mtce	912	16,000	15,088		15,088	
4041 Equipt Repairs & Mtce	8,373	12,700	4,327		4,327	
4042 Equipt Running Costs/Rental	1,028	1,370	342		342	
4043 Equipt/Small Tools Purchase	19	200	181		181	
4047 COVID-19 expenses	898	0	(898)		(898)	898
4900 Assets Capitalised	1,403	0	(1,403)		(1,403)	756
4987 Loan Repayment - Capital	1,607	3,252	1,645		1,645	
4988 PWLB Interest 494354	7,468	14,898	7,430		7,430	
Town Hall Building :- Indirect Expenditure	46,846	96,800	49,954	0	49,954	1,654
Net Income over Expenditure	(38,301)	(88,550)	(50,249)			
6000 plus Transfer from EMR	1,654					
Movement to/(from) Gen Reserve	(36,647)					

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>212 Public Clocks</u>						
4041 Equipt Repairs & Mtce	834	1,500	666		666	
Public Clocks :- Indirect Expenditure	<u>834</u>	<u>1,500</u>	<u>666</u>	<u>0</u>	<u>666</u>	<u>0</u>
Net Expenditure	<u>(834)</u>	<u>(1,500)</u>	<u>(666)</u>			
<u>213 Street Wardens</u>						
1091 Service Costs Income - Babergh	26,000	26,000	0			
1098 Miscellaneous Income	33	0	(33)			
Street Wardens :- Income	<u>26,033</u>	<u>26,000</u>	<u>(33)</u>			<u>0</u>
4001 Salaries & Wages	15,408	26,300	10,892		10,892	
4003 COVID-19 wages	235	0	(235)		(235)	235
4007 Workwear and Footwear	107	280	173		173	
4017 Cleaning & Consumables	792	1,500	708		708	
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	
4863 Purchases for re-sale	27	0	(27)		(27)	
Street Wardens :- Indirect Expenditure	<u>18,194</u>	<u>30,530</u>	<u>12,336</u>	<u>0</u>	<u>12,336</u>	<u>235</u>
Net Income over Expenditure	<u>7,839</u>	<u>(4,530)</u>	<u>(12,369)</u>			
6000 plus Transfer from EMR	235					
Movement to/(from) Gen Reserve	<u>8,074</u>					
<u>221 Allotments</u>						
1010 Rent Receivable	1,589	2,200	611			
Allotments :- Income	<u>1,589</u>	<u>2,200</u>	<u>611</u>			<u>0</u>
4001 Salaries & Wages	0	200	200		200	
4011 Rates & Water	261	380	119		119	
4020 Miscellaneous Expenses	0	200	200		200	
4045 Grounds Maintenance	0	100	100		100	
Allotments :- Indirect Expenditure	<u>261</u>	<u>880</u>	<u>619</u>	<u>0</u>	<u>619</u>	<u>0</u>
Net Income over Expenditure	<u>1,328</u>	<u>1,320</u>	<u>(8)</u>			
<u>239 Open Spaces&Closed Churchyards</u>						
1050 Donations Received	524	0	(524)			

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1098 Miscellaneous Income	42	0	(42)			
Open Spaces&Closed Churchyards :- Income	566	0	(566)			0
4011 Rates & Water	33	140	107		107	
4014 Electricity & Gas	329	650	321		321	
4028 Refuse/Doggy Bag Supplies	158	250	93		93	
4040 Property Repairs & Mtce	0	500	500		500	
4041 Equipt Repairs & Mtce	0	300	300		300	
4045 Grounds Maintenance	3,914	7,500	3,586		3,586	
4065 Closed Churchyards maintenance	0	300	300		300	
4066 The Croft maintenance	1,764	3,900	2,136		2,136	845
4067 Mill Acre maintenance	74	3,400	3,326		3,326	
4068 Valley Walk	835	3,600	2,765		2,765	
4900 Assets Capitalised	521	0	(521)		(521)	
Open Spaces&Closed Churchyards :- Indirect Expenditure	7,627	20,540	12,913	0	12,913	845
Net Income over Expenditure	(7,061)	(20,540)	(13,479)			
6000 plus Transfer from EMR	845					
Movement to/(from) Gen Reserve	(6,216)					
<u>241 Cemetery</u>						
1000 Letting Income	6,400	9,600	3,200			
1060 Cemetery Fees & Charges	28,045	40,800	12,755			
1098 Miscellaneous Income	4	0	(4)			
Cemetery :- Income	34,449	50,400	15,951			0
4001 Salaries & Wages	20,573	36,100	15,527		15,527	
4005 Grave Digging Costs	5,860	12,240	6,380		6,380	
4007 Workwear and Footwear	37	400	363		363	
4011 Rates & Water	2,818	3,750	932		932	
4014 Electricity & Gas	192	400	208		208	
4016 Refuse Disposal	2,420	4,500	2,080		2,080	
4018 Vehicle Rental/Repairs/Exps	374	300	(74)		(74)	
4019 Diesel	0	200	200		200	
4021 Telephone, Internet & Fax	221	300	79		79	
4023 Printing & Stationery	0	500	500		500	
4025 Subscriptions and membership	95	100	5		5	
4040 Property Repairs & Mtce	604	3,500	2,896		2,896	
4041 Equipt Repairs & Mtce	22	200	178		178	
4043 Equipt/Small Tools Purchase	17	800	783		783	

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4044 IT Support/Software Mtce	85	100	15		15	
4045 Grounds Maintenance	14,640	25,500	10,860		10,860	
4064 Other Professional Fees	665	1,160	495		495	
Cemetery :- Indirect Expenditure	48,622	90,050	41,428	0	41,428	0
Net Income over Expenditure	(14,173)	(39,650)	(25,477)			
<u>243 War Memorial, Aelfhun & Gains</u>						
4040 Property Repairs & Mtce	1,800	0	(1,800)		(1,800)	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	1,800	0	(1,800)	0	(1,800)	0
Net Expenditure	(1,800)	0	1,800			
<u>250 Tourist Information Centre</u>						
1018 Books,Maps,publications/Income	214	2,000	1,786			
1019 TIC Agency commission received	95	3,000	2,905			
1022 Gift Sales Income	1,874	3,000	1,126			
1025 TIC Sundry Sales	117	350	233			
1031 Foodstuff Sales	28	300	272			
1033 Colchester Zoo Tickets sold	49	3,000	2,951			
1091 Service Costs Income - Babergh	10,000	10,000	0			
1098 Miscellaneous Income	89	600	511			
Tourist Information Centre :- Income	12,466	22,250	9,784			0
4001 Salaries & Wages	23,437	40,800	17,363		17,363	
4003 COVID-19 wages	1,741	0	(1,741)		(1,741)	1,741
4009 Travel & Subsistence	0	100	100		100	
4010 Misc Staff Costs	24	100	76		76	
4017 Cleaning & Consumables	1	0	(1)		(1)	
4020 Miscellaneous Expenses	16	120	104		104	
4021 Telephone, Internet & Fax	0	720	720		720	
4023 Printing & Stationery	48	1,800	1,752		1,752	
4041 Equipt Repairs & Mtce	0	100	100		100	
4043 Equipt/Small Tools Purchase	20	100	80		80	
4047 COVID-19 expenses	170	0	(170)		(170)	170
4049 TIC food purchases for resale	0	150	150		150	
4052 Bank & Cardnet Charges	224	440	216		216	
4054 TIC Gift Purchases for Resale	1,351	1,900	549		549	
4055 TICBooks/Guides/Maps forResale	70	1,500	1,430		1,430	
4056 TIC Rent & Utilities costs	1,243	2,150	907		907	

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4070 Colchester Zoo Tickets Bought	0	2,600	2,600		2,600	
4099 Banking Differences	(0)	0	0		0	
4110 Staff Welfare	2	100	98		98	
Tourist Information Centre :- Indirect Expenditure	28,345	52,680	24,335	0	24,335	1,911
Net Income over Expenditure	(15,879)	(30,430)	(14,551)			
6000 plus Transfer from EMR	1,911					
Movement to/(from) Gen Reserve	(13,969)					
252 Christmas Lights						
1055 Sponsorships Received	650	1,000	350			
Christmas Lights :- Income	650	1,000	350			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	3,729	4,970	1,241		1,241	
4104 Christmas Trees	2,160	1,600	(560)		(560)	
4900 Assets Capitalised	3,874	0	(3,874)		(3,874)	3,874
Christmas Lights :- Indirect Expenditure	9,763	15,670	5,907	0	5,907	3,874
Net Income over Expenditure	(9,113)	(14,670)	(5,557)			
6000 plus Transfer from EMR	3,874					
Movement to/(from) Gen Reserve	(5,239)					
261 Museum						
4041 Equipt Repairs & Mtce	0	700	700		700	
Museum :- Indirect Expenditure	0	700	700	0	700	0
Net Expenditure	0	(700)	(700)			
301 Street Lighting						
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 30/11/2020

Month No: 8

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						
1040 Grants Receivable	2,556	0	(2,556)			
1055 Sponsorships Received	483	0	(483)			
1098 Miscellaneous Income	110	0	(110)			
Street Furniture & Equipment :- Income	3,149	0	(3,149)			0
4020 Miscellaneous Expenses	6	50	44		44	
4041 Equipt Repairs & Mtce	3,793	1,250	(2,543)		(2,543)	
4043 Equipt/Small Tools Purchase	2	250	248		248	
4047 COVID-19 expenses	268	0	(268)		(268)	268
4900 Assets Capitalised	2,330	0	(2,330)		(2,330)	2,330
Street Furniture & Equipment :- Indirect Expenditure	6,399	1,550	(4,849)	0	(4,849)	2,598
Net Income over Expenditure	(3,250)	(1,550)	1,700			
6000 plus Transfer from EMR	2,598					
Movement to/(from) Gen Reserve	(653)					
311 Highways						
1041 Parking Permits Francis Road	1,625	1,600	(25)			
Highways :- Income	1,625	1,600	(25)			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	1,374	1,220	(154)			
321 Floral Displays & Bedding Mtce						
4011 Rates & Water	115	200	85		85	
4020 Miscellaneous Expenses	0	100	100		100	
4042 Equipt Running Costs/Rental	1,162	1,100	(62)		(62)	
4043 Equipt/Small Tools Purchase	0	200	200		200	
4045 Grounds Maintenance	8,729	18,500	9,771		9,771	
Floral Displays & Bedding Mtce :- Indirect Expenditure	10,006	20,100	10,094	0	10,094	0
Net Expenditure	(10,006)	(20,100)	(10,094)			
341 Community Wardens						
1040 Grants Receivable	2,866	0	(2,866)			866
1050 Donations Received	636	0	(636)			

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1075 Community Warden services	17,414	27,044	9,630			
1077 Van Rental Contr' from Babergh	3,000	3,000	0			
1098 Miscellaneous Income	706	0	(706)			
Community Wardens :- Income	24,621	30,044	5,423			866
4001 Salaries & Wages	52,625	81,500	28,875		28,875	
4003 COVID-19 wages	2,312	0	(2,312)		(2,312)	2,312
4006 Health & Safety Equipment	154	250	96		96	
4007 Workwear and Footwear	579	1,600	1,021		1,021	11
4008 Training, Courses, Meetings	1,294	1,385	91		91	
4009 Travel & Subsistence	3	0	(3)		(3)	
4017 Cleaning & Consumables	0	100	100		100	
4018 Vehicle Rental/Repairs/Exps	11,136	11,000	(136)		(136)	
4019 Diesel	2,069	3,000	931		931	
4020 Miscellaneous Expenses	87	100	13		13	
4021 Telephone, Internet & Fax	560	1,100	540		540	
4023 Printing & Stationery	0	100	100		100	
4026 Insurance	1,160	1,200	40		40	
4041 Equipt Repairs & Mtce	662	650	(12)		(12)	
4042 Equipt Running Costs/Rental	497	0	(497)		(497)	
4043 Equipt/Small Tools Purchase	1,483	600	(883)		(883)	400
4045 Grounds Maintenance	158	150	(8)		(8)	
4047 COVID-19 expenses	374	0	(374)		(374)	363
4109 Dog/Litter Bin emptying	5,006	4,000	(1,006)		(1,006)	893
4110 Staff Welfare	89	100	11		11	
4863 Purchases for re-sale	432	0	(432)		(432)	
Community Wardens :- Indirect Expenditure	80,681	106,835	26,154	0	26,154	3,979
Net Income over Expenditure	(56,060)	(76,791)	(20,731)			
6000 plus Transfer from EMR	3,979					
6001 less Transfer to EMR	866					
Movement to/(from) Gen Reserve	(52,947)					
<u>500 Delphi Club</u>						
4989 Loan Repayment - Capital	1,333	2,667	1,334		1,334	
4990 PWLB Interest 493742	144	252	108		108	
Delphi Club :- Indirect Expenditure	1,477	2,919	1,442	0	1,442	0
Net Expenditure	(1,477)	(2,919)	(1,442)			

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
502 Advice Centre						
1023 Postage Income	0	35	35			
1032 Doggy Bag Income	678	1,700	1,022			
1050 Donations Received	180	0	(180)			
1090 Service Costs income -Suffolk	6,500	6,500	0			
1091 Service Costs Income - Babergh	41,250	55,000	13,750			
1098 Miscellaneous Income	13	70	57			
Advice Centre :- Income	48,622	63,305	14,683			0
4001 Salaries & Wages	57,828	94,500	36,672		36,672	
4008 Training, Courses, Meetings	150	500	350		350	
4009 Travel & Subsistence	0	150	150		150	
4017 Cleaning & Consumables	11	0	(11)		(11)	
4020 Miscellaneous Expenses	0	200	200		200	
4023 Printing & Stationery	0	100	100		100	
4028 Refuse/Doggy Bag Supplies	443	1,105	663		663	
4047 COVID-19 expenses	1,176	0	(1,176)		(1,176)	1,176
4110 Staff Welfare	3	100	97		97	
4863 Purchases for re-sale	255	0	(255)		(255)	
Advice Centre :- Indirect Expenditure	59,866	96,655	36,789	0	36,789	1,176
Net Income over Expenditure	(11,244)	(33,350)	(22,106)			
6000 plus Transfer from EMR	1,176					
Movement to/(from) Gen Reserve	(10,068)					
901 Civic Activities						
4001 Salaries & Wages	239	2,100	1,861		1,861	
4017 Cleaning & Consumables	85	500	415		415	
4023 Printing & Stationery	17	200	183		183	
4041 Equipt Repairs & Mtce	495	0	(495)		(495)	495
4129 Mayors Allowance	242	3,500	3,258		3,258	
4132 Civic & Ceremonial	444	3,650	3,206		3,206	
4133 Tributes - Floral etc	68	300	232		232	
4135 Other Council Events	0	200	200		200	
Civic Activities :- Indirect Expenditure	1,590	10,450	8,860	0	8,860	495
Net Expenditure	(1,590)	(10,450)	(8,860)			
6000 plus Transfer from EMR	495					
Movement to/(from) Gen Reserve	(1,095)					

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>912 Mayors Charity</u>						
1040 Grants Receivable	1,500	0	(1,500)			1,500
1050 Donations Received	2,520	0	(2,520)			2,520
Mayors Charity :- Income	<u>4,020</u>	<u>0</u>	<u>(4,020)</u>			<u>4,020</u>
4202 Mayors Charity Expenses	4,795	0	(4,795)		(4,795)	4,795
Mayors Charity :- Indirect Expenditure	<u>4,795</u>	<u>0</u>	<u>(4,795)</u>	<u>0</u>	<u>(4,795)</u>	<u>4,795</u>
Net Income over Expenditure	<u>(775)</u>	<u>0</u>	<u>775</u>			
6000 plus Transfer from EMR	4,795					
6001 less Transfer to EMR	4,020					
Movement to/(from) Gen Reserve	<u>0</u>					
Grand Totals:- Income	930,558	998,619	68,061			
Expenditure	585,523	998,309	412,786	0	412,786	
Net Income over Expenditure	<u>345,035</u>	<u>310</u>	<u>(344,725)</u>			
plus Transfer from EMR	(14,859)					
less Transfer to EMR	17,550					
Movement to/(from) Gen Reserve	<u>312,626</u>					

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors Control	3,114
105	VAT Control	2,186
110	Prepaid Expenses	2,133
141	Stock at TIC 31-3-20	5,311
142	Colch'Zoo Tickets stock31-3-20	1,355
200	Lloyds Current Account	109,497
201	Lloyds 32 Day Notice Deposit	705,256
204	Petty Cash	237
205	TIC Cash Banking account	45
206	Mayors Allowance Bank Account	3,500
208	Mayors Charity Account	0
210	Barclays Benevolent Fund	9,913
211	Bank Fixed Term Deposit	200,000
Total Current Assets		1,042,547
<u>Current Liabilities</u>		
500	Creditors Control	12,110
510	Accrued Expenses	539
512	Prepaid income	779
520	PAYE/NIC Control	11,447
525	Deposits Refundable	491
538	Guided Walks Control account	84
544	Tourist Information Ctrl Acc.	915
Total Current Liabilities		26,365
Net Current Assets		1,016,182
Total Assets less Current Liabilities		1,016,182
<u>Represented by :-</u>		
301	Current Year Fund	345,035
310	General Purpose Fund	451,411
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	379
329	EMR Ground maintenance	8,735
330	EMR Sudbury Infrastructure	68,239
331	EMR Staff Social Security	6,044
350	EMR Mayors Benevolent Fund	9,913
353	EMR COVID-19	3,498
356	EMR Elections	6,878
Total Equity		1,016,182