

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD THROUGH VIDEO CONFERENCING
ON TUESDAY 3rd NOVEMBER 2020 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 D Williams

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.
Mrs S Ayres attended as a substitute (joined meeting at 6.50pm) for Mrs J Osborne.**

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, Mrs S Ayres, Mr T Cresswell and Miss Owen declared their 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 6th October 2020 be confirmed as a correct record and to be signed. These had been circulated and adopted at the October 2020 Full Council meeting.

6. TO REVIEW BANK VERIFICATION REPORT

Members reviewed the Bank Verification Report for the period ending 30th September 2020.

RESOLVED

Members noted that no actions to be taken as all bank reconciliations are verified as correct.

7. TO REVIEW INTERNAL CONTROL PROCEDURE REPORT

Members reviewed Internal Control Procedure Report for period ending 30th September 2020.

RECOMMENDED

Members recommended that the Full Council approve the Internal Control Procedure Report. Members noted that action must be taken to ensure that all appropriate assets that belong to Sudbury Town Council are officially registered with HM Land Registry.

8. TO DISCUSS THE TERMS OF REFERENCE FOR THE FINANCE COMMITTEE

Members discussed the draft Terms of Reference for the Finance Committee.

RECOMMENDED

That members proposed the following amendments to the draft Terms of Reference:

Par#4e: To insure all the Council's assets and insure against liabilities where possible;

Par#4g: To appoint an independent Internal Auditor and recommend an External Auditor;

Par#4i: To scrutinise annual financial reports before presentation to the Full Council;

Par#4j: To conduct an annual review of the Council's Risk Management Strategy in conjunction with other committees where necessary and to monitor its operation throughout the year;

Par4m: To award or recommend grants to local organisations as per delegated financial limits in accordance with the Grant Aid Policy;

Par4n: To recommend the most appropriate borrowing arrangements, when required, for approval by the Full Council.

Par4o: To recommend the most appropriate investment and banking arrangements, when required, for approval by the Full Council.

9. GRANT AID REQUESTS

1. Mayor's Benevolent Fund

Members discussed a grant aid request to support the Mayor's Benevolent Fund to enable distribution of vouchers to Sudbury residents who are 80 years and over and live alone.

RESOLVED

Members recommended that the Full Council approve, under the General Power of Competence, a grant to Mayor's Benevolent Fund in the sum of £1,500.

2. Sudbury Ephemera

Members discussed a grant aid request from Sudbury Ephemera's Archive for their membership subscription 2020/21 with Suffolk Local History Council.

RESOLVED

Members recommended that the Full Council approve, under the General Power of Competence, a grant to Sudbury Ephemera of £25.

10. TO DISCUSS THE FY2021/2022 BUDGETING PROCESS

Members discussed the budgeting process for the financial year 2021/2022. The key variables were income from other local authorities on whose behalf Sudbury Town Council provided services. In the negotiations for the previous financial year Sudbury Town Council had been faced with a last-minute reduction in the payment for the Advice Centre incurring a loss of about £25,000. There was unanimous agreement that services for other local authorities would cease if they did not pay the full cost involved.

RESOLVED

That the Town Clerk is instructed not to accept contracts with other local councils that do not cover the full cost of providing the services.

That the next Finance Committee meeting will be held on 8th December 2020 to discuss the draft budget for the financial year 2021/2022.

11. TO APPROVE A QUOTE FOR A SOUVENIR TOWN GUIDE

Members discussed a quotation for a Souvenir Town Guide for 2021 Explore Sudbury.

RESOLVED

That members approved under the power of LGA172 S145 at a cost of £1,795 plus VAT, for a Souvenir Town Guide 2021 to be issued the spring of 2021.

12. APPROVAL OF BANK PAYMENTS

The list of payments in excess of £500 and all DD and SO payments for September 2020 were presented to members for their approval (copy of the reports shown at minute page 662).

RESOLVED

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

13. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR SEPTEMBER 2020

Members discussed draft income and expenditure reports for the period ending 30th September 2020 shown at minute pages 663 to 677.

RESOLVED

That the Income and Expenditure reports to be noted.

14. UPDATE ON FINANCIAL MATTERS BY RFO

Balance Sheet items at 30th September 2020 (copy of report shown at minute page 678). Reported by RFO the following:

- The second precept instalment was received on 21/09/20 in the sum of £352,050 in accordance with our precept mandate;
- A bank transfer of £50,000 was made from our Lloyds Deposit account to the Lloyds Current account;
- A bank transfer of £200,000 was made from our Lloyds current account to the Lloyds Deposit account;
- A note "Thank you" was received from the Bridge Project for their Grant Aid 2020/2021.

RESOLVED

That the report on balance sheet items to be noted.

The business of the meeting concluded at 8:10pm.

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Chairman

Sudbury Town Council

List of Payments made between 01/09/2020 and 30/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
09/09/2020	Radius Design	FPO	756.00	REPAINT TRAIL POSTS/MAP-24/08
10/09/2020	G A Smith Gardening Services L	BP	1,420.00	GRAVE DIGGING COSTS AUG/SEP20
11/09/2020	SGW Payroll Ltd	DD	127.14	SGW PAYROLL SUPPORT-AUG20
11/09/2020	Graffiti Removal Ltd	FPO	600.00	COURSE B.MASON/B.SMITH-08/09
11/09/2020	Flowers Groundcare	FPO	2,992.15	GROUNDS MAINT. - AUG 2020
14/09/2020	3IT Ltd	BP	538.22	3IT MNTHY SUPPORT - 01/09
15/09/2020	BABERGH DC CTAX BU 740007628	DD	352.00	BABERGH DC CTAX BU 740007628
15/09/2020	BABERGH DC CTAX BU 740206264	DD	399.00	BABERGH DC CTAX BU 740206264
15/09/2020	BABERGH DC CTAX BU 740007352	DD	711.00	BABERGH DC CTAX BU 740007352
15/09/2020	Fuelgenie Business Account	DD	229.59	DIESEL/UNLEADED - AUG 2020
15/09/2020	ARVAL BNP PARIBAS GROUP	DD	2,214.00	ARVAL LEASE VANS - 01/09/2020
16/09/2020	SUDBURY IN BLOOM - 16/09/20	FPO	2,500.00	SUD IN BLOOM GRANT 20/21-16/09
21/09/2020	Worldpay (UK) Limited	DD	50.98	WPRLDPAY PDQ CHGS-AUG20
21/09/2020	Worldpay (UK) Limited	DD	35.56	WORLDPAY PDQ CHGS-AUG20
21/09/2020	Deposit Account	TFR	50,000.00	TFR TO CUR A/C - 21/09/2020
22/09/2020	Deposit Account	TFR	200,000.00	TFR TO DEP A/C - 22/09/2020
23/09/2020	EE Limited	DD	181.66	EE MOBILES - AUG/SEP 2020
25/09/2020	SUFFOLK CC PENSION-25/09	BP	7,795.11	SUFFOLK CC PENSION-25/09
25/09/2020	STC PAYROLL - SEP 2020	BP	27,903.24	STC PAYROLL - SEP 2020
25/09/2020	T.D. & A.M. Bugg Ltd	BP	1,176.00	BUGG SKIPS - AUG 2020
25/09/2020	Indigoross Design & Print Ltd	BP	1,641.60	500 X STC CALENDARS-31/08
28/09/2020	UNISON - 28/09/2020	SO	5.30	UNISON STAFF SUBS- 28/09/2020
28/09/2020	PUBLIC WORKS LOANS	DD	10,552.29	PWLB LOAN/INT - 28/09/2020
29/09/2020	NEST IT000000933597-29/09	DD	13.23	NEST IT000000933597-29/09
30/09/2020	JRB Enterprise Ltd	BP	1,602.00	DOG BAGS - 14/09/2020

Total Payments

313796.07

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Summary Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Corporate Management	Income	704,280	704,460	180		
	Expenditure	0	3,100	3,100		3,100
	Net Income over Expenditure	<u>704,280</u>	<u>701,360</u>	<u>(2,920)</u>		
	plus Transfer from EMR	-3,000				
	Movement to/(from) Gen Reserve	<u>701,280</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	23,600	53,000	29,400		29,400
109 Central Services/Admin	Income	10,246	4,010	(6,236)		
	Expenditure	123,387	245,920	122,533		122,533
	Net Income over Expenditure	<u>(113,140)</u>	<u>(241,910)</u>	<u>(128,770)</u>		
	plus Transfer from EMR	683				
	less Transfer to EMR	9,154				
	Movement to/(from) Gen Reserve	<u>(121,611)</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	30,214	78,000	47,786		
	Expenditure	22,581	49,130	26,549		26,549
	Net Income over Expenditure	<u>7,632</u>	<u>28,870</u>	<u>21,238</u>		
	plus Transfer from EMR	1,046				
	Movement to/(from) Gen Reserve	<u>8,678</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	16,757	53,450	36,693		36,693
	Net Income over Expenditure	<u>(16,757)</u>	<u>(48,950)</u>	<u>(32,193)</u>		
	plus Transfer from EMR	1,778				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>(14,979)</u>				

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Summary Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
211	Town Hall Building					
	Income	8,078	8,250	173		
	Expenditure	36,259	96,800	60,541		60,541
	Net Income over Expenditure	<u>(28,181)</u>	<u>(88,550)</u>	<u>(60,369)</u>		
	plus Transfer from EMR	756				
	Movement to/(from) Gen Reserve	<u>(27,425)</u>				
212	Public Clocks					
	Expenditure	834	1,500	666		666
213	Street Wardens					
	Income	26,033	26,000	(33)		
	Expenditure	13,410	30,530	17,120		17,120
	Net Income over Expenditure	<u>12,623</u>	<u>(4,530)</u>	<u>(17,153)</u>		
	plus Transfer from EMR	235				
	Movement to/(from) Gen Reserve	<u>12,858</u>				
221	Allotments					
	Income	1,284	2,200	917		
	Expenditure	231	880	649		649
	Movement to/(from) Gen Reserve	<u>1,053</u>				
239	Open Spaces&Closed Churchyards					
	Income	566	0	(566)		
	Expenditure	4,573	20,540	15,967		15,967
	Net Income over Expenditure	<u>(4,008)</u>	<u>(20,540)</u>	<u>(16,532)</u>		
	plus Transfer from EMR	845				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>(3,163)</u>				
241	Cemetery					
	Income	24,886	50,400	25,514		
	Expenditure	35,860	90,050	54,190		54,190
	Net Income over Expenditure	<u>(10,974)</u>	<u>(39,650)</u>	<u>(28,676)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(10,974)</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	10,829	22,250	11,421		
	Expenditure	21,619	52,680	31,061		31,061
	Net Income over Expenditure	<u>(10,790)</u>	<u>(30,430)</u>	<u>(19,640)</u>		
	plus Transfer from EMR	1,826				
	Movement to/(from) Gen Reserve	<u>(8,964)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				

11:56 **Summary Income & Expenditure by Budget Heading 30/09/2020**

Month No: 6

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
252 Christmas Lights	Income	300	1,000	700		
	Expenditure	3,944	15,670	11,726		11,726
	Net Income over Expenditure	<u>(3,644)</u>	<u>(14,670)</u>	<u>(11,026)</u>		
	plus Transfer from EMR	3,874				
	Movement to/(from) Gen Reserve	<u>230</u>				
261 Museum	Expenditure	0	700	700		700
301 Street Lighting	Expenditure	0	5,300	5,300		5,300
302 Street Furniture & Equipment	Income	110	0	(110)		
	Expenditure	3,523	1,550	(1,973)		(1,973)
	Net Income over Expenditure	<u>(3,413)</u>	<u>(1,550)</u>	<u>1,863</u>		
	plus Transfer from EMR	2,598				
	Movement to/(from) Gen Reserve	<u>(815)</u>				
311 Highways	Income	1,354	1,600	246		
	Expenditure	251	380	129		129
	Movement to/(from) Gen Reserve	<u>1,103</u>				
321 Floral Displays & Bedding Mtce	Expenditure	9,997	20,100	10,103		10,103
341 Community Wardens	Income	18,643	30,044	11,401		
	Expenditure	60,965	106,835	45,870		45,870
	Net Income over Expenditure	<u>(42,322)</u>	<u>(76,791)</u>	<u>(34,469)</u>		
	plus Transfer from EMR	3,979				
	less Transfer to EMR	866				
	Movement to/(from) Gen Reserve	<u>(39,209)</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	34,664	63,305	28,641		
	Expenditure	44,152	96,655	52,503		52,503
	Net Income over Expenditure	<u>(9,488)</u>	<u>(33,350)</u>	<u>(23,862)</u>		
	plus Transfer from EMR	1,176				
	Movement to/(from) Gen Reserve	<u>(8,312)</u>				
901 Civic Activities	Expenditure	1,267	10,450	9,183		9,183
	plus Transfer from EMR	495				

Summary Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>(772)</u>				
912 Mayors Charity Income	2,520	0	(2,520)		
Expenditure	4,795	0	(4,795)		(4,795)
Net Income over Expenditure	<u>(2,275)</u>	<u>0</u>	<u>2,275</u>		
plus Transfer from EMR	4,795				
less Transfer to EMR	2,520				
Movement to/(from) Gen Reserve	<u>0</u>				

Grand Totals:- Income	874,006	998,619	124,613		
Expenditure	431,319	998,309	566,990	0	566,990
Net Income over Expenditure	<u>442,687</u>	<u>310</u>	<u>(442,377)</u>		
plus Transfer from EMR	-15,915				
less Transfer to EMR	12,539				
Movement to/(from) Gen Reserve	<u>414,232</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

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	180	360	180			
1176 Precept	704,100	704,100	0			
Corporate Management :- Income	704,280	704,460	180			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	704,280	701,360	(2,920)			
6000 plus Transfer from EMR	(3,000)					
Movement to/(from) Gen Reserve	701,280					
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	23,600	45,000	21,400		21,400	
4304 Grant Aid LGA S142	0	8,000	8,000		8,000	
Grants :- Indirect Expenditure	23,600	53,000	29,400	0	29,400	0
Net Expenditure	(23,600)	(53,000)	(29,400)			
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	2	10	8			
1190 Bank Interest Receivable	841	4,000	3,159			
Central Services/Admin :- Income	10,246	4,010	(6,236)			9,154
4001 Salaries & Wages	98,598	204,500	105,902		105,902	
4008 Training, Courses, Meetings	515	500	(15)		(15)	
4009 Travel & Subsistence	0	350	350		350	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

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	1,074	2,200	1,126		1,126	
4020 Miscellaneous Expenses	133	500	367		367	
4021 Telephone, Internet & Fax	1,633	3,300	1,667		1,667	
4022 Postage	236	500	264		264	
4023 Printing & Stationery	453	2,500	2,047		2,047	
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	1,665	4,760	3,095		3,095	
4044 IT Support/Software Mtce	3,597	5,660	2,063		2,063	
4047 COVID-19 expenses	683	0	(683)		(683)	683
4052 Bank & Cardnet Charges	779	2,200	1,421		1,421	
4060 Audit Fees - External	0	1,600	1,600		1,600	
4061 Audit Fees - Internal	0	500	500		500	
4064 Other Professional Fees	3,584	9,000	5,416		5,416	
4110 Staff Welfare	284	100	(184)		(184)	
4900 Assets Capitalised	4,195	0	(4,195)		(4,195)	
Central Services/Admin :- Indirect Expenditure	123,387	245,920	122,533	0	122,533	683
Net Income over Expenditure	(113,140)	(241,910)	(128,770)			
6000 plus Transfer from EMR	683					
6001 less Transfer to EMR	9,154					
Movement to/(from) Gen Reserve	(121,611)					
<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	28,709	75,000	46,291			
1021 Market Electricity Recovered	1,505	3,000	1,495			
Market - Charter Street :- Income	30,214	78,000	47,786			0
4001 Salaries & Wages	11,574	26,700	15,126		15,126	
4007 Workwear and Footwear	16	180	164		164	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4011 Rates & Water	4,279	8,650	4,371		4,371	
4014 Electricity & Gas	560	1,600	1,040		1,040	
4016 Refuse Disposal	4,750	10,000	5,250		5,250	
4017 Cleaning & Consumables	0	50	50		50	
4018 Vehicle Rental/Repairs/Exps	100	500	400		400	
4021 Telephone, Internet & Fax	171	350	179		179	
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	1,046	0	(1,046)		(1,046)	1,046
4110 Staff Welfare	1	0	(1)		(1)	
Market - Charter Street :- Indirect Expenditure	22,581	49,130	26,549	0	26,549	1,046
Net Income over Expenditure	7,632	28,870	21,238			
6000 plus Transfer from EMR	1,046					
Movement to/(from) Gen Reserve	8,678					
204 Street Fairs						
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			
205 Council Public Events						
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	14,539	38,000	23,461		23,461	
4003 COVID-19 wages	776	0	(776)		(776)	776
4008 Training, Courses, Meetings	0	250	250		250	
4009 Travel & Subsistence	0	300	300		300	
4020 Miscellaneous Expenses	160	6,650	6,490		6,490	
4021 Telephone, Internet & Fax	180	700	520		520	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

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	100	1,500	1,400		1,400	
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	16,757	53,450	36,693	0	36,693	1,778
Net Income over Expenditure	(16,757)	(48,950)	(32,193)			
6000 plus Transfer from EMR	1,778					
Movement to/(from) Gen Reserve	(14,979)					
<u>211 Town Hall Building</u>						
1000 Letting Income	828	1,000	173			
1016 Rent from Registrar	7,250	7,250	0			
Town Hall Building :- Income	8,078	8,250	173			0
4001 Salaries & Wages	7,222	16,000	8,778		8,778	
4004 Cleaners & Casual payroll costs	5,329	12,000	6,671		6,671	
4007 Workwear and Footwear	0	130	130		130	
4011 Rates & Water	2,509	5,600	3,091		3,091	
4014 Electricity & Gas	2,432	12,000	9,568		9,568	
4017 Cleaning & Consumables	870	2,400	1,530		1,530	
4020 Miscellaneous Expenses	0	250	250		250	
4040 Property Repairs & Mtce	156	16,000	15,844		15,844	
4041 Equipt Repairs & Mtce	6,866	12,700	5,834		5,834	
4042 Equipt Running Costs/Rental	1,028	1,370	342		342	
4043 Equipt/Small Tools Purchase	15	200	185		185	
4900 Assets Capitalised	756	0	(756)		(756)	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	36,259	96,800	60,541	0	60,541	756
Net Income over Expenditure	(28,181)	(88,550)	(60,369)			
6000 plus Transfer from EMR	756					
Movement to/(from) Gen Reserve	(27,425)					
<u>212 Public Clocks</u>						
4041 Equipt Repairs & Mtce	834	1,500	666		666	
Public Clocks :- Indirect Expenditure	834	1,500	666	0	666	0
Net Expenditure	(834)	(1,500)	(666)			

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	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	26,000	26,000	0			
1098 Miscellaneous Income	33	0	(33)			
Street Wardens :- Income	26,033	26,000	(33)			0
4001 Salaries & Wages	11,264	26,300	15,036		15,036	
4003 COVID-19 wages	235	0	(235)		(235)	235
4007 Workwear and Footwear	107	280	173		173	
4017 Cleaning & Consumables	152	1,500	1,348		1,348	
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	13,410	30,530	17,120	0	17,120	235
Net Income over Expenditure	12,623	(4,530)	(17,153)			
6000 plus Transfer from EMR	235					
Movement to/(from) Gen Reserve	12,858					
221 Allotments						
1010 Rent Receivable	1,284	2,200	917			
Allotments :- Income	1,284	2,200	917			0
4001 Salaries & Wages	0	200	200		200	
4011 Rates & Water	231	380	149		149	
4020 Miscellaneous Expenses	0	200	200		200	
4045 Grounds Maintenance	0	100	100		100	
Allotments :- Indirect Expenditure	231	880	649	0	649	0
Net Income over Expenditure	1,053	1,320	267			
239 Open Spaces&Closed Churchyards						
1050 Donations Received	524	0	(524)			
1098 Miscellaneous Income	42	0	(42)			
Open Spaces&Closed Churchyards :- Income	566	0	(566)			0
4011 Rates & Water	0	140	140		140	
4014 Electricity & Gas	236	650	414		414	
4028 Refuse/Doggy Bag Supplies	158	250	93		93	
4040 Property Repairs & Mtce	0	500	500		500	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4041 Equipt Repairs & Mtce	0	300	300		300	
4045 Grounds Maintenance	2,790	7,500	4,710		4,710	
4065 Closed Churchyards maintenance	0	300	300		300	
4066 The Croft maintenance	845	3,900	3,055		3,055	845
4067 Mill Acre maintenance	74	3,400	3,326		3,326	
4068 Valley Walk	0	3,600	3,600		3,600	
4900 Assets Capitalised	471	0	(471)		(471)	
Open Spaces&Closed Churchyards :- Indirect Expenditure	4,573	20,540	15,967	0	15,967	845
Net Income over Expenditure	(4,008)	(20,540)	(16,532)			
6000 plus Transfer from EMR	845					
Movement to/(from) Gen Reserve	(3,163)					
<u>241 Cemetery</u>						
1000 Letting Income	4,800	9,600	4,800			
1060 Cemetery Fees & Charges	20,082	40,800	20,718			
1098 Miscellaneous Income	4	0	(4)			
Cemetery :- Income	24,886	50,400	25,514			0
4001 Salaries & Wages	14,981	36,100	21,119		21,119	
4005 Grave Digging Costs	4,540	12,240	7,700		7,700	
4007 Workwear and Footwear	16	400	384		384	
4011 Rates & Water	2,114	3,750	1,636		1,636	
4014 Electricity & Gas	133	400	267		267	
4016 Refuse Disposal	1,760	4,500	2,740		2,740	
4018 Vehicle Rental/Repairs/Exps	374	300	(74)		(74)	
4019 Diesel	0	200	200		200	
4021 Telephone, Internet & Fax	165	300	135		135	
4023 Printing & Stationery	0	500	500		500	
4025 Subscriptions	95	100	5		5	
4040 Property Repairs & Mtce	480	3,500	3,020		3,020	
4041 Equipt Repairs & Mtce	22	200	178		178	
4043 Equipt/Small Tools Purchase	17	800	783		783	
4044 IT Support/Software Mtce	50	100	50		50	
4045 Grounds Maintenance	10,615	25,500	14,885		14,885	
4064 Other Professional Fees	500	1,160	660		660	
Cemetery :- Indirect Expenditure	35,860	90,050	54,190	0	54,190	0
Net Income over Expenditure	(10,974)	(39,650)	(28,676)			

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>243 War Memorial, Aelfhun & Gains</u>						
4040 Property Repairs & Mtce	1,800	0	(1,800)		(1,800)	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	<u>1,800</u>	<u>0</u>	<u>(1,800)</u>	<u>0</u>	<u>(1,800)</u>	<u>0</u>
Net Expenditure	<u>(1,800)</u>	<u>0</u>	<u>1,800</u>			
<u>250 Tourist Information Centre</u>						
1018 Books,Maps,publications/Income	112	2,000	1,888			
1019 TIC Agency commission received	41	3,000	2,959			
1022 Gift Sales Income	527	3,000	2,473			
1025 TIC Sundry Sales	86	350	264			
1031 Foodstuff Sales	12	300	288			
1033 Colchester Zoo Tickets sold	0	3,000	3,000			
1091 Service Costs Income - Babergh	10,000	10,000	0			
1098 Miscellaneous Income	51	600	549			
Tourist Information Centre :- Income	<u>10,829</u>	<u>22,250</u>	<u>11,421</u>			<u>0</u>
4001 Salaries & Wages	16,965	40,800	23,835		23,835	
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	0	120	120		120	
4021 Telephone, Internet & Fax	0	720	720		720	
4023 Printing & Stationery	3	1,800	1,797		1,797	
4041 Equipt Repairs & Mtce	0	100	100		100	
4043 Equipt/Small Tools Purchase	20	100	80		80	
4047 COVID-19 expenses	85	0	(85)		(85)	85
4049 TIC food purchases for resale	0	150	150		150	
4052 Bank & Cardnet Charges	159	440	281		281	
4054 TIC Gift Purchases for Resale	1,308	1,900	592		592	
4055 TICBooks/Guides/Maps forResale	70	1,500	1,430		1,430	
4056 TIC Rent & Utilities costs	1,243	2,150	907		907	
4070 Colchester Zoo Tickets Bought	0	2,600	2,600		2,600	
4099 Banking Differences	(0)	0	0		0	
4110 Staff Welfare	1	100	99		99	
Tourist Information Centre :- Indirect Expenditure	<u>21,619</u>	<u>52,680</u>	<u>31,061</u>	<u>0</u>	<u>31,061</u>	<u>1,826</u>
Net Income over Expenditure	<u>(10,790)</u>	<u>(30,430)</u>	<u>(19,640)</u>			
6000 plus Transfer from EMR	1,826					
Movement to/(from) Gen Reserve	<u>(8,964)</u>					

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
252 Christmas Lights						
1055 Sponsorships Received	300	1,000	700			
Christmas Lights :- Income	300	1,000	700			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	70	4,970	4,900		4,900	
4104 Christmas Trees	0	1,600	1,600		1,600	
4900 Assets Capitalised	3,874	0	(3,874)		(3,874)	3,874
Christmas Lights :- Indirect Expenditure	3,944	15,670	11,726	0	11,726	3,874
Net Income over Expenditure	(3,644)	(14,670)	(11,026)			
6000 plus Transfer from EMR	3,874					
Movement to/(from) Gen Reserve	230					
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)			
302 Street Furniture & Equipment						
1098 Miscellaneous Income	110	0	(110)			
Street Furniture & Equipment :- Income	110	0	(110)			0
4020 Miscellaneous Expenses	6	50	44		44	
4041 Equipt Repairs & Mtce	917	1,250	333		333	
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	3,523	1,550	(1,973)	0	(1,973)	2,598
Net Income over Expenditure	(3,413)	(1,550)	1,863			
6000 plus Transfer from EMR	2,598					
Movement to/(from) Gen Reserve	(815)					

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
311 Highways						
1041 Parking Permits Francis Road	1,354	1,600	246			
Highways :- Income	1,354	1,600	246			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	1,103	1,220	117			
321 Floral Displays & Bedding Mtce						
4011 Rates & Water	106	200	94		94	
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	9,997	20,100	10,103	0	10,103	0
Net Expenditure	(9,997)	(20,100)	(10,103)			
341 Community Wardens						
1040 Grants Receivable	2,366	0	(2,366)			866
1050 Donations Received	636	0	(636)			
1075 Community Warden services	12,122	27,044	14,922			
1077 Van Rental Contr' from Babergh	3,000	3,000	0			
1098 Miscellaneous Income	520	0	(520)			
Community Wardens :- Income	18,643	30,044	11,401			866
4001 Salaries & Wages	37,756	81,500	43,744		43,744	
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	433	1,600	1,167		1,167	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	11,553	11,000	(553)		(553)	
4019 Diesel	1,622	3,000	1,378		1,378	
4020 Miscellaneous Expenses	87	100	13		13	
4021 Telephone, Internet & Fax	424	1,100	676		676	
4023 Printing & Stationery	0	100	100		100	
4026 Insurance	1,160	1,200	40		40	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4041 Equipt Repairs & Mtce	470	650	180		180	
4042 Equipt Running Costs/Rental	497	0	(497)		(497)	
4043 Equipt/Small Tools Purchase	1,483	600	(883)		(883)	400
4045 Grounds Maintenance	98	150	52		52	
4047 COVID-19 expenses	374	0	(374)		(374)	363
4109 Dog/Litter Bin emptying	893	4,000	3,108		3,108	893
4110 Staff Welfare	84	100	16		16	
4863 Purchases for re-sale	268	0	(268)		(268)	
Community Wardens :- Indirect Expenditure	60,965	106,835	45,870	0	45,870	3,979
Net Income over Expenditure	(42,322)	(76,791)	(34,469)			
6000 plus Transfer from EMR	3,979					
6001 less Transfer to EMR	866					
Movement to/(from) Gen Reserve	(39,209)					
<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)			
<u>502 Advice Centre</u>						
1023 Postage Income	0	35	35			
1032 Doggy Bag Income	473	1,700	1,227			
1050 Donations Received	180	0	(180)			
1090 Service Costs income -Suffolk	6,500	6,500	0			
1091 Service Costs Income - Babergh	27,500	55,000	27,500			
1098 Miscellaneous Income	10	70	60			
Advice Centre :- Income	34,664	63,305	28,641			0
4001 Salaries & Wages	42,117	94,500	52,383		52,383	
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	1	100	99		99	
4863 Purchases for re-sale	255	0	(255)		(255)	
Advice Centre :- Indirect Expenditure	44,152	96,655	52,503	0	52,503	1,176
Net Income over Expenditure	(9,488)	(33,350)	(23,862)			
6000 plus Transfer from EMR	1,176					

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	(8,312)					
<u>901 Civic Activities</u>						
4001 Salaries & Wages	239	2,100	1,861		1,861	
4017 Cleaning & Consumables	85	500	415		415	
4023 Printing & Stationery	0	200	200		200	
4041 Equipt Repairs & Mtce	495	0	(495)		(495)	495
4129 Mayors Allowance	0	3,500	3,500		3,500	
4132 Civic & Ceremonial	379	3,650	3,271		3,271	
4133 Tributes - Floral etc	68	300	232		232	
4135 Other Council Events	0	200	200		200	
Civic Activities :- Indirect Expenditure	1,267	10,450	9,183	0	9,183	495
Net Expenditure	(1,267)	(10,450)	(9,183)			
6000 plus Transfer from EMR	495					
Movement to/(from) Gen Reserve	(772)					
<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	874,006	998,619	124,613			
Expenditure	431,319	998,309	566,990	0	566,990	
Net Income over Expenditure	442,687	310	(442,377)			
plus Transfer from EMR	(15,915)					
less Transfer to EMR	12,539					
Movement to/(from) Gen Reserve	414,232					

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors Control	4,981	
105	VAT Control	10,588	
110	Prepaid Expenses	1,490	
141	Stock at TIC 31-3-20	5,311	
142	Colch'Zoo Tickets stock31-3-20	1,355	
200	Lloyds Current Account	206,397	
201	Lloyds 32 Day Notice Deposit	705,141	
204	Petty Cash	283	
205	TIC Cash Banking account	35	
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		1,147,495	
<u>Current Liabilities</u>			
500	Creditors Control	12,814	
510	Accrued Expenses	555	
512	Prepaid income	449	
520	PAYE/NIC Control	18,297	
525	Deposits Refundable	391	
535	National Express & Abellio C/A	96	
538	Guided Walks Control account	72	
544	Tourist Information Ctrl Acc.	987	
Total Current Liabilities		33,661	
Net Current Assets		1,113,834	
Total Assets less Current Liabilities		1,113,834	
<u>Represented by :-</u>			
301	Current Year Fund	442,687	
310	General Purpose Fund	457,365	
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	64,729	
331	EMR Staff Social Security	6,044	
350	EMR Mayors Benevolent Fund	8,413	
353	EMR COVID-19	2,554	
356	EMR Elections	6,878	
Total Equity		1,113,834	