SUDBURY TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD THROUGH VIDEO CONFERENCING ON TUESDAY 7TH APRIL 2020 AT 6.30PM

PRESENT: Mr N Bennett – in the Chair

Mrs J Antill
Mr S Barrett
Mr O Forder
Mr S Hall
Mr A Osborne
Miss A Owen
Mr J Owen

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

1. SUBSTITUTES AND APOLOGIES

Apologies for absence were received from Mr D Williams and Ms L Fowler.
Miss A Owen attended as a substitute for Ms L Fowler and Mr J Owen attended as a substitute for Mr D Williams.

2. DECLARATIONS OF INTEREST

Members were asked to declare any interests in the agenda items.
In accordance with guidance from Babergh District Council's Standards Committee, Mr Osborne and Miss Owen declared a non-pecuniary interest that they are Babergh District Councillors. Mr Owen declared a non-pecuniary interest that he is a Suffolk County Councillor. Miss Owen and Mr Owen declared a non-pecuniary interest in item #7.6. Mr Hall declared a non-pecuniary interest in item #7.8.

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 3rd March 2020 be confirmed as a correct record and to be signed. These were circulated and adopted at the March Full Council meeting.

6. TO DISCUSS A DRAFT AGREEMENT WITH CLEAR CHANNEL UK LIMITED

Members discussed a draft agreement with Clear Channel UK Limited for a five year contract for the maintenance of six Bus Shelters, five containing advertisements and one without.

RESOLVED
That members under the power of LGA1972 S142 approved all changes made and agreed a five year contract with Clear Channel UK Limited in the sum of £1273 per year for the licence and maintenance fee.

7. GRANT AID REQUESTS

Grants to be resubmitted after the COVID-19 Crisis

1. Taste of Sudbury CIC

Members discussed a Grant Aid request previously submitted from the Taste of Sudbury for the provision of the Community Wardens to facilitate the event due to be held on 14th June 2020, along with the cost of the road closure, skip hire and hire of picnic benches. Subsequently, due to the current unforeseen circumstances of COVID-19 pandemic in the United Kingdom, this event has now been cancelled for year 2020/2021, and is due next on 13th June 2021.

RESOLVED
That members agreed that due to the COVID-19 pandemic their decision on 3rd March 2020 is to be cancelled and the Taste of Sudbury CIC will need to reapply for their 2021 event.

2. Woven Theatre Company

Members discussed a Grant Aid request previously submitted from the Woven Theatre Company to create an educational programme in two Sudbury primary schools related to a performance about a famous portrait by Thomas Gainsborough, subsequently due to the current unforeseen circumstances of COVID-19 pandemic in the United Kingdom, this programme in June 2020 has now been cancelled.

RESOLVED
That members agreed that due to the COVID-19 pandemic their decision on 3rd March 2020 is to be cancelled and the Woven Theatre will need to reapply for any future event.

3. Abbeycroft Leisure

Members discussed a Grant Aid request previously submitted from Abbeycroft Leisure for the provision of the Community Wardens to assist their Memory Walk for Dementia with the supply and removal of barriers and tables for their event, subsequently due to the current unforeseen circumstances of COVID-19 pandemic in the United Kingdom this event has now been postponed.

RESOLVED
That members agreed that due to COVID-19 pandemic their decision on 3rd March 2020 is to be cancelled and Abbeycroft Leisure will need to reapply for a future event.

4. Sudbury Fun Run & Sponsored Walk 2020

Members discussed a Grant Aid request previously submitted from the Sudbury Fun Run & Sponsored Walk for the provision of the Community Wardens to facilitate the event, subsequently due to the current unforeseen circumstances of COVID-19 pandemic in the United Kingdom this event has now been cancelled.

RESOLVED
That members agreed that due to the current COVID-19 pandemic their decision on 3rd March 2020 is to be cancelled and the Sudbury Fun Run & Sponsored Walk will need to reapply for a future event.

5. Rotary Club Crucial Crew

Members discussed a Grant Aid request submitted from the Sudbury Rotary Crucial Crew for the provision of the Community Wardens to facilitate the event, subsequently due to the current unforeseen circumstances of COVID-19 pandemic in the United Kingdom this event has now been cancelled for 2020/2021 and their Grant Aid application has now been withdrawn.

RESOLVED
That members noted that the grant application is withdrawn.

6. Sudbury Carnival

Members discussed a Grant Aid request submitted from the Sudbury Carnival for the provision of the Community Wardens to facilitate the event, subsequently due to the current unforeseen circumstances of COVID-19 pandemic in the United Kingdom this event has now been cancelled.

RESOLVED
That members agreed that due to the COVID-19 pandemic that Sudbury Carnival will need to reapply for any future events.

7. Sudbury Town Twinning Association

Members discussed a Grant Aid request submitted from the Sudbury Town Twinning for their events, subsequently due to the current unforeseen circumstances of COVID-19 pandemic in the United Kingdom the town twinning events have now been cancelled.

RESOLVED
That members agreed that due to the COVID-19 pandemic Sudbury Town Twinning Association will need to reapply for any future events.

Grants to be considered and for approval:

8. Ballingdon Village Fete

Members discussed a Grant Aid request submitted from Ballingdon Village Fete for the provision of the Community Wardens to facilitate the event with sixteen hours of their time in September 2020.

RESOLVED
That members under the General Power of Competence agreed to award a grant of sixteen hours of Community Wardens time estimated to be worth the sum of £521 subject to the Ballingdon Village Fete still going ahead in September 2020.

9. New Life Church

Members discussed a Grant Aid request submitted from New Life Church for Abbey Footprints Baby Bank of second hand goods for £2180 to help towards their general operating costs of their storage facility at Stour Valley Business Centre.

RESOLVED
Members agreed not to provide this grant.

10. Phoenix Suffolk Community Marchers

Members discussed a Grant Aid request submitted from Phoenix Suffolk Community Marchers for the cost of new uniform/jackets in the sum of £2000.

RESOLVED
Members agreed not to provide this grant.

11. Stour Valley Vineyard Church

Members discussed a Grant Aid request submitted from Stour Valley Vineyard Church Members for £3275 to help towards the running costs of the Parent and Toddler group project.

RESOLVED
Members agreed not to provide this grant.

12. Sudbury Fairtrade

Members discussed a Grant Aid request submitted from Sudbury Fairtrade to promote a relaunch of Fairtrade in the Town of Sudbury.

RESOLVED
That members under the General Power of Competence agreed to award a grant to the sum of £100 to relaunch Fairtrade in the Town of Sudbury.

13. The Befriending Scheme

Members discussed a Grant Aid request submitted from The Befriending Scheme to fund their "Farmer for the day" project in the sum of £8640.

RESOLVED
That members agreed not to provide this grant.

8. TO DISCUSS AN EMERGENCY FUND AND METHOD OF OPERATION FOR THE COVID-19 CRISIS

Members discussed an emergency fund and method of operation for the COVID-19 crisis to enable the Town Hall staff to react to alleviate the immediate needs of the local population. This might cover such costs as extra overtime to cover increase crisis coordination work, additional fuel costs, etc. Mr Ciaran Griffin, Town Clerk advised that he has also applied for an additional Grant of £2000 for COVID-19 from Babergh District Council.

RESOLVED
That members agreed to move funds from the existing General Reserve funds in the sum of £5000 and to be named the COVID-19 Fund and that this fund would exist for the next 6 months. All control over spending from this COVID-19 Fund was delegated to the Town Clerk, subject to prior approval for items over £500 from a new sub-committee of three members, consisting of Mr Bennet, Mr Barrett and Mr Forder.

9. TO NOTE THE 'OUT OF COMMITTEE' 3-MONTH EXTENSION OF A TIC CONTRACT

Members discussed the 'out of committee' 3 month extension for a member of staff who is currently on a one Year Fixed Term Contract, which finished on 31st March 2020. The extension was already approved by four members of the HR committee out of the existing five members.

RESOLVED
That members under the power of LGA1972 S122 approved a 3 month extension of this TIC employment contract at the cost of £1,791. They noted that the next HR committee meeting would consider any future extension of this contract.

10. APPROVAL OF BANK PAYMENTS

The list of payments in excess of £500 and all DD and SO payments for February 2020 were presented to members for their approval (copy of the reports shown at minute page 185).

RESOLVED
That members approve all listed payments over £500 and all DD and SO payments.

11. REVIEW OF INCOME AND EXPENDITURE REPORTS

Members reviewed income and expenditure reports for the month ending 29th February 2020 shown at minute pages 186-200.

RESOLVED
That the Income and Expenditure reports be noted.

12. UPDATE ON FINANCIAL MATTERS BY RFO

Balance Sheet items at 29th February 2020 (copy of report shown at minute page 201).
RFO reported about annual increase of BDC business rates from 1st April 2020 as following: cemetery – 16.84%, STC building – 1.63%, market stalls – 1.63%.

RESOLVED
That the balance sheet items to be noted.

The business of the meeting concluded at 8.20pm.

.....
Chairman

Sudbury Town Council
Bank Current Account
Payments made between 01/02/2020 and 29/02/2020

Date	Payee Name	Reference	£ Total Amnt	Transaction Details
03/02/2020	Lex Autolease Limited	DD	662.67	LEX LEASE
04/02/2020	SGW Payroll Ltd	DD.	131.10	MONTHY PAYROLL
05/02/2020	LAND REGISTRY 9365241	DD	66.00	LAND REGISTRY FEES
10/02/2020	Inital Washroom Hygiene	DD...	76.20	INTIAL HAND DRYERS MAINCE
12/02/2020	Lyreco	FPO	918.73	CLEANING/STATIONERY
13/02/2020	Fuelgenie Business Account	DD	264.50	DIESEL FOR VANS JAN20
17/02/2020	Sky High Access Ltd	BP	787.50	XMAS LIGHTS CHERRY PICKER
17/02/2020	BABERGH DC CTAX BU	DD	700.00	COUNCIL TAX
17/02/2020	BABERGH DC CTAX BU	DD	393.00	COUNCIL TAX
17/02/2020	BABERGH DC CTAX BU	DD	301.00	COUNCIL TAX
17/02/2020	Timberscape Tree Surgery	FPO..	500.00	REMOVE CHERRY TREE CEM
17/02/2020	Felix of Long Melford	FPO*	641.25	FELIX TICK SALES JAN20
19/02/2020	Worldpay (UK) Limited	DD.	165.77	WORLDPAY PDQ CHARGES
21/02/2020	HMRC - ACCOUNTS OF	BP	7,451.80	HMRC PAYE/NI JAN20
21/02/2020	Smith of Derby Limited	BP	2,637.60	ST PETERS CLOCK REPAIR
21/02/2020	JRB Enterprise Ltd	BP.	2,142.00	DOG BAGS FOR DISPENSERS
21/02/2020	Mutts Butts	DEB	582.65	DOG BAGS FOR AC SALE
24/02/2020	BNP Paribas Lease Group (Renta	DD	487.04	PRINTERS LEASE 23/02-22/3
24/02/2020	EE Limited	DD.	195.99	EE - 15/02/2020
25/02/2020	STC PAYROLL FEB 2020	BP	27,579.90	STC PAYROLL FEB NETWAGES
25/02/2020	SUFFOLK CC PENSION	BP	7,961.96	SUFFOLK CC PENSION FEB20
25/02/2020	LAND REGISTRY 9365241	DD	1.00	LAND REGISTRY FEES
25/02/2020	SAINSBURYS	100266	630.00	BENEVOLENT FUND VOUCHERS
26/02/2020	NEST IT000000933597	DD	68.44	NEST PENSION- JAN20
26/02/2020	Southern Electric	DD..	259.95	ELECTRICITY - JAN20
26/02/2020	Flowers Groundcare	FPO	3,100.15	G.MAINTENANCE - JAN20
26/02/2020	UNISON - 26/02/2020	SO	5.30	UNISON MEMBERSHIP FEB20
28/02/2020	T.D. & A.M. Bugg Ltd	BP*.	822.00	BUGG SKIPS - JAN20
	Total Payments:		**59,533.50**	

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Corporate Management	Income	670,430	670,460	30		
		Expenditure	9,025	4,100	(4,925)		(4,925)
		Net Income over Expenditure	661,405	666,360	4,955		
		plus Transfer from EMR	5,025				
		Movement to/(from) Gen Reserve	666,430				
102	Democratic Represent'n & Mgmt	Income	200	0	(200)		
		Expenditure	387	900	513		513
		Net Income over Expenditure	(187)	(900)	(713)		
		plus Transfer from EMR	98				
		Movement to/(from) Gen Reserve	(89)				
103	Grants	Expenditure	52,933	53,000	67		67
109	Central Services/Admin	Income	17,186	2,010	(15,176)		
		Expenditure	200,540	241,360	40,820		40,820
		Net Income over Expenditure	(183,354)	(239,350)	(55,996)		
		plus Transfer from EMR	-5,745				
		less Transfer to EMR	11,294				
		Movement to/(from) Gen Reserve	(200,393)				
199	Capital & Projects	Expenditure	0	25,000	25,000		25,000
		plus Transfer from EMR	-25,000				
		Movement to/(from) Gen Reserve	(25,000)				
201	Market - Charter Street	Income	61,010	78,000	16,990		
		Expenditure	40,469	49,500	9,031		9,031
		Movement to/(from) Gen Reserve	20,541				
204	Street Fairs	Income	2,716	2,500	(216)		
		Expenditure	2,665	5,021	2,356		2,356
		Movement to/(from) Gen Reserve	51				
205	Council Public Events	Income	7,177	4,500	(2,677)		
		Expenditure	37,814	60,450	22,636		22,636
		Net Income over Expenditure	(30,637)	(55,950)	(25,313)		
		plus Transfer from EMR	419				
		less Transfer to EMR	1,000				
		Movement to/(from) Gen Reserve	(31,218)				
211	Town Hall Building	Income	8,737	7,950	(787)		
		Expenditure	65,084	84,720	19,636		19,636
		Net Income over Expenditure	(56,347)	(76,770)	(20,423)		
		plus Transfer from EMR	3,956				
		Movement to/(from) Gen Reserve	(52,392)				
212	Public Clocks	Expenditure	2,198	2,000	(198)		(198)

Continued over page

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
213	Street Wardens	Income	20,000	20,000	0		
		Expenditure	23,662	34,200	10,538		10,538
	Movement to/(from) Gen Reserve		(3,662)				
221	Allotments	Income	2,706	2,200	(506)		
		Expenditure	311	620	309		309
	Movement to/(from) Gen Reserve		2,395				
239	Open Spaces&Closed Churchyards	Income	50,111	0	(50,111)		
		Expenditure	25,199	16,450	(8,749)		(8,749)
	Net Income over Expenditure		24,911	(16,450)	(41,361)		
	plus Transfer from EMR		12,650				
	less Transfer to EMR		49,000				
	Movement to/(from) Gen Reserve		(11,439)				
241	Cemetery	Income	48,139	63,600	15,461		
		Expenditure	79,927	92,350	12,423		12,423
	Net Income over Expenditure		(31,788)	(28,750)	3,038		
	plus Transfer from EMR		6,845				
	Movement to/(from) Gen Reserve		(24,943)				
	Movement to/(from) Gen Reserve		0				
	Movement to/(from) Gen Reserve		0				
	Movement to/(from) Gen Reserve		0				
250	Tourist Information Centre	Income	19,722	23,100	3,378		
		Expenditure	43,053	53,704	10,651		10,651
	Movement to/(from) Gen Reserve		(23,331)				
252	Christmas Lights	Income	758	0	(758)		
		Expenditure	15,119	13,920	(1,199)		(1,199)
	Net Income over Expenditure		(14,361)	(13,920)	441		
	plus Transfer from EMR		1,526				
	Movement to/(from) Gen Reserve		(12,835)				
261	Museum	Expenditure	472	700	228		228
301	Street Lighting	Expenditure	0	5,300	5,300		5,300
302	Street Furniture & Equipment	Income	6,000	0	(6,000)		
		Expenditure	13,984	800	(13,184)		(13,184)
	Net Income over Expenditure		(7,984)	(800)	7,184		
	plus Transfer from EMR		8,127				
	Movement to/(from) Gen Reserve		143				

Continued over page

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
311	Highways	Income	93	1,950	1,858		
		Expenditure	266	265	(1)		(1)
	Movement to/(from) Gen Reserve		(174)				
321	Floral Displays & Bedding Mtce	Expenditure	18,305	19,600	1,295		1,295
341	Community Wardens	Income	26,757	20,395	(6,362)		
		Expenditure	88,552	90,025	1,473		1,473
	Net Income over Expenditure		(61,794)	(69,630)	(7,836)		
	plus Transfer from EMR		4,213				
	less Transfer to EMR		2,553				
	Movement to/(from) Gen Reserve		(60,134)				
	Movement to/(from) Gen Reserve		0				
	Movement to/(from) Gen Reserve		0				
	Movement to/(from) Gen Reserve		0				
	Movement to/(from) Gen Reserve		0				
	Movement to/(from) Gen Reserve		0				
499	Bingo&Raffle	Income	3,908	0	(3,908)		
		Expenditure	2,160	0	(2,160)		(2,160)
	Net Income over Expenditure		1,748	0	(1,748)		
	less Transfer to EMR		0				
	Movement to/(from) Gen Reserve		1,748				
500	Delphi Club	Expenditure	1,549	3,063	1,514		1,514
502	Advice Centre	Income	82,890	82,305	(585)		
		Expenditure	81,321	106,155	24,834		24,834
	Net Income over Expenditure		1,569	(23,850)	(25,419)		
	plus Transfer from EMR		250				
	Movement to/(from) Gen Reserve		1,819				
901	Civic Activities	Expenditure	3,127	11,785	8,658		8,658
912	Mayors Charity	Income	5,262	0	(5,262)		
		Expenditure	3,783	0	(3,783)		(3,783)
	Net Income over Expenditure		1,479	0	(1,479)		
	plus Transfer from EMR		3,783				
	less Transfer to EMR		5,262				
	Movement to/(from) Gen Reserve		0				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	**1,033,802**	**978,970**	**(54,832)**		
Expenditure	**811,907**	**974,988**	**163,081**	**0**	**163,081**
Net Income over Expenditure	**221,895**	**3,982**	**(217,913)**		
plus Transfer from EMR	**16,146**				
less Transfer to EMR	**69,109**				
Movement to/(from) Gen Reserve	**168,932**				

		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	330	360	30			
1176	Precept	670,100	670,100	0			
	Corporate Management :- Income	**670,430**	**670,460**	**30**			**0**
4009	Travel & Subsistence	0	100	100		100	
4100	Election Expenses	8,975	4,000	(4,975)		(4,975)	8,975
4973	Tfr to EMR	50	0	(50)		(50)	(3,950)
	Corporate Management :- Indirect Expenditure	**9,025**	**4,100**	**(4,925)**	**0**	**(4,925)**	**5,025**
	Net Income over Expenditure	**661,405**	**666,360**	**4,955**			
6000	plus Transfer from EMR	5,025					
	Movement to/(from) Gen Reserve	**666,430**					
102	Democratic Represent'n & Mgmt						
1098	Miscellaneous Income	200	0	(200)			
	Democratic Represent'n & Mgmt :- Income	**200**	**0**	**(200)**			**0**
4008	Training, Courses, Meetings	289	250	(39)		(39)	
4020	Miscellaneous Expenses	0	50	50		50	
4023	Printing & Stationery	0	100	100		100	
4024	Publications	98	0	(98)		(98)	98
4131	Town Twinning Council event	0	500	500		500	
	Democratic Represent'n & Mgmt :- Indirect Expenditure	**387**	**900**	**513**	**0**	**513**	**98**
	Net Income over Expenditure	**(187)**	**(900)**	**(713)**			
6000	plus Transfer from EMR	98					
	Movement to/(from) Gen Reserve	**(89)**					
103	Grants						
4303	Grants Power General	44,933	45,000	67		67	
4304	Grant Aid LGA S142	8,000	8,000	0		0	
	Grants :- Indirect Expenditure	**52,933**	**53,000**	**67**	**0**	**67**	**0**
	Net Expenditure	**(52,933)**	**(53,000)**	**(67)**			
109	Central Services/Admin						
1045	Neighbourhood CIL	11,294	0	(11,294)			11,294
1098	Miscellaneous Income	40	10	(30)			
1190	Bank Interest Receivable	5,853	2,000	(3,853)			
	Central Services/Admin :- Income	**17,186**	**2,010**	**(15,176)**			**11,294**

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4001	Salaries & Wages	163,395	182,800	19,405		19,405	
4008	Training, Courses, Meetings	751	500	(251)		(251)	350
4009	Travel & Subsistence	217	250	33		33	
4010	Misc Staff Costs	1,499	2,200	701		701	
4020	Miscellaneous Expenses	345	400	55		55	
4021	Telephone, Internet & Fax	3,142	3,900	758		758	
4022	Postage	757	900	143		143	
4023	Printing & Stationery	1,277	2,500	1,223		1,223	
4024	Publications	131	0	(131)		(131)	
4025	Subscriptions	1,637	1,850	213		213	
4026	Insurance	5,213	5,300	87		87	
4033	Advertising/Press Releases	0	500	500		500	
4041	Equipt Repairs & Mtce	0	500	500		500	
4042	Equipt Running Costs/Rental	5,079	5,760	681		681	
4044	IT Support/Software Mtce	4,999	5,100	101		101	
4052	Bank & Cardnet Charges	2,366	2,100	(266)		(266)	
4060	Audit Fees - External	1,600	1,600	0		0	
4061	Audit Fees - Internal	236	500	264		264	
4064	Other Professional Fees	7,887	14,500	6,613		6,613	3,905
4110	Staff Welfare	9	200	191		191	
4973	Tfr to EMR	0	10,000	10,000		10,000	(10,000)
	Central Services/Admin :- Indirect Expenditure	**200,540**	**241,360**	**40,820**	**0**	**40,820**	**(5,745)**
	Net Income over Expenditure	**(183,354)**	**(239,350)**	**(55,996)**			
6000	plus Transfer from EMR	(5,745)					
6001	less Transfer to EMR	11,294					
	Movement to/(from) Gen Reserve	**(200,393)**					
199	Capital & Projects						
4800	Rolling Capital Fund Allocat'n	0	25,000	25,000		25,000	(25,000)
	Capital & Projects :- Indirect Expenditure	**0**	**25,000**	**25,000**	**0**	**25,000**	**(25,000)**
	Net Expenditure	**0**	**(25,000)**	**(25,000)**			
6000	plus Transfer from EMR	(25,000)					
	Movement to/(from) Gen Reserve	**(25,000)**					
201	Market - Charter Street						
1020	Market Rent & Tolls	58,113	75,000	16,887			
1021	Market Electricity Recovered	2,897	3,000	103			
	Market - Charter Street :- Income	**61,010**	**78,000**	**16,990**			**0**

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4001	Salaries & Wages	21,722	26,700	4,978		4,978	
4007	Workwear and Footwear	70	450	380		380	
4011	Rates & Water	7,733	8,450	717		717	
4014	Electricity & Gas	1,206	1,600	394		394	
4016	Refuse Disposal	8,550	9,000	450		450	
4017	Cleaning & Consumables	15	50	35		35	
4018	Vehicle Rental/Repairs/Exps	447	400	(47)		(47)	
4021	Telephone, Internet & Fax	197	350	153		153	
4023	Printing & Stationery	1	100	99		99	
4033	Advertising/Press Releases	0	2,000	2,000		2,000	
4041	Equipt Repairs & Mtce	525	400	(125)		(125)	
4110	Staff Welfare	2	0	(2)		(2)	
	Market - Charter Street :- Indirect Expenditure	**40,469**	**49,500**	**9,031**	**0**	**9,031**	**0**
	Net Income over Expenditure	**20,541**	**28,500**	**7,959**			
204	Street Fairs						
1030	Function Income	2,716	2,500	(216)			
	Street Fairs :- Income	**2,716**	**2,500**	**(216)**			**0**
4001	Salaries & Wages	600	600	0		0	
4069	Licences	70	21	(49)		(49)	
4102	Fair Expenses	1,995	4,400	2,405		2,405	
	Street Fairs :- Indirect Expenditure	**2,665**	**5,021**	**2,356**	**0**	**2,356**	**0**
	Net Income over Expenditure	**51**	**(2,521)**	**(2,572)**			
205	Council Public Events						
1030	Function Income	12	0	(12)			
1040	Grants Receivable	750	0	(750)			
1050	Donations Received	1,500	1,000	(500)			1,000
1051	Donations for Party in t'Park	0	500	500			
1055	Sponsorships Received	670	0	(670)			
1068	Party in the Park Income	1,386	2,000	614			
1080	Firework Display Income	2,466	1,000	(1,466)			
1098	Miscellaneous Income	394	0	(394)			
	Council Public Events :- Income	**7,177**	**4,500**	**(2,677)**			**1,000**
4001	Salaries & Wages	22,972	43,300	20,328		20,328	
4008	Training, Courses, Meetings	0	100	100		100	
4009	Travel & Subsistence	0	150	150		150	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4020	Miscellaneous Expenses	5,082	5,500	418		418	
4021	Telephone, Internet & Fax	329	350	21		21	
4023	Printing & Stationery	9	50	41		41	
4033	Advertising/Press Releases	240	3,200	2,960		2,960	
4041	Equipt Repairs & Mtce	13	0	(13)		(13)	
4110	Staff Welfare	1	0	(1)		(1)	
4128	Party in the Park Expenses	6,348	5,800	(548)		(548)	
4317	Mayor's Events	2,402	2,000	(402)		(402)	
4900	Assets Capitalised	419	0	(419)		(419)	419
	Council Public Events :- Indirect Expenditure	**37,814**	**60,450**	**22,636**	**0**	**22,636**	**419**
	Net Income over Expenditure	**(30,637)**	**(55,950)**	**(25,313)**			
6000	plus Transfer from EMR	419					
6001	less Transfer to EMR	1,000					
	Movement to/(from) Gen Reserve	**(31,218)**					
211	Town Hall Building						
1000	Letting Income	1,446	700	(746)			
1016	Rent from Registrar	7,250	7,250	0			
1098	Miscellaneous Income	41	0	(41)			
	Town Hall Building :- Income	**8,737**	**7,950**	**(787)**			**0**
4001	Salaries & Wages	12,303	15,300	2,997		2,997	
4004	Cleaners &Casual payroll costs	13,740	11,100	(2,640)		(2,640)	3,956
4007	Workwear and Footwear	0	200	200		200	
4011	Rates & Water	4,583	5,600	1,017		1,017	
4014	Electricity & Gas	6,841	12,300	5,459		5,459	
4017	Cleaning & Consumables	1,482	2,300	818		818	
4020	Miscellaneous Expenses	1	250	249		249	
4040	Property Repairs & Mtce	1,589	8,000	6,411		6,411	
4041	Equipt Repairs & Mtce	14,062	10,070	(3,992)		(3,992)	
4042	Equipt Running Costs/Rental	1,258	1,350	92		92	
4043	Equipt/Small Tools Purchase	21	100	79		79	
4110	Staff Welfare	94	0	(94)		(94)	
4863	Purchases for re-sale	35	0	(35)		(35)	
4987	Loan Repayment - Capital	1,535	3,105	1,570		1,570	
4988	PWLB Interest 494354	7,540	15,045	7,505		7,505	
	Town Hall Building :- Indirect Expenditure	**65,084**	**84,720**	**19,636**	**0**	**19,636**	**3,956**
	Net Income over Expenditure	**(56,347)**	**(76,770)**	**(20,423)**			
6000	plus Transfer from EMR	3,956					
	Movement to/(from) Gen Reserve	**(52,392)**					

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
212	Public Clocks						
4041	Equipt Repairs & Mtce	2,198	2,000	(198)		(198)	
	Public Clocks :- Indirect Expenditure	**2,198**	**2,000**	**(198)**	**0**	**(198)**	**0**
	Net Expenditure	**(2,198)**	**(2,000)**	**198**			
213	Street Wardens						
1091	Service Costs Income - Babergh	20,000	20,000	0			
	Street Wardens :- Income	**20,000**	**20,000**	**0**			**0**
4001	Salaries & Wages	21,035	30,000	8,965		8,965	
4007	Workwear and Footwear	0	300	300		300	
4017	Cleaning & Consumables	994	1,500	506		506	
4020	Miscellaneous Expenses	0	100	100		100	
4040	Property Repairs & Mtce	5	300	296		296	
4041	Equipt Repairs & Mtce	0	200	200		200	
4042	Equipt Running Costs/Rental	1,629	1,800	171		171	
4110	Staff Welfare	0	0	(0)		(0)	
	Street Wardens :- Indirect Expenditure	**23,662**	**34,200**	**10,538**	**0**	**10,538**	**0**
	Net Income over Expenditure	**(3,662)**	**(14,200)**	**(10,538)**			
221	Allotments						
1010	Rent Receivable	2,706	2,200	(506)			
	Allotments :- Income	**2,706**	**2,200**	**(506)**			**0**
4001	Salaries & Wages	0	200	200		200	
4011	Rates & Water	271	220	(51)		(51)	
4020	Miscellaneous Expenses	40	200	160		160	
	Allotments :- Indirect Expenditure	**311**	**620**	**309**	**0**	**309**	**0**
	Net Income over Expenditure	**2,395**	**1,580**	**(815)**			
239	Open Spaces&Closed Churchyards						
1050	Donations Received	49,887	0	(49,887)			49,000
1098	Miscellaneous Income	223	0	(223)			
	Open Spaces&Closed Churchyards :- Income	**50,111**	**0**	**(50,111)**			**49,000**
4011	Rates & Water	101	140	39		39	
4014	Electricity & Gas	497	1,010	513		513	
4020	Miscellaneous Expenses	104	0	(104)		(104)	
4040	Property Repairs & Mtce	11,500	0	(11,500)		(11,500)	11,500

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4041	Equipt Repairs & Mtce	100	300	200		200	
4045	Grounds Maintenance	5,689	7,500	1,811		1,811	
4065	Closed Churchyards maintenance	850	300	(550)		(550)	850
4066	The Croft maintenance	1,969	3,800	1,831		1,831	
4067	Mill Acre maintenance	1,633	0	(1,633)		(1,633)	
4068	Valley Walk	1,969	3,400	1,431		1,431	300
4863	Purchases for re-sale	223	0	(223)		(223)	
4900	Assets Capitalised	565	0	(565)		(565)	
Open Spaces&Closed Churchyards :- Indirect Expenditure		**25,199**	**16,450**	**(8,749)**	**0**	**(8,749)**	**12,650**
	Net Income over Expenditure	**24,911**	**(16,450)**	**(41,361)**			
6000	plus Transfer from EMR	12,650					
6001	less Transfer to EMR	49,000					
	Movement to/(from) Gen Reserve	**(11,439)**					
241	Cemetery						
1000	Letting Income	8,800	9,600	800			
1060	Cemetery Fees & Charges	39,339	54,000	14,661			
	Cemetery :- Income	**48,139**	**63,600**	**15,461**			**0**
4001	Salaries & Wages	28,252	35,000	6,748		6,748	
4005	Grave Digging Costs	10,900	16,200	5,300		5,300	
4007	Workwear and Footwear	145	200	55		55	
4008	Training, Courses, Meetings	0	260	260		260	
4011	Rates & Water	3,316	3,400	84		84	
4014	Electricity & Gas	327	680	353		353	
4016	Refuse Disposal	2,940	5,100	2,160		2,160	
4018	Vehicle Rental/Repairs/Exps	0	300	300		300	
4019	Diesel	115	100	(15)		(15)	
4021	Telephone, Internet & Fax	197	350	153		153	
4023	Printing & Stationery	1	500	499		499	
4025	Subscriptions	90	0	(90)		(90)	
4040	Property Repairs & Mtce	5,524	5,500	(24)		(24)	
4041	Equipt Repairs & Mtce	46	200	154		154	
4043	Equipt/Small Tools Purchase	65	300	235		235	
4044	IT Support/Software Mtce	35	100	65		65	
4045	Grounds Maintenance	22,612	23,000	388		388	2,300
4064	Other Professional Fees	816	1,160	344		344	
4110	Staff Welfare	1	0	(1)		(1)	
4900	Assets Capitalised	4,545	0	(4,545)		(4,545)	4,545
	Cemetery :- Indirect Expenditure	**79,927**	**92,350**	**12,423**	**0**	**12,423**	**6,845**
	Net Income over Expenditure	**(31,788)**	**(28,750)**	**3,038**			
6000	plus Transfer from EMR	6,845					

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
	Movement to/(from) Gen Reserve	**(24,943)**					
250	Tourist Information Centre						
1018	Books,Maps,publications/Income	1,175	2,000	825			
1019	TIC Agency commission received	2,245	3,200	955			
1022	Gift Sales Income	3,898	3,000	(898)			
1025	TIC Sundry Sales	323	300	(23)			
1029	BABA Accomodation Income	26	0	(26)			
1031	Foodstuff Sales	248	300	52			
1033	Colchester Zoo Tickets sold	1,335	4,000	2,665			
1091	Service Costs Income - Babergh	10,000	10,000	0			
1098	Miscellaneous Income	472	300	(172)			
	Tourist Information Centre :- Income	**19,722**	**23,100**	**3,378**			**0**
4001	Salaries & Wages	33,481	42,100	8,619		8,619	
4009	Travel & Subsistence	0	100	100		100	
4010	Misc Staff Costs	61	100	40		40	
4017	Cleaning & Consumables	2	0	(2)		(2)	
4020	Miscellaneous Expenses	20	120	100		100	
4021	Telephone, Internet & Fax	0	720	720		720	
4023	Printing & Stationery	366	150	(216)		(216)	
4041	Equipt Repairs & Mtce	0	100	100		100	
4043	Equipt/Small Tools Purchase	243	100	(143)		(143)	
4049	TIC food purchases for resale	351	150	(201)		(201)	
4052	Bank & Cardnet Charges	401	400	(1)		(1)	
4054	TIC Gift Purchases for Resale	3,345	1,900	(1,445)		(1,445)	
4055	TICBooks/Guides/Maps forResale	811	1,500	689		689	
4056	TIC Rent & Utilities costs	1,864	1,864	0		0	
4070	Colchester Zoo Tickets Bought	2,086	4,300	2,214		2,214	
4099	Banking Differences	18	0	(18)		(18)	
4110	Staff Welfare	5	100	95		95	
	Tourist Information Centre :- Indirect Expenditure	**43,053**	**53,704**	**10,651**	**0**	**10,651**	**0**
	Net Income over Expenditure	**(23,331)**	**(30,604)**	**(7,273)**			
252	Christmas Lights						
1055	Sponsorships Received	758	0	(758)			
	Christmas Lights :- Income	**758**	**0**	**(758)**			**0**
4001	Salaries & Wages	6,837	7,300	463		463	
4008	Training, Courses, Meetings	380	500	120		120	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4014	Electricity & Gas	0	220	220		220	
4101	Christmas Lights	4,795	4,800	5		5	
4104	Christmas Trees	1,581	1,100	(481)		(481)	
4900	Assets Capitalised	1,526	0	(1,526)		(1,526)	1,526
	Christmas Lights :- Indirect Expenditure	**15,119**	**13,920**	**(1,199)**	**0**	**(1,199)**	**1,526**
	Net Income over Expenditure	**(14,361)**	**(13,920)**	**441**			
6000	plus Transfer from EMR	1,526					
	Movement to/(from) Gen Reserve	**(12,835)**					
261	Museum						
4041	Equipt Repairs & Mtce	472	700	228		228	
	Museum :- Indirect Expenditure	**472**	**700**	**228**	**0**	**228**	**0**
	Net Expenditure	**(472)**	**(700)**	**(228)**			
301	Street Lighting						
4014	Electricity & Gas	0	2,600	2,600		2,600	
4040	Property Repairs & Mtce	0	700	700		700	
4041	Equipt Repairs & Mtce	0	2,000	2,000		2,000	
	Street Lighting :- Indirect Expenditure	**0**	**5,300**	**5,300**	**0**	**5,300**	**0**
	Net Expenditure	**0**	**(5,300)**	**(5,300)**			
302	Street Furniture & Equipment						
1050	Donations Received	6,000	0	(6,000)			
	Street Furniture & Equipment :- Income	**6,000**	**0**	**(6,000)**			**0**
4020	Miscellaneous Expenses	29	50	21		21	
4041	Equipt Repairs & Mtce	842	500	(342)		(342)	
4043	Equipt/Small Tools Purchase	126	250	124		124	
4900	Assets Capitalised	12,987	0	(12,987)		(12,987)	8,127
	Street Furniture & Equipment :- Indirect Expenditure	**13,984**	**800**	**(13,184)**	**0**	**(13,184)**	**8,127**
	Net Income over Expenditure	**(7,984)**	**(800)**	**7,184**			
6000	plus Transfer from EMR	8,127					
	Movement to/(from) Gen Reserve	**143**					

Continued over page

		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	93	1,950	1,858			
	Highways :- Income	**93**	**1,950**	**1,858**			**0**
4044	IT Support/Software Mtce	266	265	(1)		(1)	
	Highways :- Indirect Expenditure	**266**	**265**	**(1)**	**0**	**(1)**	**0**
	Net Income over Expenditure	**(174)**	**1,685**	**1,859**			
321	Floral Displays & Bedding Mtce						
4011	Rates & Water	101	200	99		99	
4020	Miscellaneous Expenses	0	100	100		100	
4042	Equipt Running Costs/Rental	1,000	1,100	100		100	
4043	Equipt/Small Tools Purchase	0	200	200		200	
4045	Grounds Maintenance	17,204	18,000	796		796	
Floral Displays & Bedding Mtce :- Indirect Expenditure		**18,305**	**19,600**	**1,295**	**0**	**1,295**	**0**
	Net Expenditure	**(18,305)**	**(19,600)**	**(1,295)**			
341	Community Wardens						
1040	Grants Receivable	3,421	0	(3,421)			2,553
1075	Community Warden services	18,587	17,395	(1,192)			
1077	Van Rental Contr' from Babergh	3,000	3,000	0			
1098	Miscellaneous Income	1,749	0	(1,749)			
	Community Wardens :- Income	**26,757**	**20,395**	**(6,362)**			**2,553**
4001	Salaries & Wages	68,765	66,000	(2,765)		(2,765)	
4006	Health & Safety Equipment	181	100	(81)		(81)	
4007	Workwear and Footwear	493	1,200	707		707	
4008	Training, Courses, Meetings	379	800	421		421	
4017	Cleaning & Consumables	42	100	58		58	
4018	Vehicle Rental/Repairs/Exps	6,569	9,500	2,931		2,931	
4019	Diesel	2,370	2,400	30		30	
4020	Miscellaneous Expenses	312	100	(212)		(212)	311
4021	Telephone, Internet & Fax	815	1,400	585		585	
4023	Printing & Stationery	70	50	(20)		(20)	
4026	Insurance	980	1,500	520		520	
4028	Refuse/Doggy Bag Supplies	162	400	238		238	47
4041	Equipt Repairs & Mtce	773	500	(273)		(273)	
4043	Equipt/Small Tools Purchase	2,279	500	(1,779)		(1,779)	398
4045	Grounds Maintenance	70	100	30		30	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4064	Other Professional Fees	316	0	(316)		(316)	
4109	Dog/Litter Bin emptying	3,570	5,300	1,730		1,730	3,458
4110	Staff Welfare	4	75	71		71	
4863	Purchases for re-sale	2,415	0	(2,415)		(2,415)	
4897	Expenses provided by grants	(2,013)	0	2,013		2,013	
	Community Wardens :- Indirect Expenditure	**88,552**	**90,025**	**1,473**	**0**	**1,473**	**4,213**
	Net Income over Expenditure	**(61,794)**	**(69,630)**	**(7,836)**			
6000	plus Transfer from EMR	4,213					
6001	less Transfer to EMR	2,553					
	Movement to/(from) Gen Reserve	**(60,134)**					
499	Bingo&Raffle						
1001	Bingo&Raffle Tickets Income	3,853	0	(3,853)			
1098	Miscellaneous Income	56	0	(56)			
	Bingo&Raffle :- Income	**3,908**	**0**	**(3,908)**			**0**
4020	Miscellaneous Expenses	21	0	(21)		(21)	
4500	Bingo&Raffle Prizes Paid	2,139	0	(2,139)		(2,139)	
	Bingo&Raffle :- Indirect Expenditure	**2,160**	**0**	**(2,160)**	**0**	**(2,160)**	**0**
	Net Income over Expenditure	**1,748**	**0**	**(1,748)**			
500	Delphi Club						
4989	Loan Repayment - Capital	1,333	2,667	1,334		1,334	
4990	PWLB Interest 493742	216	396	180		180	
	Delphi Club :- Indirect Expenditure	**1,549**	**3,063**	**1,514**	**0**	**1,514**	**0**
	Net Expenditure	**(1,549)**	**(3,063)**	**(1,514)**			
502	Advice Centre						
1023	Postage Income	79	35	(44)			
1032	Doggy Bag Income	1,751	1,700	(51)			
1090	Service Costs income -Suffolk	7,000	6,500	(500)			
1091	Service Costs Income - Babergh	74,000	74,000	0			
1098	Miscellaneous Income	60	70	10			
	Advice Centre :- Income	**82,890**	**82,305**	**(585)**			**0**
4001	Salaries & Wages	79,605	104,000	24,395		24,395	
4008	Training, Courses, Meetings	250	500	250		250	250
4009	Travel & Subsistence	56	150	94		94	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4020	Miscellaneous Expenses	2	200	198		198	
4023	Printing & Stationery	31	100	69		69	
4028	Refuse/Doggy Bag Supplies	1,372	1,105	(267)		(267)	
4110	Staff Welfare	4	100	96		96	
	Advice Centre :- Indirect Expenditure	**81,321**	**106,155**	**24,834**	**0**	**24,834**	**250**
	Net Income over Expenditure	**1,569**	**(23,850)**	**(25,419)**			
6000	plus Transfer from EMR	250					
	Movement to/(from) Gen Reserve	**1,819**					
901	Civic Activities						
4001	Salaries & Wages	1,159	1,900	741		741	
4017	Cleaning & Consumables	66	500	434		434	
4023	Printing & Stationery	21	200	179		179	
4041	Equipt Repairs & Mtce	0	350	350		350	
4129	Mayors Allowance	1,008	3,500	2,492		2,492	
4132	Civic & Ceremonial	699	3,260	2,561		2,561	
4133	Tributes - Floral etc	172	275	104		104	
4135	Other Council Events	3	300	297		297	
4900	Assets Capitalised	0	1,500	1,500		1,500	
	Civic Activities :- Indirect Expenditure	**3,127**	**11,785**	**8,658**	**0**	**8,658**	**0**
	Net Expenditure	**(3,127)**	**(11,785)**	**(8,658)**			
912	Mayors Charity						
1050	Donations Received	5,262	0	(5,262)			5,262
	Mayors Charity :- Income	**5,262**	**0**	**(5,262)**			**5,262**
4202	Mayors Charity Expenses	3,783	0	(3,783)		(3,783)	3,783
	Mayors Charity :- Indirect Expenditure	**3,783**	**0**	**(3,783)**	**0**	**(3,783)**	**3,783**
	Net Income over Expenditure	**1,479**	**0**	**(1,479)**			
6000	plus Transfer from EMR	3,783					
6001	less Transfer to EMR	5,262					
	Movement to/(from) Gen Reserve	**0**					
	Grand Totals:- Income	**1,033,802**	**978,970**	**(54,832)**			
	Expenditure	**811,907**	**974,988**	**163,081**	**0**	**163,081**	
	Net Income over Expenditure	**221,895**	**3,982**	**(217,913)**			
	plus Transfer from EMR	**16,146**					
	less Transfer to EMR	**69,109**					
	Movement to/(from) Gen Reserve	**168,932**					

A/c	Description	Actual		
	Current Assets			
100	Debtors Control	1,255		
105	VAT Control	6,091		
110	Prepaid Expenses	2,652		
141	Stock at TIC 31-3-19	3,892		
142	Colch'Zoo Tickets stock31/3/19	587		
200	Bank Current Account	203,421		
201	Lloyds TSB Corporate Deposit	354,761		
204	Petty Cash	366		
206	Mayors Allowance Bank Account	2,510		
208	Mayors Caring Account	1,580		
210	Barclays Benevolent Fund	8,787		
211	Bank Fixed Term Deposit	200,000		
	Total Current Assets		**785,901**	
	Current Liabilities			
500	Creditors Control	9,709		
510	Accrued Expenses	2,694		
512	Prepaid income	974		
520	PAYE/NIC Control	8,016		
525	Deposits Refundable	269		
535	National Express & Abellio C/A	444		
538	Guided Walks Control account	78		
539	Klarners Coaches Control Acc	60		
544	Tourist Information Ctrl Acc.	825		
	Total Current Liabilities		**23,069**	
	Net Current Assets			**762,832**
	Total Assets less Current Liabilities			**762,832**
	Represented by :-			
301	Current Year Fund	221,895		
310	General Purpose Fund	378,762		
315	Rolling Capital Fund	52,739		
320	EMR Training Costs Fund	250		
321	EMR Professional Fees Fund	95		
322	EMR Mayors Charity Fund	1,580		
323	EMR OAP Christmas party Fund	1,671		
324	EMR Biodiversity/Gainsb' Trail	4,316		
325	EMR BMX Track	4,083		
327	EMR Walkers are Welcome	500		
329	EMR Ground maintenance	9,580		
330	EMR Sudbury Infrastructure	68,651		
331	EMR Staff Social Security	6,044		
350	EMR Mayors Benevolent Fund	8,787		
356	EMR Elections	3,878		
	Total Equity			**762,832**