

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 5TH APRIL 2022 AT 6.30PM**

PRESENT: Mr N Bennett – in the Chair

Mrs J Antill
Ms J Carter
Mr S Hall
Ms E Murphy
Mr A Osborne
Mr J Owen

Mr C Griffin - Town Clerk
Mrs J Budd - Deputy Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

All members were present.

2. **DECLARATIONS OF INTEREST**

No declarations were declared.

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 Tuesday 1st March be confirmed as an accurate record and signed by the Chairman. These minutes had been adopted at the March meeting of the full council.

6. **TEMPORARY RESPONSIBLE FINANCE OFFICER (RFO)**

The Chairman advised members that the selection panel had appointed a Temporary RFO who was expected to start work the following week. She would be employed for 6 months, working 3 days per week.

RESOLVED

That the Committee looked forward to working with the new RFO.

7. TREASURY MANAGEMENT STRATEGY STATEMENT 2022

Members were requested to consider the draft Treasury Management Strategy Statement for 2022 for approval by the Full Council.

The Town Clerk advised that the only changes from the previous version related to the Council's loans. The loan for the access road at The Delphi had now been repaid. The only remaining loan was for the land to the rear of the Town Hall which would run until 2052.

RECOMMENDED

That the Treasury Management Strategy Statement for 2022 be recommended to the Full Council for approved.

8. INVOICE FOR LIFT MAINTENANCE

Members were requested to approve payment of an invoice for £4,380.48 excluding VAT for the annual lift maintenance.

RESOLVED

That, under the Power of the Local Government Act 1972, s.133, members approved payment of £4,380.48 excluding VAT to Otis for the annual lift maintenance.

9. GRANT AID – SAVE SUDBURY SPORTS CENTRE

Members considered a grant aid application from Mr J Hill on behalf of the 'Save Sudbury Sports Centre' campaign.

Mr Hill stated:-

The grant would be used to aid the reintroduction of clubs/activities back into the Sports Centre. Many have suffered hardships financially and with membership levels due to the closure, and subsequent limited reopening of our Sports Centre. This has put a lot of pressure of these clubs, especially combined with the stresses of the pandemic closures. Some of the clubs displaced from our Sports Centre are now using facilities that aren't suited to them. Some of the clubs are even still homeless which raises the most concern. The main ways this aid be implemented by the campaign would be the paying for coaching, equipment, fees and training. This would take a lot of the pressure off of these clubs, enabling them to do what they do best – provide quality services for activities for the community.

The rules for Grant Aid specify that money cannot be paid to an individual person under these circumstances; it would have to be paid directly to a properly established organisation, such as a sports club.

RESOLVED

That this application be refused. Members were sympathetic to Mr Hill's campaign and were keen to encourage sports clubs to return to the Sudbury Sports Centre on a

permanent basis. They suggest that he advises any club or sports organisation that required additional funding in order to move back to Sudbury Sports Centre to apply directly to the Town Council for a grant. Council staff would be available to help advise on the wording to ensure that applications complied with the grant policy.

10. APPROVAL OF BANK PAYMENTS FOR FEBRUARY 2022

The list of payments in excess of £500 and direct debit payments for February 2022 were presented to members for their approval (copy of the reports shown at minute page 276).

RESOLVED

That members approved all listed payments over £500 and all direct debit payments for February 2022.

11. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR FEBRUARY 2022

Members discussed the income and expenditure reports for the period 1st February 2022 to the 28th February 2022, as shown at minute page 278.

RESOLVED

That the Income and Expenditure reports be noted.

12. UPDATE ON FINANCIAL MATTERS BY TOWN CLERK

The Town Clerk advised that the Council was in a sound financial position. At the end of the 2021-2022 financial year the figures had been as good as expected. The anticipated underspend would be transferred into the new EMRs as already agreed.

RESOLVED

That the Town Clerk's report be noted.

The business of the meeting concluded at 7.29pm.

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Chairman

Date:	04/03/2022	Sudbury Town Council	
Time:	09:52	Bank Current Account	
		List of Payments	
Date Paid	Payee Name	Reference	Amount Paid
01/02/2022	Auto Innovations	FPO	£ 139.20
01/02/2022	3IT Ltd	FPO.	£ 28.80
01/02/2022	AMZNMktplace CD 4416	DEB	£ 26.13
01/02/2022	AMZNMktplace CD 4416	DEB	£ 26.98
02/02/2022	Auto Innovations	BP	£ 547.20
02/02/2022	Flowers Groundcare	BP.	£ 3,161.50
02/02/2022	JOHN HUGHES	BP	£ 500.00
04/02/2022	McColls Store 0913 - Sudbury	FPO	£ 18.45
04/02/2022	Mr P Thorogood	BP	£ 143.40
07/02/2022	Initial Washroom Hygiene	DD	£ 76.20
07/02/2022	JODIE BUDD - 07/02/2022	FPO	£ 25.00
07/02/2022	SUE AYRES -07/02/2022	FPO	£ 40.00
08/02/2022	Birketts LLP	FPO	£ 2,208.60
08/02/2022	T & P Fire Ltd	BP	£ 88.80
09/02/2022	ROTARY CLUB OF SUD	BP	£ 750.00
09/02/2022	CHQ-004789 REFUNDS	BP	£ 500.00
09/02/2022	Birketts LLP	BP.	£ 1,350.00
09/02/2022	Sky High Access Ltd	BP	£ 789.60
11/02/2022	WOVEN THEATRE COMP	BP	£ 200.00
15/02/2022	BABERGH DC CTAX BU 740007352	DD	£ 711.00
15/02/2022	BABERGH DC CTAX BU 740007628	DD	£ 405.00
15/02/2022	BABERGH DC CTAX BU 740206264	DD	£ 399.00
15/02/2022	Supply Line Solutions	FPO	£ 202.51
15/02/2022	3IT Ltd	FPO /	£ 625.28
15/02/2022	Supply Line Solutions	FPO *	£ 88.66
15/02/2022	Fuelgenie Business Account	DD	£ 251.52
15/02/2022	ARVAL BNP PARIBAS GROUP	DD	£ 738.00
16/02/2022	G A Smith Gardening Services L	BP *	£ 1,850.00
16/02/2022	CO9 West Car Sales & Bodyshop	FPO	£ 800.00

16/02/2022	SUFFOLK COUNTY COUNCIL	FPO	£	50.00
17/02/2022	AMZNMktplace CD 4416	DEB	£	80.82
18/02/2022	John Colegate	FPO .	£	175.00
18/02/2022	Anglia Time Recorders Ltd	FPO.	£	15.03
18/02/2022	Neil Gosling Plumbing & Proper	FPO .	£	248.14
18/02/2022	WWW.PLANNING.CO CD 4416	DEB	£	94.00
18/02/2022	Neil Gosling Plumbing & Proper	FPO	-£	59.02
21/02/2022	NEST IT000000933597	DD	£	292.60
21/02/2022	HMRC - ACCOUNTS OF	BACS	£	7,772.38
21/02/2022	Worldpay (UK) Limited	DD .	£	42.79
21/02/2022	Friends of St. Peter	BP	£	11.13
21/02/2022	Auto Innovations	BP .	£	168.00
23/02/2022	BNP Paribas Lease Group (Renta	DD .	£	487.04
23/02/2022	EE Limited	DD *	£	184.70
23/02/2022	SGW Payroll Ltd	DD *	£	115.26
24/02/2022	Southern Electric	DD - 24/02	£	263.45
25/02/2022	STC PAYROLL - FEB 2022	BP	£	23,966.39
25/02/2022	SUFFOLK CC PENSION	BP	£	5,733.94
25/02/2022	SERVICE CHARGES REF :	PAY	£	10.00
25/02/2022	Grafton Merchating GB Ltd	BP *	£	97.74
28/02/2022	SERVICE CHARGES REF :	PAY	£	119.53
28/02/2022	Verizon Connect UK Limited	BP - 28/02	£	28.80
28/02/2022	Cobblers & Keys Ltd	BP /	£	171.85
28/02/2022	T.D. & A.M. Bugg Ltd	BP *	£	1,668.00
				Total Payment: £ 58,428.40

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Corporate Management</u>								
1092 Costs recovered via court	0	180	360	180			50.0%	
1176 Precept	0	691,100	691,100	0			100.0%	
1177 Precept Support Grant	0	7,114	7,114	0			100.0%	
Corporate Management :- Income	0	698,394	698,574	180			100.0%	0
4100 Election Expenses	0	0	7,000	7,000		7,000	0.0%	(7,000)
Corporate Management :- Indirect Expenditure	0	0	7,000	7,000	0	7,000	0.0%	(7,000)
Net Income over Expenditure	0	698,394	691,574	(6,820)				
6000 plus Transfer from EMR	0	(7,000)						
Movement to/(from) Gen Reserve	0	691,394						
<u>102 Democratic Represent'n & Mgmt</u>								
1098 Miscellaneous Income	0	2,156	0	(2,156)			0.0%	
Democratic Represent'n & Mgmt :- Income	0	2,156	0	(2,156)				0
4008 Training, Courses, Meetings	0	480	250	(230)		(230)	192.0%	225
4020 Miscellaneous Expenses	0	34	50	16		16	68.3%	
4023 Printing & Stationery	0	53	100	47		47	52.6%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
Democratic Represent'n & Mgmt :- Indirect Expenditure	0	567	900	333	0	333	63.0%	225
Net Income over Expenditure	0	1,589	(900)	(2,489)				
6000 plus Transfer from EMR	0	225						
Movement to/(from) Gen Reserve	0	1,814						
<u>103 Grants</u>								
4303 Grants Power General	950	43,941	44,000	59		59	99.9%	10,000
4304 Grant Aid LGA S142	0	0	8,000	8,000		8,000	0.0%	
Grants :- Indirect Expenditure	950	43,941	52,000	8,059	0	8,059	84.5%	10,000
Net Expenditure	(950)	(43,941)	(52,000)	(8,059)				
6000 plus Transfer from EMR	0	10,000						
Movement to/(from) Gen Reserve	(950)	(33,941)						
<u>109 Central Services/Admin</u>								
1023 Postage Income	1	13	0	(13)			0.0%	

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Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1045 Neighbourhood CIL	0	7,778	0	(7,778)			0.0%	7,778
1098 Miscellaneous Income	0	0	10	10			1.7%	
1190 Bank Interest Receivable	13	2,103	3,000	897			70.1%	
Central Services/Admin :- Income	14	9,895	3,010	(6,885)			328.7%	7,778
4001 Salaries & Wages	12,761	152,670	197,356	44,686		44,686	77.4%	
4008 Training, Courses, Meetings	435	850	500	(350)		(350)	170.0%	
4009 Travel & Subsistence	0	0	350	350		350	0.0%	
4010 Misc Staff Costs	61	1,871	2,500	629		629	74.8%	
4020 Miscellaneous Expenses	0	247	400	153		153	61.8%	
4021 Telephone, Internet & Fax	0	3,030	3,400	370		370	89.1%	
4022 Postage	0	419	500	81		81	83.9%	
4023 Printing & Stationery	650	1,473	2,500	1,027		1,027	58.9%	
4025 Subscriptions and membership	0	2,209	2,540	331		331	87.0%	
4026 Insurance	0	4,613	5,500	887		887	83.9%	
4041 Equipt Repairs & Mtce	0	0	200	200		200	0.0%	
4042 Equipt Running Costs/Rental	0	3,241	3,660	419		419	88.6%	
4044 IT Support/Software Mtce	604	6,977	7,700	723		723	90.6%	
4047 COVID-19 expenses	0	25	0	(25)		(25)	0.0%	25
4052 Bank & Cardnet Charges	169	1,658	2,200	542		542	75.4%	
4060 Audit Fees - External	0	2,000	2,000	0		0	100.0%	
4061 Audit Fees - Internal	0	0	500	500		500	0.0%	
4064 Other Professional Fees	3,062	8,291	4,500	(3,791)		(3,791)	184.2%	1,593
4110 Staff Welfare	25	37	220	183		183	16.9%	
Central Services/Admin :- Indirect Expenditure	17,767	189,612	236,526	46,914	0	46,914	80.2%	1,618
Net Income over Expenditure	(17,753)	(179,717)	(233,516)	(53,799)				
6000 plus Transfer from EMR	0	1,618						
6001 less Transfer to EMR	0	7,778						
Movement to/(from) Gen Reserve	(17,753)	(185,878)						
<u>199 Capital & Projects</u>								
4800 Rolling Capital Fund Allocat'n	0	0	30,000	30,000		30,000	0.0%	(30,000)
Capital & Projects :- Indirect Expenditure	0	0	30,000	30,000	0	30,000	0.0%	(30,000)
Net Expenditure	0	0	(30,000)	(30,000)				
6000 plus Transfer from EMR	0	(30,000)						
Movement to/(from) Gen Reserve	0	(30,000)						

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Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Market - Charter Street								
1020 Market Rent & Tolls	5,121	72,441	65,000	(7,441)			111.4%	
1021 Market Electricity Recovered	297	4,089	3,000	(1,089)			136.3%	
1079 Licence income	21	231	0	(231)			0.0%	
Market - Charter Street :- Income	5,439	76,761	68,000	(8,761)			112.9%	0
4001 Salaries & Wages	2,355	24,525	27,294	2,769		2,769	89.9%	
4007 Workwear and Footwear	43	43	230	187		187	18.8%	
4011 Rates & Water	711	7,859	8,950	1,091		1,091	87.8%	
4014 Electricity & Gas	142	1,328	1,600	272		272	83.0%	
4016 Refuse Disposal	760	8,640	10,000	1,360		1,360	86.4%	
4017 Cleaning & Consumables	0	27	50	23		23	53.6%	
4018 Vehicle Rental/Repairs/Exps	0	0	500	500		500	0.0%	
4021 Telephone, Internet & Fax	28	313	350	37		37	89.3%	
4023 Printing & Stationery	0	0	1,300	1,300		1,300	0.0%	
4033 Advertising/Press Releases	0	212	0	(212)		(212)	0.0%	
4041 Equipt Repairs & Mtce	0	629	400	(229)		(229)	157.2%	
4043 Equipt/Small Tools Purchase	0	1,189	0	(1,189)		(1,189)	0.0%	
4069 Licences	0	382	0	(382)		(382)	0.0%	
4110 Staff Welfare	0	3	50	47		47	5.8%	
Market - Charter Street :- Indirect Expenditure	4,039	45,148	50,724	5,576	0	5,576	89.0%	0
Net Income over Expenditure	1,400	31,613	17,276	(14,337)				
204 Street Fairs								
1030 Function Income	0	2,610	2,640	30			98.9%	
1040 Grants Receivable	0	4,020	0	(4,020)			0.0%	
1055 Sponsorships Received	0	300	0	(300)			0.0%	
Street Fairs :- Income	0	6,930	2,640	(4,290)			262.5%	0
4001 Salaries & Wages	0	1,778	1,730	(48)		(48)	102.8%	
4069 Licences	0	50	70	20		20	71.4%	
4102 Fair Expenses	800	4,425	2,340	(2,085)		(2,085)	189.1%	
Street Fairs :- Indirect Expenditure	800	6,253	4,140	(2,113)	0	(2,113)	151.0%	0
Net Income over Expenditure	(800)	677	(1,500)	(2,177)				
205 Council Public Events								
1068 Party in the Park Income	0	0	700	700			0.0%	
1080 Firework Display Income	0	0	2,000	2,000			0.0%	
Council Public Events :- Income	0	0	2,700	2,700			0.0%	0

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries & Wages	804	8,767	11,650	2,883		2,883	75.3%	
4020 Miscellaneous Expenses	0	0	5,100	5,100		5,100	0.0%	
4021 Telephone, Internet & Fax	29	325	350	25		25	92.9%	
4023 Printing & Stationery	0	0	50	50		50	0.0%	
4029 Bad Debts Written off	0	199	0	(199)		(199)	0.0%	
4128 Party in the Park Expenses	0	0	5,055	5,055		5,055	0.0%	
Council Public Events :- Indirect Expenditure	833	9,291	22,205	12,914	0	12,914	41.8%	0
Net Income over Expenditure	(833)	(9,291)	(19,505)	(10,214)				
<u>206 Town Economy</u>								
4001 Salaries & Wages	2,847	30,716	41,012	10,296		10,296	74.9%	
4004 Cleaners & Casual payroll costs	0	2,758	0	(2,758)		(2,758)	0.0%	
4008 Training, Courses, Meetings	0	25	250	225		225	10.0%	
4009 Travel & Subsistence	0	55	300	245		245	18.3%	
4020 Miscellaneous Expenses	50	807	1,000	193		193	80.7%	400
4033 Advertising/Press Releases	166	2,922	1,155	(1,767)		(1,767)	253.0%	2,872
4042 Equipt Running Costs/Rental	0	8,201	10,000	1,799		1,799	82.0%	
4044 IT Support/Software Mtce	0	112	240	128		128	46.7%	
4110 Staff Welfare	0	0	40	40		40	0.0%	
Town Economy :- Indirect Expenditure	3,063	45,597	53,997	8,400	0	8,400	84.4%	3,272
Net Expenditure	(3,063)	(45,597)	(53,997)	(8,400)				
6000 plus Transfer from EMR	166	3,272						
Movement to/(from) Gen Reserve	(2,897)	(42,325)						
<u>211 Town Hall Building</u>								
1000 Letting Income	457	6,312	1,000	(5,312)			631.1%	
1016 Rent from Registrar	0	7,950	8,000	50			99.4%	
1098 Miscellaneous Income	0	10	0	(10)			0.0%	
Town Hall Building :- Income	457	14,271	9,000	(5,271)			158.6%	0
4001 Salaries & Wages	1,216	13,029	15,380	2,351		2,351	84.7%	
4004 Cleaners & Casual payroll costs	1,003	10,472	10,326	(146)		(146)	101.4%	
4007 Workwear and Footwear	0	35	100	65		65	35.5%	
4008 Training, Courses, Meetings	0	230	450	220		220	51.1%	
4011 Rates & Water	399	4,735	5,600	865		865	84.6%	
4014 Electricity & Gas	0	9,778	13,000	3,222		3,222	75.2%	
4017 Cleaning & Consumables	307	1,583	2,400	817		817	66.0%	
4020 Miscellaneous Expenses	0	0	250	250		250	0.0%	

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Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Property Repairs & Mtce	364	5,525	1,350	(4,175)		(4,175)	409.3%	
4041 Equipt Repairs & Mtce	1,108	9,494	16,400	6,906		6,906	57.9%	
4042 Equipt Running Costs/Rental	0	1,147	1,370	223		223	83.7%	
4043 Equipt/Small Tools Purchase	4	282	200	(82)		(82)	140.9%	
4047 COVID-19 expenses	0	176	0	(176)		(176)	0.0%	176
4110 Staff Welfare	0	0	50	50		50	0.0%	
4987 Loan Repayment - Capital	0	1,683	3,405	1,722		1,722	49.4%	
4988 PWLB Interest 494354	0	7,392	14,745	7,353		7,353	50.1%	
Town Hall Building :- Indirect Expenditure	4,402	65,562	85,026	19,464	0	19,464	77.1%	176
Net Income over Expenditure	(3,945)	(51,291)	(76,026)	(24,735)				
6000 plus Transfer from EMR	0	176						
Movement to/(from) Gen Reserve	(3,945)	(51,115)						
212 Public Clocks								
4041 Equipt Repairs & Mtce	0	2,158	2,500	342		342	86.3%	
Public Clocks :- Indirect Expenditure	0	2,158	2,500	342	0	342	86.3%	0
Net Expenditure	0	(2,158)	(2,500)	(342)				
213 Street Wardens								
1091 Service Costs Income - Babergh	0	26,780	26,780	0			100.0%	
Street Wardens :- Income	0	26,780	26,780	0			100.0%	0
4001 Salaries & Wages	1,597	19,950	24,854	4,904		4,904	80.3%	
4007 Workwear and Footwear	0	74	300	226		226	24.8%	
4017 Cleaning & Consumables	106	1,050	1,500	450		450	70.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4041 Equipt Repairs & Mtce	0	0	250	250		250	0.0%	
4042 Equipt Running Costs/Rental	0	1,620	1,800	180		180	90.0%	
4110 Staff Welfare	0	0	40	40		40	0.0%	
Street Wardens :- Indirect Expenditure	1,703	22,695	28,844	6,149	0	6,149	78.7%	0
Net Income over Expenditure	(1,703)	4,085	(2,064)	(6,149)				
221 Allotments								
1010 Rent Receivable	0	2,482	1,600	(882)			155.1%	
1040 Grants Receivable	0	500	0	(500)			0.0%	
Allotments :- Income	0	2,982	1,600	(1,382)			186.4%	0
4001 Salaries & Wages	0	765	1,148	383		383	66.7%	

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Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 Rates & Water	15	198	430	232		232	46.0%	
4020 Miscellaneous Expenses	500	702	250	(452)		(452)	280.7%	
Allotments :- Indirect Expenditure	515	1,665	1,828	163	0	163	91.1%	0
Net Income over Expenditure	(515)	1,317	(228)	(1,545)				
239 Open Spaces&Closed Churchyards								
1040 Grants Receivable	525	525	0	(525)			0.0%	525
1050 Donations Received	0	724	0	(724)			0.0%	
Open Spaces&Closed Churchyards :- Income	525	1,249	0	(1,249)				525
4011 Rates & Water	11	46	140	94		94	32.9%	
4014 Electricity & Gas	58	461	650	189		189	70.9%	
4028 Refuse/Doggy Bag Supplies	0	158	250	93		93	63.0%	
4040 Property Repairs & Mtce	3	1,970	800	(1,170)		(1,170)	246.3%	1,725
4045 Grounds Maintenance	590	7,010	7,500	490		490	93.5%	
4058 Tree Surgery/Works	0	635	0	(635)		(635)	0.0%	
4065 Closed Churchyards maintenance	0	0	300	300		300	0.0%	
4066 The Croft maintenance	0	4,322	4,000	(322)		(322)	108.0%	1,450
4067 Mill Acre maintenance	0	0	3,500	3,500		3,500	0.0%	
4068 Valley Walk	0	2,503	3,600	1,097		1,097	69.5%	
4900 Assets Capitalised	0	874	0	(874)		(874)	0.0%	
Open Spaces&Closed Churchyards :- Indirect Expenditure	662	17,978	20,740	2,762	0	2,762	86.7%	3,175
Net Income over Expenditure	(137)	(16,729)	(20,740)	(4,011)				
6000 plus Transfer from EMR	0	3,175						
6001 less Transfer to EMR	525	525						
Movement to/(from) Gen Reserve	(662)	(14,079)						
241 Cemetery								
1000 Letting Income	800	8,800	9,600	800			91.7%	
1060 Cemetery Fees & Charges	5,244	35,037	40,800	5,763			85.9%	
Cemetery :- Income	6,044	43,837	50,400	6,563			87.0%	0
4001 Salaries & Wages	2,570	35,606	44,667	9,061		9,061	79.7%	
4005 Grave Digging Costs	1,850	7,920	12,240	4,320		4,320	64.7%	
4007 Workwear and Footwear	43	49	400	351		351	12.3%	
4008 Training, Courses, Meetings	0	0	350	350		350	0.0%	
4011 Rates & Water	405	4,455	4,400	(55)		(55)	101.2%	
4014 Electricity & Gas	51	321	400	79		79	80.2%	

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4016 Refuse Disposal	220	2,200	4,500	2,300		2,300	48.9%	
4018 Vehicle Rental/Repairs/Exps	0	565	400	(165)		(165)	141.3%	
4019 Diesel	0	86	200	114		114	43.1%	
4021 Telephone, Internet & Fax	28	313	350	37		37	89.3%	
4023 Printing & Stationery	0	120	500	380		380	24.0%	
4025 Subscriptions and membership	0	0	100	100		100	0.0%	
4040 Property Repairs & Mtce	72	1,263	650	(613)		(613)	194.2%	
4041 Equipt Repairs & Mtce	0	0	200	200		200	0.0%	
4043 Equipt/Small Tools Purchase	0	105	1,400	1,295		1,295	7.5%	
4044 IT Support/Software Mtce	0	85	100	15		15	85.0%	
4045 Grounds Maintenance	2,045	19,968	26,000	6,032		6,032	76.8%	
4058 Tree Surgery/Works	0	615	0	(615)		(615)	0.0%	
4064 Other Professional Fees	80	975	1,160	185		185	84.1%	
Cemetery :- Indirect Expenditure	7,363	74,645	98,017	23,372	0	23,372	76.2%	0
Net Income over Expenditure	(1,319)	(30,808)	(47,617)	(16,809)				
250 Information Centre								
1018 Books,Maps,publications/Income	81	1,457	1,000	(457)			145.7%	
1019 TIC Agency commission received	0	224	1,500	1,276			14.9%	
1022 Gift Sales Income	87	2,042	1,500	(542)			136.2%	
1023 Postage Income	0	4	0	(4)			0.0%	
1025 TIC Sundry Sales	32	423	175	(248)			241.9%	
1031 Foodstuff Sales	30	240	175	(65)			137.1%	
1032 Doggy Bag Income	70	1,327	0	(1,327)			0.0%	
1033 Colchester Zoo Tickets sold	103	384	1,500	1,116			25.6%	
1090 Service Costs income -Suffolk	0	6,500	0	(6,500)			0.0%	
1091 Service Costs Income - Babergh	0	5,000	5,000	0			100.0%	
1098 Miscellaneous Income	0	91	600	509			15.2%	
Information Centre :- Income	403	17,692	11,450	(6,242)			154.5%	0
4001 Salaries & Wages	2,218	17,328	26,898	9,570		9,570	64.4%	
4020 Miscellaneous Expenses	94	517	120	(397)		(397)	431.1%	
4022 Postage	0	9	0	(9)		(9)	0.0%	
4028 Refuse/Doggy Bag Supplies	0	1,070	0	(1,070)		(1,070)	0.0%	
4041 Equipt Repairs & Mtce	0	0	100	100		100	0.0%	
4043 Equipt/Small Tools Purchase	0	21	100	79		79	20.8%	
4049 TIC food purchases for resale	0	0	135	135		135	0.0%	
4052 Bank & Cardnet Charges	0	189	440	251		251	43.0%	
4054 TIC Gift Purchases for Resale	0	1,564	950	(614)		(614)	164.6%	
4055 TICBooks/Guides/Maps forResale	0	682	750	68		68	90.9%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4070 Colchester Zoo Tickets Bought	0	110	1,300	1,190		1,190	8.5%	
4075 Transactions Processing Charge	0	4	0	(4)		(4)	0.0%	
4110 Staff Welfare	0	2	220	218		218	1.1%	
Information Centre :- Indirect Expenditure	2,312	21,496	31,013	9,517	0	9,517	69.3%	0
Net Income over Expenditure	(1,909)	(3,804)	(19,563)	(15,759)				
<u>252 Christmas Lights</u>								
1055 Sponsorships Received	0	0	700	700			0.0%	
Christmas Lights :- Income	0	0	700	700			0.0%	0
4001 Salaries & Wages	1,671	6,998	8,330	1,332		1,332	84.0%	
4008 Training, Courses, Meetings	0	1,000	550	(450)		(450)	181.8%	
4101 Christmas Lights	0	7,684	5,370	(2,314)		(2,314)	143.1%	
4104 Christmas Trees	0	2,992	2,200	(792)		(792)	136.0%	
Christmas Lights :- Indirect Expenditure	1,671	18,674	16,450	(2,224)	0	(2,224)	113.5%	0
Net Income over Expenditure	(1,671)	(18,674)	(15,750)	2,924				
<u>261 Museum</u>								
4041 Equipt Repairs & Mtce	0	0	700	700		700	0.0%	
Museum :- Indirect Expenditure	0	0	700	700	0	700	0.0%	0
Net Expenditure	0	0	(700)	(700)				
<u>301 Street Lighting</u>								
4014 Electricity & Gas	0	0	3,000	3,000		3,000	0.0%	
4040 Property Repairs & Mtce	0	0	700	700		700	0.0%	
4041 Equipt Repairs & Mtce	0	0	1,500	1,500		1,500	0.0%	
Street Lighting :- Indirect Expenditure	0	0	5,200	5,200	0	5,200	0.0%	0
Net Expenditure	0	0	(5,200)	(5,200)				
<u>302 Street Furniture & Equipment</u>								
1098 Miscellaneous Income	0	110	0	(110)			0.0%	
Street Furniture & Equipment :- Income	0	110	0	(110)				0
4001 Salaries & Wages	0	451	0	(451)		(451)	0.0%	451
4020 Miscellaneous Expenses	0	6	50	44		44	12.0%	
4041 Equipt Repairs & Mtce	0	944	1,250	306		306	75.5%	944
4043 Equipt/Small Tools Purchase	0	0	250	250		250	0.0%	
Street Furniture & Equipment :- Indirect Expenditure	0	1,401	1,550	149	0	149	90.4%	1,395
Net Income over Expenditure	0	(1,291)	(1,550)	(259)				
6000 plus Transfer from EMR	0	1,395						

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	0	104						
311 Highways								
1041 Parking Permits Francis Road	0	1,756	1,600	(156)			109.8%	
Highways :- Income	0	1,756	1,600	(156)			109.8%	0
4011 Rates & Water	26	26	0	(26)		(26)	0.0%	
4020 Miscellaneous Expenses	0	69	100	31		31	69.3%	
4044 IT Support/Software Mtce	0	261	300	39		39	87.0%	
Highways :- Indirect Expenditure	26	356	400	44	0	44	89.1%	0
Net Income over Expenditure	(26)	1,400	1,200	(200)				
321 Floral Displays & Bedding Mtce								
4011 Rates & Water	3	80	200	120		120	39.8%	
4020 Miscellaneous Expenses	0	0	50	50		50	0.0%	
4042 Equipt Running Costs/Rental	0	1,280	1,200	(80)		(80)	106.7%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	
4045 Grounds Maintenance	0	19,283	18,000	(1,283)		(1,283)	107.1%	1,200
4069 Licences	0	600	0	(600)		(600)	0.0%	
Floral Displays & Bedding Mtce :- Indirect Expenditure	3	21,243	19,550	(1,693)	0	(1,693)	108.7%	1,200
Net Expenditure	(3)	(21,243)	(19,550)	1,693				
6000 plus Transfer from EMR	0	1,200						
Movement to/(from) Gen Reserve	(3)	(20,043)						
341 Community Wardens								
1040 Grants Receivable	500	7,605	2,000	(5,605)			380.2%	2,675
1075 Community Warden services	0	37,186	34,500	(2,686)			107.8%	
1077 Van Rental Contr' from Babergh	0	3,090	3,090	0			100.0%	
1098 Miscellaneous Income	81	607	0	(607)			0.0%	
Community Wardens :- Income	581	48,488	39,590	(8,898)			122.5%	2,675
4001 Salaries & Wages	7,703	83,247	88,995	5,748		5,748	93.5%	
4006 Health & Safety Equipment	16	178	250	72		72	71.2%	
4007 Workwear and Footwear	0	812	1,785	973		973	45.5%	
4008 Training, Courses, Meetings	0	1,492	1,385	(107)		(107)	107.7%	590
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	639	7,086	11,000	3,914		3,914	64.4%	
4019 Diesel	210	2,722	3,300	578		578	82.5%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4021 Telephone, Internet & Fax	69	758	1,100	342		342	69.0%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4026 Insurance	0	1,235	1,200	(35)		(35)	102.9%	
4041 Equipt Repairs & Mtce	0	1,337	650	(687)		(687)	205.8%	
4043 Equipt/Small Tools Purchase	303	627	600	(27)		(27)	104.6%	
4045 Grounds Maintenance	0	209	150	(59)		(59)	139.4%	
4109 Dog/Litter Bin emptying	1,500	7,106	4,300	(2,806)		(2,806)	165.3%	1,362
4110 Staff Welfare	0	49	200	151		151	24.3%	
4863 Purchases for re-sale	81	582	0	(582)		(582)	0.0%	
4900 Assets Capitalised	0	1,250	0	(1,250)		(1,250)	0.0%	
Community Wardens :- Indirect Expenditure	10,521	108,690	115,215	6,525	0	6,525	94.3%	1,952
Net Income over Expenditure	(9,939)	(60,202)	(75,625)	(15,423)				
6000 plus Transfer from EMR	92	1,952						
6001 less Transfer to EMR	0	2,675						
Movement to/(from) Gen Reserve	(9,848)	(60,925)						
<u>500 Delphi Club</u>								
4989 Loan Repayment - Capital	0	1,333	2,667	1,334		1,334	50.0%	
4990 PWLB Interest 493742	0	72	108	36		36	66.7%	
Delphi Club :- Indirect Expenditure	0	1,405	2,775	1,370	0	1,370	50.6%	0
Net Expenditure	0	(1,405)	(2,775)	(1,370)				
<u>901 Civic Activities</u>								
4001 Salaries & Wages	1,206	13,750	16,739	2,989		2,989	82.1%	
4017 Cleaning & Consumables	0	162	700	538		538	23.2%	
4110 Staff Welfare	0	0	40	40		40	0.0%	
4129 Mayors Allowance	186	752	3,500	2,748		2,748	21.5%	12
4132 Civic & Ceremonial	58	1,366	3,585	2,219		2,219	38.1%	
4133 Tributes - Floral etc	0	85	330	245		245	25.8%	
4135 Other Council Events	0	0	200	200		200	0.0%	
Civic Activities :- Indirect Expenditure	1,450	16,114	25,094	8,980	0	8,980	64.2%	12
Net Expenditure	(1,450)	(16,114)	(25,094)	(8,980)				
6000 plus Transfer from EMR	0	12						
Movement to/(from) Gen Reserve	(1,450)	(16,102)						

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912 Mayors Charity								
1050 Donations Received	505	3,785	0	(3,785)			0.0%	3,785
Mayors Charity :- Income	505	3,785	0	(3,785)				3,785
4202 Mayors Charity Expenses	0	3,138	0	(3,138)		(3,138)	0.0%	3,138
Mayors Charity :- Indirect Expenditure	0	3,138	0	(3,138)	0	(3,138)		3,138
Net Income over Expenditure	505	647	0	(647)				
6000 plus Transfer from EMR	0	3,138						
6001 less Transfer to EMR	505	3,785						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	13,968	955,085	916,044	(39,041)			104.3%	
Expenditure	58,079	717,628	912,394	194,766	0	194,766	78.7%	
Net Income over Expenditure	(44,111)	237,457	3,650	(233,807)				
plus Transfer from EMR	258	(10,838)						
less Transfer to EMR	1,030	14,762						
Movement to/(from) Gen Reserve	(44,884)	211,857						