

**SUDBURY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL  
ON TUESDAY 1<sup>ST</sup> MARCH 2022 AT 6.30PM**

PRESENT: Mr N Bennett – in the Chair

Mrs J Antill  
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**

**Apologies for absence were received from Councillor Ms J Carter.**

2. **DECLARATIONS OF INTEREST**

**Councillor Mr A Osborne declared that he was a Babergh District Councillor and declared a non-pecuniary interest in item 11.**

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 1<sup>st</sup> February be confirmed as an accurate record and signed by the Chairman. These minutes had been adopted at the February meeting of the full council.**

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

The Town Clerk advised that unfortunately nobody had applied for the position of temporary RFO. He had been in contact with local accountants who also said that they were struggling to recruit experienced staff. Due to the 'responsibility' element of this role, the charging rate from an accountancy firm to take on this role could be as much as £1,000 per day.

Nothing in law specifies how long a council could be without an RFO, however at year end there needs to be an RFO to sign off the accounts.

Following a 'health check' review of the towns finances by the software provider Rialtas, it would appear that everything is being done in the correct manner and that, apart from conforming with the statutory requirement in s.151 of the Local Government Act 1972 and signing off the year end accounts, there is no great emergency to appoint an RFO.

**RESOLVED**

**That the vacancy be advertised on general recruitment sites such as Indeed.**

**That members who know anyone suitable pass on their details to the Town Clerk.**

7. ANNUAL REVIEW OF THE ASSET REGISTER

The Town Clerk advised that the Asset Register lacked detail and needed significant work to enable the assets to be identified and checked. He believed that this should be possible over the next year.

**RESOLVED**

**That the Town Clerk and Officers work together to add the necessary detail to the Asset Register.**

**That Lamp posts owned by the Town Council be added to the list.**

8. ANNUAL REVIEW OF THE RISK MANAGEMENT STRATEGY

The Town Clerk went through with members the Risk Management Strategy, as shown at minute page 218.

The main outstanding 'risks' at the moment are those duties that should be carried out by the RFO.

**RECOMMENDED**

**That the committee recommends to full council the approval of the Risk Management Strategy.**

9. PAYMENT OF MAYOR'S BENEVOLENT VOUCHERS

Invoices from Tesco and Sainsbury's had been received for the payment of the Mayor's Benevolent Fund vouchers.

Both invoices were for £1,200

**RESOLVED**

**That, using the general power of competence under the Localism Act 2011 ss1-8, members agreed on behalf of the Mayor's Benevolent fund, to pay the invoices received from Tesco and Sainsbury's at a cost of £1,200 each.**

10. FIRE EXTINGUISHER SAFETY TESTING

Members were requested to approve payment of up to £1,000 for Chubb's Annual Fire Extinguisher Safety Testing.

**RESOLVED**

**That, under the power of Local Government Act 1972 s.133, members approve payment of the invoice for up to £1,000 for Chubb's Annual Fire Extinguisher Safety Testing.**

11. GRANT AID APPLICATION – GO START

Members were requested to approve a grant of £2,000 to Go Start. Go Start provide the means for Sudbury residents, who might be partially or wholly housebound, to get out and about, regardless of their level of mobility or reduced circumstances.

The £2,000 was requested to cover a shortfall in finances following on from COVID19.

**RESOLVED**

**That, using the general power of competence under the Localism Act 2011 ss1-8, members agreed to provide a grant of £2,000 to Go Start.**

12. GRANT AID APPLICATION – 3<sup>RD</sup> SUDBURY SCOUT GROUP

Sudbury Scout group deliver scouting to around 100 young people. They own their own Headquarters in Quay Lane, which was built about 30 years ago. The Scout Group had a leak in their roof and have been quoted £2,994 for repairs. They have requested the whole £2,994 as a Capital Project Grant to effect this repair to the roof of their HQ.

**RESOLVED**

**That, using the general power of competence under the Localism Act 2011 ss1-8, members agreed to provide a grant of £998 to 3<sup>rd</sup> Sudbury Scout Group, as the Grant Aid policy limits capital project grants to a maximum of one third of the project cost. This grant will not be released until the Scout Group have confirmed that they can cover the remaining two thirds of the cost.**

13. APPROVAL OF BANK PAYMENTS FOR JANUARY 2022

The list of payments in excess of £500 and direct debit payments for January 2022 were presented to members for their approval (copy of the reports shown at minute page 228).

**RESOLVED**

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

14. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR JANUARY 2022

Members discussed the income and expenditure reports for the period 1<sup>st</sup> January 2022 to the 31<sup>st</sup> January 2022, as shown at minute page 230.

**RESOLVED**

**That the Income and Expenditure reports be noted.**

15. UPDATE ON FINANCIAL MATTERS BY TOWN CLERK

The Town Clerk advised that the Council was in a sound financial position, with £380,914.76 in the current account. A spend of around £50,000 since last month which was to be expected.

Rialtas would be unable to do the close down of our year end accounts as they were fully booked. However, after their 'health check' of the account, they were confident that it could be done by the Town Council staff without their assistance. The Town Clerk and Deputy RFO would attend a couple of Rialtas webinars on year end accounting. Although somebody appointed as the RFO would be required to sign the final accounts, the majority of the work could be completed within current resources.

**RESOLVED**

**That the Town Clerk's report be noted.**

The business of the meeting concluded at 7.45pm.

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Chairman

## **SUDBURY TOWN COUNCIL RISK MANAGEMENT POLICY 2022**

1. Sudbury Town Council is committed to a proactive approach to risk management. The Council recognises the value of maintaining an effective risk management culture and will seek to identify, analyse, manage and control the risks it faces. The Council acknowledges that risk cannot be totally eliminated and may sometimes need to be embraced as part of an innovative approach to problem solving.

### **Objectives of the Risk Management Strategy:**

2. To ensure that statutory obligations and policy objectives are met.
3. To prioritise areas for improvement in service provision and encourage meeting or exceeding customer and stakeholder expectations.
4. To safeguard its members, employees, clients or service users and all other stakeholders to whom the Council has a duty of care.
5. To protect its property including buildings, equipment, vehicles, knowledge and all other assets and resources.
6. To identify and manage potential liabilities.
7. To maintain effective control of public funds and efficient deployment and use of resources achieving value for money.
8. To preserve and promote the good reputation of the Council.
9. To support the quality of the environment.
10. To learn from previous threats, opportunities, successes and failures to inform future management of risks.
11. The Clerk, jointly with the Responsible Financial Officer, will review risks on a regular basis, including any newly identified risks, and will report to the Council. The review will include identification of any unacceptable levels of risk.

### **Risk identification and mitigation**

12. Members should, therefore:
  - a. Take steps to identify key risks facing the Council.
  - b. Evaluate the potential consequences to the Council if an event identified as a risk takes place.
  - c. Decide upon appropriate mitigation measures to avoid, reduce or control the risk or its consequences.

- d. Record any conclusions or decisions reached.
13. To identify the risks facing the council, activities are grouped into the following areas:
    - a. Assets and facilities.
    - b. Operations and processes.
    - c. Financial operations.
  14. The risk mitigation approach is to use management checks to reduce the likelihood and insurance cover to reduce the impact of risks.

### **1. ASSETS AND FACILITIES**

#### **1.1. Assets management:**

- The Asset Register is reviewed annually by the Town Clerk and the Responsible Financial Officer, then members receive an updated list.
- Regular maintenance for physical assets by the Facilities Manager.
- Security for vulnerable buildings, amenities or equipment monitored by the Facilities Manager.
- Annual Review of risk and the adequacy and robustness of insurance cover by the Clerk and the Responsible Financial Officer.

#### **1.2. Risks identification, assessment and mitigation: See Annex A**

### **2. OPERATIONS AND PROCESSES**

Risk mitigation factors and approaches:

#### **2.1. Insurance cover:**

- **Public Liability:** The Council has a Public Liability Insurance of £15,000,000. It has also personal accident liability cover for employees, members and volunteers under the above policy.
- **Employers Liability:** The Council has an Employers Liability Insurance of £10,000,000.
- **Libel and Slander:** Insured to the sum of £250,000
- **Personal Accident:** Insured to standard contingencies

#### **2.2. Risks identification, assessment and mitigation: See Annex B**

### **3. FINANCIAL OPERATIONS**

Risk mitigation factors and approaches:

#### **3.1. Insurance cover:**

- **Loss of cash:** Insured up to the sum of £10,000 for cash in transit or in the Council's premises during business hours. Limited to £5,000 for cash in a locked safe at the Council's premises out of business hours.

- Fidelity guarantee: Insured to the sum of £1,000,000

### 3.2. Internal control

Internal control procedures are approved by the Full Council, maintained in a regular basis and reviewed annually.

### 3.3 Internal Audit

Independent internal auditors appointed by the Finance Committee. The internal audit procedures are conducted at least once per year. All Audit reports and recommendations are submitted to Council.

### 3.4. Management of financial records and operations:

Financial records and operations are conducted in accordance with the statutory requirements, Standing Orders, Financial Regulations and other regulations adopted by the Council which are reviewed at least annually.

### 3.5. Risks identification, assessment and mitigation: See Annex C

## 4. RISK MATRIX

Risks to Sudbury Town Council will be assessed using the matrix below where their likelihood and impact in the three areas of physical injury, financial loss and reputational damage, will be scored.

### 4.1. Probability and Impact Matrix:

Any risk scoring medium, high or very high, must have a mitigation plan to reduce the residual risk to low, very low or minimal.

Near Certain	5	Low	Medium	High	Very High	Very High
Very Likely	4	Very Low	Low	Medium	High	Very High
Likely	3	Very Low	Very Low	Medium	Medium	High
Possible	2	Minimal	Very Low	Very Low	Low	Medium
Unlikely	1	Minimal	Minimal	Minimal	Very Low	Low
		1	2	3	4	5
Injury		Shock	Minor Injury	RIDDOR	Major Injury	Fatality
Financial		Loss < £10	Loss <£100	Loss <£1,000	Loss < £10,000	Loss > £10,000
Reputation		Insignificant	Minor	Moderate	Major	Severe

**Annex A - ASSETS AND FACILITIES RISKS**

Risk	Risk Area	Risk identified	Probability 1 to 5	Severity 1 to 5	Original Risk Score	Management of risk	Responsibility of	Frequency of check	Risk Score after Mitigation
A1	Office assets	Loss, damage	3	3	9	Keep security doors closed & locked	Facilities Manager	Daily	2 x 3 = 6
A2	Equipment	Poor performance	2	5	10	Equipment contractors	Facilities Manager to report problem	When required	1 x 5 = 5
A3	STC building	Fire	2	5	10	Regular checks of fire alarms	Facilities Manager	Monthly	1 x 5 = 5
A4	STC building	Electric failure	2	5	10	Regular checks By electric contractors	Facilities Manager	Monthly	1 x 5 = 5
A5	Allotments	Vandalism	2	3	6	Regular checks of sites	Community Wardens	Weekly	1 x 3 = 3
A6	Cemetery	Loss	3	4	12	Strong doors and locks, with visits	Cemetery Manager	Daily	2 x 4 = 8
A7	Cemetery	Damage	3	3	9	Regular visits and inspection	Cemetery Manager	Daily	2 x 3 = 6
A8	Cemetery	Failure to fulfil contractual responsibilities by service subcontractors	2	3	6	Supervision and approval of work done. Authorisation of invoices before payment	Cemetery Manager	Monthly	1 x 3 = 3
A9	Flint Cottage	Fire / Damage	2	5	10	Inspections by Letting Agency	Letting Agents	Annually	1 x 5 = 5

A10	Market	Public liability, income and reputation	2	5	10	Daily Checks, Traders' Insurance	Market Manager	Daily,	1 x 5 = 5
A11	Sudbury Town Council building and outbuildings	Failure to fulfil contractual responsibilities by service subcontractors	2	3	6	Supervision and approval of work done. Authorisation of invoices before payment	Facilities Manager	Monthly	1 x 3 = 3
A12	Croft, Mill Acre, allotments and other open spaces	Failure to fulfil contractual responsibilities by service subcontractors	2	3	6	Supervision and approval of work done. Authorisation of invoices before payment	Community Warden Manager	Monthly	1 x 3 = 3
A13	Croft, Mill Acre, allotments and other open spaces	Injury to the public	2	5	10	Regular Checks, Yearly Asset Check	Community Warden Manager	Reactive, Yearly	1 x 5 = 5
A14	Vehicles	Loss, Damage, Accident	3	4	12	Trackers, Dashcams, Check sheets	Community Warden Manager	Daily, Weekly	2 x 4 = 8
A15	Electronic Data	Loss or compromise	3	4	12	Daily back-up / Cloud storage	Subcontracted to 3it	Daily	1 x 4 = 4
A16	Regalia	Loss, damage	2	5	10	CCTV / alarms	Facilities Manager	Annual service / weekly checks	1 x 5 = 5
A17	Museum	Loss, damage	2	4	8	CCTV / alarms	Facilities manager	Annual service /	1 x 4 = 4

A18	Monuments	Damage		2	5	10	Regular checks / cleaning / CCTV	Community Warden Manager	Monthly	1 x 5 = 5
A19	Street furniture	Damage Theft Injury to the public		4	3	12	Regular Checks, Yearly Asset Check	Community Warden Manager	Reactive, Yearly	2 x 3 = 6
A20	Public convenience	Damage to toilets		3	4	12	Insurance in place, regular check	Facilities Manager	Hourly	2 x 3 = 6
A21	TIC Assets	Theft, damage		2	3	6	Regular stock check	TIC Staff	Daily	1 x 3 = 3
A22	Christmas Lights	Damage, faulty, Injury to the public		2	5	10	Checking by community wardens and outsourced specialist	Community Warden Manager	Daily when the lights are up.	1 x 4 = 8

## Annex B - OPERATIONS AND PROCESSES RISKS

Risk	Risk area	Risk identified	Probability 1 to 5	Severity 1 to 5	Original Risk Score	Management of risk	Responsibility of	Frequency of check	Risk Score after Mitigation
B1	Staff	Loss of key personnel	3	3	9	Hours, stress, management	HR Committee	Ongoing	2 x 3 = 6
B2	Minutes	Accurate and legal	2	3	6	Review at the following meeting	Council	Monthly	1 x 3 = 3
B3	Members' Interest	Conflict of interests	3	3	9	Update declaration of interest	Clerk	Annual	2 x 3 = 6
B4	Legal power	Ultra vires activity	2	4	8	Educate councillors as to their legal power	Council	Ongoing	1 x 4 = 4
B5	Environment	Damage	2	4	8	Supervision by Community Wardens	Community Warden Manager	Ongoing	1 x 4 = 4
B6	Provision of services at the Information Centre	Poor staff performance	3	3	9	Regular team meetings	Line Manager	Quarterly or as required	1 x 3 = 3
B7	Provision of services at the Information Centre	Security of staff	3	5	15	Alarm equipment Staff back up support	Facilities Manager / Clerk	Annual service / weekly/daily checks	1 x 5 = 5
B8	No longer required								

B9	Cemetery Services	Injury to Grave Digger	2	3	6	Own insurance as contractor Grave Digger	Cemetery Manager	Annual	1 x 2 = 2
B10	Allotments Services	Neglect of plots	4	2	8	Regular supervision	Community Warden Manager	Monthly	2 x 2 = 4
B11	Market Services	Risk of injury from moving vehicles	3	5	15	Road closure during Market	Market Manager	Weekly	1 x 5 = 5
B12	Public convenience services	Poor staff performance Injury to the public	2	3	9	Training of staff	Facilities Manager	Annual	2 x 2 = 4
B13	STC events	Injury to the public Damage	3	3	9	Supervision by Event Co-ordinator	Events Co-ordinator	Ongoing	1 x 3 = 3

## Annex C - FINANCIAL OPERATIONS RISKS

Risk	Risk area	Risk identified	Probability 1 to 5	Severity 1 to 5	Original Risk Score	Management of risk	Responsibility of	Frequency of check	Risk Score after Mitigation
C1	Financial Operations	Fraud	2	5	10	Fidelity guarantee value	Council	Monthly	2 x 3 = 6
C2	Precept	Claim not submitted	2	5	10	Full TC minute	RFO check	Annual	1 x 5 = 5
C3	Precept	Not received Not fully received	2	5	10	Check and verify the reason	RFO	Annual	1 x 5 = 5
C4	Financial Operations	Human error	4	3	12	Records checking; staff training	RFO Internal control	Daily monthly	1 x 5 = 5
C5	Cash	Loss through theft, error or dishonesty	3	2	6	Fidelity guarantee value, cash register, records checking.	RFO	daily	2 x 2 = 4
C6	Financial Records	Inadequate records	2	3	6	Reconciliation of all Balance Sheet items, Staff training, Internal control, internal audit	RFO Internal Control Internal Auditor External Auditor	Monthly Monthly Annual	1 x 3 = 3
C7	Financial investments	Security of invested capital	2	5	10	Risk assessment measures as per Treasury Management	RFO	Quarterly	1 x 5 = 5

C8	Borrowing	Adequacy of finance to repay the loan	2	2	4	Strategy Statement	RFO	Monthly	1 x 2 = 2
C9	Direct costs	Incorrect invoice	2	3	6	Order system	RFO	Daily	1 x 3 = 3
C10	Direct costs	Incorrect payment	2	3	6	2 signatories, Invoice check	Councillors RFO	Daily	1 x 3 = 3
C11	Sales	Uncollected	2	3	6	Cash through the till	RFO check and report to Fin. committee	Daily Monthly	1 x 3 = 3
C12	Salaries	Incorrect payment	3	2	6	Trade Debtors Check to contract and timesheet Timesheet approval	RFO Deputy Town Clerk	Monthly	2 x 2 = 4
C13	Grants	Power to pay	2	2	4	Minutes	RFO/Members	Annual	1 x 2 = 2
C14	VAT recoverable	Incorrect claim	3	3	9	Check to bookkeeping records; Staff training	RFO Internal Audit	Quarterly Annual	2 x 3 = 6
C15	Reserves	Adequacy	2	4	8	Set by the Finance Committee	RFO/Members	Annual	1 x 4 = 4
C16	Earmarked reserves	Adequacy	2	4	8	Planned by the Clerk and approved by the Finance Committee	RFO/Members	Annual	1 x 4 = 4

## List of Payments made between 01/01/2022 and 31/01/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/01/2022	McColls Store 0966 - Sudbury	FPO	18.45		NEWSPAPERS-18/12-24/12/21
04/01/2022	Indigoross Design & Print Ltd	FPO.	290.40		MAYORS XMAS CARDS-30/11/21
04/01/2022	Sky High Access Ltd	FPO	425.85		SKY HIGH 45FT BOOM-20/11-30/11
05/01/2022	John Colegate	FPO	175.00		WINDOW CLEANING-19/11/21
05/01/2022	Aquam Water Services Ltd	FPO	1.64		STANDPIPE-26/04-28/05/21
05/01/2022	Sudbury Common Lands Charity	FPO	1,753.26		RANGER SER.COMM LANDSJUL-SEP21
05/01/2022	Sudbury Common Lands Charity	FPO - 05/0	1,753.26		RANGER SERVICE-01/10-31/12/21
06/01/2022	Southern Electric	DD	2,563.12		SSE GAS - 25/09-17/12/2021
07/01/2022	Ernest Doe & Sons Ltd	FPO /	30.00		SUPER 2 STOKE OIL-08/12/21
07/01/2022	SGW Payroll Ltd	DD	119.22		SGW PAYROLL SUPPORT-DEC 21
10/01/2022	Ernest Doe & Sons Ltd	BP	678.17		REPAIR/SER. TO TRACTOR-20/12
11/01/2022	ARGOS LTD CD 4416	DEB	79.95		5X HEADSETS - 10/01/2022
12/01/2022	McColls Store 0913 - Sudbury	BP	3.30		NEWSPAPERS-01/01-08/01/2022
12/01/2022	3IT Ltd	BP.	9.60		3IT HDMI TO VGA - 11/01/22
12/01/2022	Ernest Doe & Sons Ltd	BP	11.94		HAZZARD TAPE (NHS)-22/12/2021
12/01/2022	ARGOS LTD CD 4416	DEB	19.99		USB HUB FOR LAPTOP-11/01/2022
12/01/2022	WH SMITH CD 4416	DEB	9.99		4 PORT USB HUB-11/01/22
13/01/2022	Fuelgenie Business Account	DD	414.89		FUELGENIE DIESEL - DEC 21
13/01/2022	AMZNMktplace CD 4416	DEB	56.09		USB C DOCKING STATION-13/01
13/01/2022	AMZNMktplace CD 4416	DEB	7.93		2X HDMI CABLES-11/01/22
14/01/2022	Babergh District Council	FPO	8,201.00		ROLL OUT OF CCTV-09/11/2021
14/01/2022	3IT Ltd	BP /	644.90		3IT MONTHLY SUPPORT-01/01/22
14/01/2022	Eden Springs (UK) Ltd	BP - 14/01	487.68		EDEN QTR SER & COFFEE-16/12/21
14/01/2022	JRB Enterprise Ltd	BP /	679.20		JRB POOP SCOOP BAGS-06/01/22
17/01/2022	GuideEast Tour Guides for Grou	FPO	19.50		SUDBURY SILK WALK-12/11/21
17/01/2022	National Association of Civic	FPO.	50.00		NACO TRAIN. T ELFORD-17/01
17/01/2022	BABERGH DC CTAX BU 74000735	DD	711.00		BDC BUS RATES-17/01/22
17/01/2022	BABERGH DC CTAX BU 74000762	DD	405.00		BDC BUS RATES - 17/01/2022
17/01/2022	BABERGH DC CTAX BU 74020626	DD	399.00		BDC BUS RATES - 17/01/22
17/01/2022	AMZNMktplace CD 4416	DEB	39.88		HEADSET/EXT CABLE-14/01/22
18/01/2022	ARVAL BNP PARIBAS GROUP	DD	738.00		ARVAL VAN LEASE-19/01-18/02
18/01/2022	Petty Cash	CHQ-004786	169.47		P/CASH-01JUL21-31DEC21
19/01/2022	BT Business Accounts	DD.	895.14		BT - 01/01-31/03/2022
19/01/2022	Worldpay (UK) Limited	DD	38.55		WORLDPAY PDQ CHGS-DEC 21
19/01/2022	G A Smith Gardening Services L	BP	1,410.00		GRAVE DIGGING - JAN 2022
20/01/2022	NEST IT000000933597	DD	20.44		NEST IT000000933597-20/01/22
20/01/2022	AMZNMktplace CD 4416	DEB	69.45		WEBCAM FOR DESKTOP-18/01
20/01/2022	AMZNMktplace CD 4416	DEB	11.75		BREAK GLASS KEY BOX-20/01/22
21/01/2022	HMRC - ACCOUNTS OF	BP	10,191.18		HMRC-PAYE/NI-06/12-05/01/22
21/01/2022	Corona Corporate Solutions Ltd	FPO	879.34		PRINTERCOPIES USED-20/09-22/12
21/01/2022	Anglian Water	FPO.	117.47		A.WATER 07/10/21-22/01/2022
21/01/2022	Anglian Water	BP	12.04		A.WATER-07/10-06/01/2022
21/01/2022	Sudbury Office Supplies	BP	68.28		2 X USB HEADSET-13/01/22
21/01/2022	T.D. & A.M. Bugg Ltd	BP	1,026.00		BUGG SKIPS -26/11-18/12/2021
24/01/2022	Wooden Bench Hire Company Ltd	FPO	210.00		DEP.BENCH HIRE 4 JUBILEE-05/06
24/01/2022	Sudbury Office Supplies	FPO	94.88		GREY & WHITE CARD-17/01/22
24/01/2022	EE Limited	DD	185.86		EE - MOBILE PHONES-15/01/22

## Bank Current Account

## List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/01/2022	SERVICE CHARGES REF :	PAY	10.00		LLOYDS SERVICE CHGS.-24/01
25/01/2022	STC STAFF PAYROLL-25/01/22	BP	23,781.51		STC STAFF PAYROLL-25/01/22
25/01/2022	SUFFOLK CC PENSION	BP	5,679.41		SUFFOLK CC PENSION-25/01/22
25/01/2022	T & P Fire Ltd	BP	88.80		MONTHLY FLASH TEST-12/01/22
25/01/2022	Sudbury Office Supplies	BP	54.37		AUTO NUMBERER - 18/01/22
27/01/2022	POST OFFICE COUNTDOWN CD 4416	DEB	66.00		100 X 2ND CLASS STAMPS-26/01
27/01/2022	Southern Electric	DD	2,127.24		SSE ELECTRIC - 01/12-31/12/21
28/01/2022	SERVICE CHARGES REF :	PAY	152.73		LLOYDS SER CHGS-28/01/2022
31/01/2022	SGW Payroll Ltd	DD	115.26		SGW MONTHLY SUPPORT-14/01/22
31/01/2022	Ligna Consultancy Ltd	BP	1,500.00		LIGNA TREE SURVEY-21/01/2022
31/01/2022	Verizon Connect UK Limited	BP	28.80		TRACKERS FOR VAN X 2 - JAN22
31/01/2022	Suffolk Association of Local C	BP	656.04		SALC FINANCE 08/12&19/01/22
<b>Total Payments</b>			<b>70,457.22</b>		

## Summary Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Corporate Management	Income	0	698,394	698,574	180		
	Expenditure	0	0	7,000	7,000		7,000
	Net Income over Expenditure	0	698,394	691,574	(6,820)		
	plus Transfer from EMR	0	-7,000				
	Movement to/(from) Gen Reserve	0	691,394				
102 Democratic Represent'n & Mgmt	Income	0	2,156	0	(2,156)		
	Expenditure	0	567	900	333		333
	Net Income over Expenditure	0	1,589	(900)	(2,489)		
	plus Transfer from EMR	0	225				
	Movement to/(from) Gen Reserve	0	1,814				
103 Grants	Expenditure	0	42,725	52,000	9,275		9,275
	plus Transfer from EMR	0	10,000				
	Movement to/(from) Gen Reserve	0	(32,725)				
109 Central Services/Admin	Income	28	9,881	3,010	(6,871)		
	Expenditure	16,161	171,844	236,526	64,682		64,682
	Net Income over Expenditure	(16,133)	(161,964)	(233,516)	(71,552)		
	plus Transfer from EMR	0	1,618				
	less Transfer to EMR	0	7,778				
	Movement to/(from) Gen Reserve	(16,133)	(168,124)				
199 Capital & Projects	Expenditure	0	0	30,000	30,000		30,000
	plus Transfer from EMR	0	-30,000				
	Movement to/(from) Gen Reserve	0	(30,000)				
201 Market - Charter Street	Income	6,201	71,322	68,000	(3,322)		
	Expenditure	4,114	41,109	50,724	9,615		9,615
	Net Income over Expenditure	2,087	30,213	17,276	(12,937)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	2,087	30,213				
	Movement to/(from) Gen Reserve	0	0				
	Movement to/(from) Gen Reserve	0	0				
204 Street Fairs	Income	0	6,930	2,640	(4,290)		
	Expenditure	315	5,453	4,140	(1,313)		(1,313)
	Movement to/(from) Gen Reserve	(315)	1,477				
205 Council Public Events	Income	0	0	2,700	2,700		
	Expenditure	833	8,458	22,205	13,747		13,747
	Net Income over Expenditure	(833)	(8,458)	(19,505)	(11,047)		
	plus Transfer from EMR	0	0				
	less Transfer to EMR	0	0				

## Summary Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
	Movement to/(from) Gen Reserve	(833)	(8,458)				
206 Town Economy	Expenditure	3,358	42,534	53,997	11,463		11,463
	plus Transfer from EMR	572	3,106				
	Movement to/(from) Gen Reserve	(2,786)	(39,428)				
211 Town Hall Building	Income	2,569	13,548	9,000	(4,548)		
	Expenditure	5,070	61,161	85,026	23,865		23,865
	Net Income over Expenditure	(2,501)	(47,613)	(76,026)	(28,413)		
	plus Transfer from EMR	0	176				
	Movement to/(from) Gen Reserve	(2,501)	(47,437)				
212 Public Clocks	Expenditure	0	2,158	2,500	342		342
213 Street Wardens	Income	0	26,780	26,780	0		
	Expenditure	1,602	20,992	28,844	7,852		7,852
	Net Income over Expenditure	(1,602)	5,788	(2,064)	(7,852)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(1,602)	5,788				
221 Allotments	Income	1,362	2,982	1,600	(1,382)		
	Expenditure	0	1,150	1,828	678		678
	Movement to/(from) Gen Reserve	1,362	1,832				
239 Open Spaces&Closed Churchyards	Income	0	724	0	(724)		
	Expenditure	1,285	17,316	20,740	3,424		3,424
	Net Income over Expenditure	(1,285)	(16,592)	(20,740)	(4,148)		
	plus Transfer from EMR	0	3,175				
	less Transfer to EMR	0	0				
	Movement to/(from) Gen Reserve	(1,285)	(13,417)				
241 Cemetery	Income	6,051	37,793	50,400	12,607		
	Expenditure	7,972	67,281	98,017	30,736		30,736
	Net Income over Expenditure	(1,921)	(29,488)	(47,617)	(18,129)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(1,921)	(29,488)				
	Movement to/(from) Gen Reserve	0	0				
250 Information Centre	Income	446	17,225	11,450	(5,775)		
	Expenditure	2,958	19,185	31,013	11,828		11,828
	Net Income over Expenditure	(2,513)	(1,960)	(19,563)	(17,603)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(2,513)	(1,960)				

## Summary Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
252 Christmas Lights	Income	0	0	700	700		
	Expenditure	662	17,003	16,450	(553)		(553)
	Net Income over Expenditure	(662)	(17,003)	(15,750)	1,253		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(662)	(17,003)				
261 Museum	Expenditure	0	0	700	700		700
301 Street Lighting	Expenditure	0	0	5,200	5,200		5,200
302 Street Furniture & Equipment	Income	0	110	0	(110)		
	Expenditure	0	1,401	1,550	149		149
	Net Income over Expenditure	0	(1,291)	(1,550)	(259)		
	plus Transfer from EMR	0	1,395				
	Movement to/(from) Gen Reserve	0	104				
311 Highways	Income	0	1,756	1,600	(156)		
	Expenditure	0	330	400	70		70
	Movement to/(from) Gen Reserve	0	1,426				
321 Floral Displays & Bedding Mtce	Expenditure	0	21,240	19,550	(1,690)		(1,690)
	plus Transfer from EMR	0	1,200				
	Movement to/(from) Gen Reserve	0	(20,040)				
341 Community Wardens	Income	4,017	47,907	39,590	(8,317)		
	Expenditure	9,103	98,169	115,215	17,046		17,046
	Net Income over Expenditure	(5,086)	(50,263)	(75,625)	(25,362)		
	plus Transfer from EMR	0	1,861				
	less Transfer to EMR	0	2,675				
	Movement to/(from) Gen Reserve	(5,086)	(51,077)				
	Movement to/(from) Gen Reserve	0	0				
500 Delphi Club	Expenditure	0	1,405	2,775	1,370		1,370
901 Civic Activities	Expenditure	1,206	14,664	25,094	10,430		10,430
	plus Transfer from EMR	0	12				
	Movement to/(from) Gen Reserve	(1,206)	(14,653)				
912 Mayors Charity	Income	30	75	0	(75)		
	Expenditure	0	3,138	0	(3,138)		(3,138)
	Net Income over Expenditure	30	(3,063)	0	3,063		
	plus Transfer from EMR	0	3,138				
	less Transfer to EMR	30	75				
	Movement to/(from) Gen Reserve	0	0				

## Summary Income &amp; Expenditure by Budget Heading 31/01/2022

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	20,704	937,583	916,044	(21,539)		
Expenditure	54,639	659,283	912,394	253,111	0	253,111
Net Income over Expenditure	<u>(33,936)</u>	<u>278,300</u>	<u>3,650</u>	<u>(274,650)</u>		
plus Transfer from EMR	572	-11,096				
less Transfer to EMR	30	10,528				
Movement to/(from) Gen Reserve	<u>(33,394)</u>	<u>256,676</u>				