



# BRANDON TOWN COUNCIL

## **Brandon Town Council**

Old School House Market Hill Brandon

### **PUBLIC NOTICE OF MEETING**

#### **Full Town Council**

Issued: Tuesday, 6 October 2026

Notice is hereby given that a meeting of the Full Town Council will be held at 7:00 PM on Monday, 12 October 2026 at Council Chamber - OSH. The public and press are welcome to attend.

#### **1. Apologies for Absence**

To receive

Relevant Legislation Local Government Act 1972, s85

#### **2. Declarations of Interest and requests for Dispensations**

To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

Relevant legislation Localism Act 2011, s31

#### **3. To receive a report from RAF Lakenheath**

To receive and note

#### **4. Minutes of Previous Meetings**

To agree and sign the minutes from the Annual Town Council Meeting on 14th September 2026

Relevant legislation Local Government Act 1974 S12 para 41 (1)

## **5. Minutes of Previous Meeting**

To receive and note minutes of the Events Committee Meeting of 21st September 2026

## **6. Chairmans Report**

To receive and note

## **7. Public Participation Time**

A period of 15 minutes is allocated to allow Members of the Public to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

Relevant legislation: Local Government Act 1972 Schedule s100

Public Bodies (Admission to Meetings) Act 1960

**The Public are reminded that no decisions can be made by Council on items raised during this agenda item.**

## **8. Grant Applications**

Decision required: To consider S137 grants

No grant applications have been received

## **9. Report from County Councillor Tim Kent**

To receive and note reports of project activity or outside bodies attended on behalf of the Council

## **10. Reports from Town Councillors**

To receive and note reports of project activity or outside bodies attended on behalf of the Council

## **11. NJC Salary Award**

Decision required: To approve 3.3% salary award

## **12. New Cemetery**

To discuss previously circulated BNG information and agree any appropriate actions and receive report

## **13. Data Protection Policy**

Decision required: To review amended Data Protection Policy

## **PLANNING MATTERS**

#### **14. Planning Applications to Consider**

Planning Applications to Consider

To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning

DC/26/1291/HH - 40 Oaklands Drive, Brandon - Consultation

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TK8AN2PDFJD00>

#### **15. Late Planning Applications Received after Agenda was Published**

To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published

Planning Variances

To discuss any planning variances

#### **16. Redmere Wind Farm Development**

Decision required: Discuss comments to make on the Redmere Wind Farm Development as requested by the Planning Inspectorate

### **FINANCIAL MATTERS**

#### **17. Accounts**

To receive and note payments made in July, August and September 2026, in accordance with Financial Regulations

#### **18. Financial Update**

To receive and note:-

- Income and Expenditure Statement against budget for June, July and August 2026
- Bank Balances
- Ear Marked Reserves
- External Audit Report comments and recommendations

#### **19. Internal Control Report**

To receive and note Internal Control Report

#### **20. Budget 2027/28**

Decision required: To discuss and agree budget for 2027/28

## **21. Christmas Update**

To note:-

- Saturday 28th November 2026 - Christmas Fair - Volunteers needed to help
- Office closing times - 1pm 23rd December 2026 to 09:30 am 4th January 2027

## **22. Clerks Update**

To receive verbally any information received since publication of agenda

**Tina Cunnell**

Clerk to Brandon Town Council

# APPENDIX I — Public Documents

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## **4. Minutes of Previous Meetings**

SKM\_C300i26100513250.pdf

## **5. Minutes of Previous Meeting**

SKM\_C300i26100513260.pdf

## **9. Report from County Councillor Tim Kent**

SKM\_C300i26100209370.pdf

## **11. NJC Salary Award**

SKM\_C300i26092412430.pdf

## **12. New Cemetery**

SKM\_C300i26092213121.pdf

SKM\_C300i26100513110.pdf

## **13. Data Protection Policy**

Data protection policy .pdf

## **14. Planning Applications to Consider**

SKM\_C300i26092412460.pdf

## **16. Redmere Wind Farm Development**

SKM\_C300i26100509340.pdf

## **17. Accounts**

Accounts for Payment July 2026.pdf

Accounts for Payment August 2026.pdf

Accounts for Payment September 2026.pdf

## **18. Financial Update**

SKM\_C300i26092412350.pdf

SKM\_C300i26092412410.pdf

SKM\_C300i26092412411.pdf

SKM\_C300i26092412412.pdf

## **19. Internal Control Report**

SKM\_C300i26092412431.pdf

## **20. Budget 2027/28**

SKM\_C300i26100512470.pdf



# BRANDON TOWN COUNCIL

## Brandon Town Council

Old School House Market Hill Brandon

### MINUTES

of the Full Town Council

held at 7:00 PM on Monday, 14 September 2026

at Council Chamber - OSH

Issued: Monday, 5 October 2026

#### Attendance

**Present:** Cllr Henry Kostecki, Cllr Jools Savage, Cllr Claire Watts, Cllr Linda Challiss, Cllr Malcolm Pinnell, Cllr Nickie Siebert, Cllr Phil Wittam, Cllr Paul Gorringer, Cllr Sam Skinner, Cllr Victor Lukaniuk, Cllr Wayne Bland

**Apologies:** Cllr Gary Brocklehurst, Cllr David Palmer

**Also present:** Clerk Tina Cunnell, Officer Jackie Prior

**Members of the public present:** 9

#### Min. 26/081 — 1. Apologies for Absence

Apologies for absence were received from Cllr Gary Brocklehurst and Cllr David Palmer. Cllr June Hughes did not attend the meeting.

**Min. 26/082 — 2. Declarations of Interest and requests for Dispensations**

Cllr Nickie Siebert and Cllr Linda Challiss declared a non-pecuniary interest re item 10, the grant application from the Royal British Legion. No further declarations of interest or requests for dispensations were made.

**Min. 26/083 — 3. To receive a report from RAF Lakenheath**

It was NOTED that a report from RAF Lakenheath had been received and circulated prior to the meeting.

**Min. 26/084 — 4. Minutes of Previous Meetings**

Cllr Lukaniuk asked for the minutes to be deferred whilst changes were made to the minutes. The Clerk explained that we do not record the minutes word for word or personal comments. The proposal did not have a seconder.

Cllr Wittam proposed and Cllr Bland seconded to agree and sign the minutes from the Full Council Meeting on 13th July 2026.

RESOLVED

**Min. 26/085 — 5. Minutes of Previous Meeting**

Cllr Siebert proposed and Cllr Gorringer seconded to agree and sign the minutes from the Full Council Meeting on 3rd August 2026.

RESOLVED

**Min. 26/086 — 6. Minutes of Previous Meeting**

Cllr Lukaniuk had a query with the minutes. The minutes would be amended and circulated. It was NOTED that the minutes of the Events Committee Meeting held on 20th July 2026 had been received.

**Min. 26/087 — 7. Chairmans Report**

It was NOTED that the Chair was not in attendance and accordingly no Chair's report was given.

**Min. 26/088 — 8. Public Participation Time**

Nine members of the public were present during the period of public participation.

A member of the public raised a query regarding an article written by a councillor in the town magazine. The same member of the public commented that the combined Local Market with the Heritage Open Day launch on the preceding Saturday had been excellent. They also expressed thanks to all those who had worked hard on the Saturday event.

SCC Councillor Tim Kent requested that the Brandon Remembrance Playing Fields be excluded from any revised policy and instead be budgeted for separately as a recreation ground and playing field maintenance. For the new cemetery, he advised that he had

forwarded to the office a summary of the archaeological scrapes carried out on the proposed cemetery site in 2013 and 201. and that this information may result in any planning condition being significantly reduced.

The Clerk explained that the issue relating to the grant in question was that the amount requested was intended to cover staff wages, which constitute running costs and do not fall within the relevant exception. The Society of Local Council Clerks (SLCC) had advised that expenditure of this nature should be processed under Section 137 of the Local Government Act 1972 (S.137).

A further member of the public advised that they had held a meeting with a representative of West Suffolk Council regarding the play park, and that the maintenance agreement would be forwarded to the Council within the next few days.

A representative of the Brandon Festival Committee addressed the Council, thanking members for the S.137 grant and for the support of volunteers. Particular thanks were expressed to Cllr Savage for serving as a judge in a competition associated with the festival.

#### **Min. 26/089 — 9. Grant Policy for Review**

Cllr Malcolm Pinnell introduced the item and circulated proposed amendments to the Grant Policy. The amendments were intended to enhance the information required as part of a grant application, to make the eligibility criteria clearer for applicants, and to introduce a scoring system designed to ensure a structured and transparent approach to decision-making.

A discussion followed during which some concerns were raised that the scoring system might prove detrimental to the Brandon Remembrance Playing Fields (BRPF). Further discussion addressed, and alleviated, those concerns.

Cllr Pinnell proposed and Cllr Wittam seconded to accept Cllr Pinnell's adjustments to the grant policy.

**RESOLVED**

#### **Min. 26/090 — 10. Grant Applications**

A representative from the Brandon & District Garden Club gave an overview of their grant application, explaining that fifteen new tables were required for the club's annual flower show. It was NOTED that the existing tables had been in use for many years and were in a poor state of repair. It was further NOTED that the new tables would incorporate storage space and would be made available for use by other community groups.

Cllr Wittam proposed and Cllr Skinner seconded that a Section 137 of the Local Government Act 1972 (S.137) grant of £500 be awarded to the Brandon & District Garden Club. It was **RESOLVED** that the sum of £500 be paid to the Brandon & District Garden Club under Section 137 of the Local Government Act 1972.

A representative from the Brandon Royal British Legion gave an overview of their grant application, explaining that the Legion was seeking to outsource catering arrangements for Remembrance Day in order to reduce the workload on staff. It was NOTED that the event was very well attended and that, in addition to those participating in the march, the Legion was hoping to include elderly residents from the Brandon Country Park Nursing Home who were unable to attend the march in person.

Cllr Lukaniuk proposed and Cllr Pinnell seconded that a Section 137 of the Local Government Act 1972 grant of £300 be awarded to the Brandon Royal British Legion. It was RESOLVED that the sum of £300 be paid to the Brandon Royal British Legion under Section 137 of the Local Government Act 1972.

#### **Min. 26/091 — 11. Report from County Councillor Tim Kent**

County Councillor Tim Kent gave an overview of his published reports. It was NOTED that County Councillor Kent further reported on the withdrawal of Local Government Reorganisation and confirmed that Local Town and District Elections will now proceed in May 2027.

Cllr Wittam asked for an update on the noisy drain covers on London Road. County Councillor Kent advised that these are programmed to be addressed, though no confirmed timescale is available. Cllr Kostecki referenced the same matter, noting that he had also been chasing the issue.

Cllr Challiss queried whether Cadent had a confirmed finish date for their works. County Councillor Kent responded that approximately two further weeks of work are planned and explained the nature of the works still to be carried out.

The report was received and noted.

#### **Min. 26/092 — 11.1 Reports from District Councillors**

It was NOTED that the following reports were received from District Councillors.

**Cllr Victor Lukaniuk** reported that Local Government Reorganisation had proved extremely time-consuming and had ultimately come to nothing. He further reported that the Forestry Commission had been granted permission to impose a strict ban on barbecues, campfires and open fires of any kind in the forest areas around Santon Downham, Brandon and Kings Forest along Bury Road, and at Brandon Country Park. It was NOTED that the planning application for the solar farm to the west of the town had been approved; the traffic management plan indicated that construction vehicles would approach via Fiveways roundabout and would not pass through the town. Cllr Lukaniuk also reported that a new toilet and baby-changing facility had recently been installed at Brandon Country Park.

**Cllr Jools Savage** reported that the public viewing session for the skatepark design would take place on Wednesday evening from 5.00 pm to 7.00 pm at the Sports Centre.

**Cllr Phil Wittam** reported that Local Government Reorganisation had represented a monumental task over a prolonged period for both the County Council and the District Council, consuming considerable amounts of taxpayers' money. He expressed the view that the Government should reimburse the councils accordingly.

The reports were received and noted.

#### **Min. 26/093 — 12. Reports from Town Councillors**

The Council received reports from councillors in respect of project activity and outside bodies attended on behalf of the Council. It was NOTED that:

**Cllr Claire Watts** reported that she had spent a morning waiting to speak to a representative at Cadent in order to clarify the situation regarding the current works. She had attended the Heritage Open Event and had promoted heritage events taking place in the town, with 13 events in total scheduled. She had also spoken to Tesco regarding the parking initiative recently introduced by the company. It was NOTED that residents had expressed alarm as the Coach Service trips and the Royal British Legion use the car park. Cllr Watts confirmed she was seeking to arrange a meeting with the Tesco store manager to discuss waivers in special circumstances.

**Cllr Paul Gorrings** reported that he had been in contact with the organisation responsible for banking hubs to explore the possibility of Brandon receiving one. An application had been made and further information was awaited.

**Cllr Victor Lukaniuk** reported as follows:

- He had actioned a Freedom of Information request to the Town Council regarding the cost of materials for the river project.
- He further noted that a landlord inspection of the Town Council workshop and yard had taken place and requested that councillors be provided with a copy of the report.
- He raised the condition of Coulson Lane, noting it was in a very poor state, and asked that maintenance be continued.

**Cllr Henry Kostecki** raised the possibility of the police attending Council meetings again, noting that aggressive begging had been taking place in Brandon. It was NOTED that the Clerk had spoken with the Chief Inspector regarding this matter, and that whilst it was on the police's radar, attendance at meetings was dependent on rotas and available resources.

**Cllr Malcolm Pinnell** reported that he had visited the base on 2nd September 2026 with the Chair. He had spoken with the Deputy Commander regarding opportunities to work more closely with the base and to encourage visits to the town.

**Cllr Wayne Bland** reported as follows:

- The 86 bus route funding position was still being examined but prospects did not appear favourable.

- An update had been received from Passenger Transport regarding bus stop and shelter works; these works had now been passed to Suffolk County Council's Highways contractor.
- Confirmation had been received from the Environment Agency's Walkways Team that an upstream drone survey had been carried out and that the resulting report was awaited.
- He had chaired two Brecks Landscape Partnership Steering Group meetings, both of which had been very positive. Match funding from Pride in Place had been discussed in relation to projects that might link or partner with Lakenheath.
- The Local Visitor Economy Partnership had expressed interest in linking the Council's apple project event with the food trail element of their Regenerative Tourism Project.
- Regarding play parks, a response had been received from West Suffolk Council indicating that Thetford Road play park appeared to be unregistered. The Clerk would arrange for the park to be registered. Cllr Bland requested that an agenda item be added to the October meeting to discuss a potential project at Thetford Road Play Park, to be considered for funding from reserves.

#### **Min. 26/094 — 13. Community Garden Project**

Cllr Claire Watts gave a presentation on the Community Garden Project. The proposal set out a scheme that would begin with a garden and poly tunnel, focused on growing vegetables, with the aim of enabling community groups and schools to use the area. It was NOTED that the landowner was prepared to offer the Council an initial three-year peppercorn lease with an option to extend after proof of concept..

It was NOTED that the project could be constituted as a Brandon Town Council project, as funders may look more favourably upon grant applications from public organisations such as councils. The Clerk advised that she will assist Cllr Watts in preparing a funding application for approx £15k to start the project. This grant application would need to be submitted for the poly tunnels and associated equipment, and that a number of organisations had expressed interest in the scheme as a health and wellbeing project, that offered opportunities for Education, events and recreation .

A number of members raised questions and queries concerning the need for further information, potential disruption to existing allotments, the risk of flooding on the land in question, and security. Cllr Claire Watts and the Clerk responded to these matters accordingly.

Cllr Malcolm Pinnell requested that any motion include the words "providing there is no cost to Brandon Town Council." Cllr Phil Wittam proposed and Cllr Nickie Siebert seconded that the Council agree the scheme in principle, to allow Cllr Claire Watts to develop a robust plan to bring back to the Council, with no cost to Brandon Town Council.

It was RESOLVED that the Community Garden Project be agreed in principle, and that Cllr Claire Watts be authorised to develop a robust plan for consideration at a future meeting of the Council, with no cost to Brandon Town Council.

**Min. 26/095 — 14. Planning Applications to Consider**

The Council considered two planning applications referred for consultation by West Suffolk Council.

**DC/26/1260/HH — 99 London Road, Brandon**

The Council considered application DC/26/1260/HH, which related to the removal of an existing conservatory and its replacement with a larger rear extension. It was NOTED that no objections had been received from neighbouring properties. Cllr Sam Skinner proposed and Cllr Paul Gorringer seconded that the Council support the application.

RESOLVED

**DC/26/1272/FUL — Greenways, Manor Road, Brandon**

The Council considered application DC/26/1272/FUL, which related to the demolition of an existing bungalow, described as being in a poor state of repair, and its replacement with two dwellings. It was NOTED that Highways had raised a holding objection on the grounds that a turning area and parking provision were not shown on the submitted plans. It was further NOTED that the Council had supported a previous application on the same site some months earlier, and that West Suffolk Council had raised an objection to that application. Cllr Phil Wittam proposed and Cllr Victor Lukaniuk seconded that the Council support the application.

RESOLVED

**Min. 26/096 — 15. Late Planning Applications Received after Agenda was Published**

It was NOTED that no late planning applications had been received after the agenda was published.

**Planning Variances**

**DC/26/0630/FUL — Greenways, Manor Road, Brandon**

The Clerk advised the Council that the Town Council had previously supported this application; however, it had been refused on the grounds that the applicant had not provided sufficient evidence to satisfactorily demonstrate that the proposed development qualified as self-build or custom-build housing for the purposes of the Biodiversity Net Gain exemption. It was NOTED that the applicant had requested an ecologist to draw up an appropriate report and submitted a new application.

The Clerk reminded the Chair that, in accordance with Standing Orders, a vote was required to extend the Council beyond the two-hour time limit. Cllr Skinner proposed and Cllr Lukaniuk seconded that the Council's meeting time be extended. The vote was taken and failed. The Council thereupon concluded its business and the meeting ended.

**Min. 26/097 — 16. New Cemetery**

This item was not discussed. The Council had closed before this agenda item was reached.

**Min. 26/098 — 17. Accounts**

This item was not discussed. The Council had closed before this agenda item was reached.

**Min. 26/099 — 18. Financial Update**

This item was not discussed. The Council had closed before this agenda item was reached.

**Min. 26/100 — 19. Internal Control Report**

This item was not discussed. The Council had closed before this agenda item was reached.

**Min. 26/101 — 20. NJC Salary Award**

This item was not discussed. The Council had closed before this agenda item was reached.

**Min. 26/102 — 21. Clerks Update**

This item was not discussed. The Council had closed before this agenda item was reached.

The meeting closed at 20:55.

Signed: \_\_\_\_\_

*Chair of the Full Town Council*

Date: \_\_\_\_\_



# BRANDON TOWN COUNCIL

## **Brandon Town Council**

Old School House Market Hill Brandon

### **MINUTES**

of the Events

held at 10:30 AM on Monday, 21 September 2026

at Council Chamber - OSH

Issued: Monday, 5 October 2026

#### **Attendance**

**Present:** Cllr Jools Savage, Cllr June Hughes, Cllr Linda Challiss, Cllr Claire Watts

**Apologies:** Cllr Sam Skinner

#### **Min. 26/007 — 1. Apologies for Absence**

Apologies for absence were received from Cllr Sam Skinner.

#### **Min. 26/008 — 2. Declarations of Interest and requests for Dispensation**

No declarations of interest or requests for dispensation were received.

**Min. 26/009 — 3. Minutes of Previous Meeting**

Cllr Challiss proposed and Cllr Savage seconded to approve the minutes from 20th July 2026.  
**RESOLVED**

**Min. 26/010 — 4. Public Participation Time**

The Council was adjourned for the statutory period of public participation. It was NOTED that no members of the public were present, and the Council therefore resumed its business without discussion.

**Min. 26/011 — 5. Updates Events**

It was NOTED that the summer activities programme had been very successful and well attended. Some issues had arisen with Holiday Activities and Food (HAF) bookings; however, lessons would be learned from this year's experience. Very positive feedback had been received regarding the benefit of the activities to local families. It was NOTED that bookings had filled up quickly, which was particularly significant in relation to catering requirements. The office would look at providing assistance to help people book onto the site in future years, where appropriate.

It was NOTED that 63 people attended the Nine Stiles Walk. The open mic session had gone well, with the church providing refreshments. The event had featured singing, prose and poetry, all of which were well received. The Nine Stiles Walk had also served as the closing event of the Brecks Outdoor Festival.

It was NOTED that Heritage Open Days had been successful, attracting visitors from outside Brandon who had travelled specifically to attend. The displays provided by the local history society and the church were described as excellent, and the associated walks and talks had been very well received, with good feedback reported. Attendance figures would be published once received.

The Chair thanked all those who had supported Heritage Open Days, the summer activities programme and the Nine Stiles Walk, and expressed her anticipation of further events and increased participation in the coming year.

**Min. 26/012 — 6. Receive updates on agreed Events 2026**

It was NOTED that updates were provided on the following events planned for 2026:

**Remembrance Day — Market Hill**

An event is to be held on Market Hill on Remembrance Day, incorporating a town crier reading of the Lamp Light of Peace proclamation and a two-minute silence at 11:00 am. A request is to be made to Rev Coburn to speak at the event.

**Remembrance Sunday**

It was NOTED that Remembrance Sunday is being organised by the Royal British Legion. The Council is to lend its public address system to support the event.

**Christmas Buffet**

The Christmas Buffet is to be held at Brandon House Hotel, with capacity planned for 40 to 50 covers. Committee members were asked to submit names of residents who they consider would benefit from attending, and to contact organisations including the Harvest Centre, Keystone Innovation Trust and the Day Care Centre.

**Christmas Fair — 28 November**

It was NOTED that market stalls for the Christmas Fair on 28 November are fully allocated, with a wide variety of traders confirmed including the English Distillery, a sweets stall, face painting, wax melts and community stalls. Entertainment is to include the KPOP Demon Hunters switching on the Christmas lights, the Happy to Sing Choir, a Brass Band and other live music. Father Christmas will once again arrive by river before taking up residence in his grotto at the Old School House. Podium required for switch on which will be provided by the Town Keepers.

**Min. 26/013 — 7. Officers Update**

It was NOTED that an update was presented regarding the Brandon Festival, recording thanks for Brandon Town Council's support of another successful event. A request was also made for new event ideas to be considered by the Council.

The meeting closed at 11:42.

Signed: \_\_\_\_\_

*Chair of the Events*

Date: \_\_\_\_\_

# Suffolk County Council Report to 30 September 2026

| Date       | Location       | Issue                                 | Resolution                                                                                                                                                                                                                                                               |
|------------|----------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 02/09/2026 | Brandon        | Post 16 Travel Assistance             | Detailed advise provided to a resident on the Post 16 Transport provisions for travel to Cambridge                                                                                                                                                                       |
| 03/09/2026 | Brandon        | Planning                              | Letter from a resident in connection with West Suffolk Council DC/26/1106 Slipway . Advised that references to The maltings should be taken up with the Agent.                                                                                                           |
| 04/09/2026 | Brandon        | MP Correspondence                     | Nick Timothy MP wrote to confirm he had written to young lady who had achieved outstanding GCSE results.                                                                                                                                                                 |
| 04/09/2026 | Brandon        | Planning                              | Email from a concerned resident regarding changes taking place at the lime pit adjacent Green Road. Reported to West Suffolk Council Enforcement under reference EN/26/0226                                                                                              |
| 05/09/2026 | Brandon        | Highways                              | Issue reported that the pavement in Manor Road is falling towards a residents wall and not into the Road. This is undermining the wall. Ref 66090                                                                                                                        |
| 05/09/2026 | Mildenhall     | Highways Tree Issue                   | Highways issue reported 78926. A Poplar is falling into the road at marble splinters.tallwind and is in danger of striking overhead power lines or injuring a Road User. Reported to Councillor for that Division and Highways reporting tool                            |
| 05/09/2026 | Troston        | Locality Grant                        | Locality Grant application for 50% of £748.8 submitted towards a bench to be jointly funded with Councillor Andrew Speed                                                                                                                                                 |
| 07/09/2026 | Santon Downham | Parish Council Meeting                | Attended meeting however date had been moved without informing me.                                                                                                                                                                                                       |
| 07/09/2026 | Division Wide  | Local Government Reorganisation (LGR) | Online Leader Briefing regarding the withdrawal of LGR for Suffolk                                                                                                                                                                                                       |
| 08/09/2026 | Division Wide  | CAB                                   | Invitation to West Suffolk Citizen's Advice Bureau AGM 21 October 2026                                                                                                                                                                                                   |
| 08/09/2026 | Brandon        | Highways                              | Correspondence chasing delays with installation of SID in Green Road Brandon                                                                                                                                                                                             |
| 08/09/2026 | Division Wide  | Suffolk Pension Fund                  | Pension Fund Training on Asset Classes- Ipswich                                                                                                                                                                                                                          |
| 09/09/2026 | Brandon        | Waste                                 | Fly tipped waste reported in White Horse Street and forwarded to Flagship who cleared the waste as requested                                                                                                                                                             |
| 09/09/2026 | Elveden        | Waste                                 | Further complaint from an Elveden Resident regarding missed waste collections. West Suffolk Council helpfully advised that they now have a website to notify residents that their collections have been missed and when to expect a rescheduled collection               |
| 09/09/2026 | Brandon        | Highways                              | Following a complaint regarding weeds in the St Margarets and Queens Road areas I established that the weeds were last treated on 31 July 2026 and only a single application per year is affordable . The late rains and warm weather have exacerbated growth this year. |
| 10/09/2026 | Division Wide  | Locality Grant                        | Email from chair of Mildenhall and Newmarket Sea Cadet Unit seeking funding towards a new fire alarm and upgraded lighting. I responded questioning the number of members from Brandon Division but have had no reply.                                                   |
| 13/09/2026 | Troston        | Parish Council Meeting                | Confirmed offer to contribute towards proposed signboards once details known                                                                                                                                                                                             |
| 14/09/2026 | Brandon        | PROW                                  | Confirmation from PROW that they have contacted the Landowner at Coulson Way with a view to the resident cutting back vegetation by the end of September. There will potentially be a conflict with Cadent Gas works                                                     |
| 14/09/2026 | Division Wide  | Highways                              | Further to my detailed request to Highways from 21 August I have asked via a FOI request for a table of information to assess how noisy manholes are prioritised and dealt with as not content with the priority 7 response                                              |
| 14/09/2026 | Division Wide  | County Council Budget                 | Q1 26/27 Budget Cabinet Briefing to monitor overspend of £7.8M                                                                                                                                                                                                           |
| 14/09/2026 | Brandon        | Town Council Meeting                  | Attended and spoke about importance of maintaining grants to Brandon Remembrance Playing Field when considering any change to policy. I also spoke about the progress of the Cemetery and Archaeology.                                                                   |
| 15/09/2026 | Division Wide  | Appointment                           | I have now been appointed to the Suffolk Firefighters Pension Board                                                                                                                                                                                                      |

# **Suffolk County Council Report to 30 September 2026**

|            |                 |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------|-----------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16/09/2026 | Brandon         | PROW                    | The BR20 bridge will have ground investigations taking place on 29 September 2026 to establish roots locations and any conflict with the abutments                                                                                                                                                                                                                                                                                                                                                                |
| 16/09/2026 | Great Livermere | Planning                | Confirmation that planning documentation for the FP13 Bridge was submitted late August and verified                                                                                                                                                                                                                                                                                                                                                                                                               |
| 16/09/2026 | Division Wide   | Reform UK               | Backbenchers Forum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 16/09/2026 | Great Livermere | Parish Council Meeting  | Attended meeting however date had been moved without informing me.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 17/09/2026 | Division Wide   | Cultural Invitation     | Declined invitation to BSC multicultural Services 23/09 as a conflict with Pension Fund Committee                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 17/09/2026 | Brandon         | Highways                | Potholes reported in Store Street under reference 80332 following complaint from a resident                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 17/09/2026 | Division Wide   | Suffolk Audit Committee | Monthly catch-up Head of Internal Audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 17/09/2026 | Brandon         | Brandon Library         | Attended Reading Quest to hand out medals and certificates to children who took part in the holiday reading scheme                                                                                                                                                                                                                                                                                                                                                                                                |
| 18/09/2026 | Brandon         | Highways                | 80535 Complaint re noisy manholes London Road, 80536 for missing box junction lines at the Thetford Road /High Street turning, 80537 a further complaint that the AWA manhole in High Street has still not been repaired. I received a reply regarding the junction box that this was not high priority but have complained to the council that this is a defect as works were not completed when remaining lines were repainted and await a response                                                             |
| 21/09/2026 | Division Wide   | Local Government Study  | Invitation to complete a questionnaire University of Utah                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 21/09/2026 | Division Wide   | Remembrance Sunday 2026 | Following an email from West Suffolk Councillor Lukaniuk I requested two wreaths to lay at this year's service to include one at the Polish Memorial but only one wreath can be considered . The Lord Lieutenants Representative has previously laid a wreath on behalf of the King and I have therefore asked if this could again be considered at this years parade. I have been informed that the RBL or Town Council would usually organise those wreaths                                                     |
| 21/09/2026 | Santon Downham  | Highways                | 80709 Dead Oak Adjacent Oak reported to Highways to see if they could consider felling the tree as this cannot be funded from a Councillor's Highways budget. The village has a lot of tree work to fund . I have agreed in principle to fund £600 from a locality budget for new amenity trees once works have been done.                                                                                                                                                                                        |
| 21/09/2026 | Ingham          | PROW                    | Complaint from a resident that the footpaths are becoming overgrown with sugar beet and once ploughed would be left impassable. Reply provided to resident that works have now been carried out by the Landowner and paths should be passable. Photos provided                                                                                                                                                                                                                                                    |
| 23/09/2026 | Brandon         | General Benefits Issue  | I received an email querying issues with travel bursaries and universal credit for a family and researched how issue may be overcome and provided a response                                                                                                                                                                                                                                                                                                                                                      |
| 23/09/2026 | Division Wide   | Suffolk Pension Fund    | Pension Fund Training followed by Pension Committee Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 24/09/2026 | Culford         | Parish Council Meeting  | Apologies sent as wife being assessed at hospital                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 28/09/2026 | Division Wide   | Suffolk Audit Committee | Chairs Briefing - online                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 28/09/2026 | Brandon         | Planning                | Discussions Town Clerk regarding the Archaeological Works at the proposed cemetery site. I stated that I had been in discussion with the Suffolk Team to see if the scope of works can be reduced in any way and only options are to have a no dig entrance and Roadway. Previously advised that works could be reduced but officer stated that this was not the case because of the Medieval finds and the proximity to the Church. Best advise was to target the smaller companies for potentially lower prices |

# Suffolk County Council Report to 30 September 2026

|            |               |                         |                                                                                                                                                                                                                                |
|------------|---------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30/09/2026 | Division Wide | Suffolk Audit Committee | Audit committee Meeting Ipswich                                                                                                                                                                                                |
| 30/09/2026 | Brandon       | Open Spaces             | Following a query from a resident I have contacted Brandon in Bloom to see if they are able to consider any works or ideas for the bare patch of earth/hardcore as you immediately turn from the High Street to Thetford Road. |



## **Newsletter September 2026**

### **Proposed County Referendum on the Housing of Asylum Seekers**

- The proposed motion will explore holding a Suffolk-wide advisory referendum on 6 May 2027, giving residents a direct say on the housing of asylum seekers in the county.
- The proposal follows Home Office plans to use RAF Barnham for asylum seeker accommodation for at least 10 years. Officials have stated the site would house men who arrived via small boats, predominantly single young men, with no maximum capacity confirmed.
- Local communities have been denied a meaningful voice on decisions that will have long-term impacts, West Suffolk Council unanimously opposed the Barnham proposal in July 2026.



20260930 REFORM  
UK PROPOSES MOTI

### **Defeated Local Government Reorganisation**

- Anyone saying this is a pause for Suffolk are conflating with other areas, the three unitary authority proposal has been **fully withdrawn**.
- The judicial review (JR) will cost Suffolk residents nothing. We have won.
- District and Borough elections are due to go ahead on existing boundaries in May.
- Only Reform had the backbone to stand up to these reckless plans. This is yet another embarrassing defeat for Labour. Only Reform backs real democracy.
- **Devolution is a separate issue**, positive discussions have been had, Suffolk County Council will only agree to a deal that protects Suffolk interests.
- <https://www.suffolk.gov.uk/council-and-democracy/council-news/government-withdraws-lgr-decision-in-suffolk-council-leader-responds>



20260908 LGR  
Withdrawal Summary

### **Created 648 New School and SEND Places**

- **405** mainstream school places and **243** additional SEND places created through an **£8.6 million** investment across the county.
- “We’re investing in school buildings and specialist provision today while also planning for future growth, so that Suffolk’s education system remains strong, inclusive and able to support children and young people to thrive.” – Councillor Tony Gould, Suffolk County Council's Cabinet Member for Education and SEND
- <https://www.suffolk.gov.uk/council-and-democracy/council-news/suffolk-creates-648-new-school-and-send-places>

### **Started Trial of New Pothole Repair Machines**

- The JCB Pothole Pro - a specialist 3-in-1 machine designed to deliver speedy and permanent pothole repairs – **is on free loan from JCB**.
- The council is assessing the JCB Pothole Pro to see if it can complement its existing methods to mend the roads.
- A single operator can undertake much of the preparation work that would traditionally require several pieces of plant and more manual labour.

- Stoke-on-Trent Council, which helped develop the machine, reported a **750% increase in output** and a **97% reduction in potholes** requiring a return visit within six months, compared with traditional methods.
- <https://www.suffolk.gov.uk/council-and-democracy/council-news/cutting-edge-pothole-busting-machine-put-to-test-as-council-launches-new-plan-to-put-suffolk-communities-first>

### **Backed study to strengthen A14 resilience around Ipswich and Orwell Bridge**

- The study has received £300,000, funded from the Local Transport Grant **from Central Government** already earmarked for resilience work.
- Study will look at 6 options:
  1. Replacement or alternative crossing of the River Orwell, without determining at this stage whether this would be a bridge or tunnel
  2. Replacement or alternative crossing with a direct A12 link south of the A14/A12 Copdock junction
  3. Northern by-pass route for Ipswich
  4. Upper Orwell-style town centre crossing in Ipswich
  5. Resilience package, including local junction improvements, urban traffic management, incident management and operational measures
  6. Assess how many people must switch to public transport or alternative travel to reduce traffic pressure
- <https://www.suffolk.gov.uk/council-and-democracy/council-news/cabinet-backs-study-to-strengthen-a14-resilience-around-ipswich-and-orwell-bridge>
- [https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=\[17-09-2026\].%20The%20Cabinet](https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=[17-09-2026].%20The%20Cabinet)

### **Secured £564,000 for major bus franchising study**

- Suffolk County Council has secured £564,000 in new Department for Transport (DfT) funding to conduct a full feasibility study into bus franchising across the county.
- Scenarios to be explored include:
  1. Single countywide franchise - one unified system covering all Suffolk
  2. Joint Suffolk-Norfolk franchise - exploring efficiencies and cross-border connectivity
  3. Three franchises aligned to Local Government Reorganisation - reflecting the proposed administrative boundaries
  4. Smaller, targeted franchises - focused on key towns, corridors, or demand hotspots
  5. Alternative hybrid approaches - ensuring no promising model is overlooked

<https://www.suffolk.gov.uk/council-and-democracy/council-news/suffolk-awarded-564000-for-major-bus-franchising-study>

### **Began Consultation: Healthy Child Services**

- The areas covered by this consultation are:
  - Support to Young Parents (under 21): Family Nurse Partnerships and the Young Parent's Pathway
  - School Nursing
  - Health Visiting
- Consultation ends: 18 October 2026
- <https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/healthy-child-services-consultations>

### **Major improvements to begin on Main Road, Martlesham**

- Begins on Monday 19 October and will last for 20 weeks and will focus on the section between the A12 and Nunn Close.
- Temporary traffic management, including traffic signals, will be required to ensure the safety of both the public and the workforce.
- The scheme is part of the A12 Major Road Network (MRN) programme and forms part of long-term plans to improve connections between Martlesham, Ipswich and Woodbridge.
- <https://www.suffolk.gov.uk/council-and-democracy/council-news/major-improvements-to-begin-on-main-road-martlesham>
- <https://storymaps.arcgis.com/stories/7e41cd585e16495cb304fc9bda2b499a>

### **Clarified Stance on Forest City**

- Suffolk County Council **does not support** the Forest City Proposal
- If councils refused to engage with people bringing forward proposals, they wouldn't be doing a thorough job.
- The correspondence makes clear that any proposal would have to go through the proper planning process.



Cllr Michael Hadwen · 2 ·

Nick, this is a gross misrepresentation of what the FOI documents actually show.

The emails show that council officers and members were prepared to meet representatives of a major development proposal and understand what they were suggesting. That is part of the job. It is not evidence of support, endorsement or agreement.

In fact, the correspondence makes clear that any proposal would have to go through the proper planning process and be considered alongside other strategic options as part of the Spatial Development Strategy.

Suggesting that officers talking to developers, sharing information or agreeing to meetings somehow proves Suffolk County Council backed Forest City is simply wrong. If councils refused to engage with people bringing forward proposals, they wouldn't be doing a thorough job.

The council's position was made perfectly clear when we welcomed the Government's decision not to take the Forest City proposal forward through the New Towns Programme.

In case you missed it, Suffolk County Council does not support the Forest City Proposal. You should stop misleading residents by suggesting that we do.

People and MPs are entitled to their views. They are not entitled to rewrite the facts contained in the FOI response. And next time, if you want some information about something, rather than wasting officer time and money with FOI's - try picking up the phone and calling me. It may help your understanding of situations. Especially since you are the only MP in Suffolk who hasn't met me since we have taken over the council. It's because you don't care about Suffolk, just your own career.

👍 🗨 Reply 10

- [https://www.facebook.com/nick.timothy.official/posts/pfbid02wo6NfctHhz6z9udJKZifCoZJDD7uYoVcuDa1XNiPyPxAwM6ZQfaATYFzHmT7rm7Zl?comment\\_id=2942415769426327](https://www.facebook.com/nick.timothy.official/posts/pfbid02wo6NfctHhz6z9udJKZifCoZJDD7uYoVcuDa1XNiPyPxAwM6ZQfaATYFzHmT7rm7Zl?comment_id=2942415769426327)

### **Section 5a report**

- Minor breaches that involved the delay of publication the decision for judicial review of local government reorganisation by 1 week and providing information on it to the scrutiny committee
- "The important point is that these were isolated errors - they were not deliberate, and they were rectified" – Leader Hadwen





### **Pay Agreement 2026-27**

**An agreement has been reached on the 2026-27 pay settlement. Changes to employees' pay need to be approved by Full Council. Therefore, unless a council already has appropriate delegated authority in place, councils need to wait for a Full Council meeting before they can formally approve any changes to their employees' pay.**

## New Cemetery Report

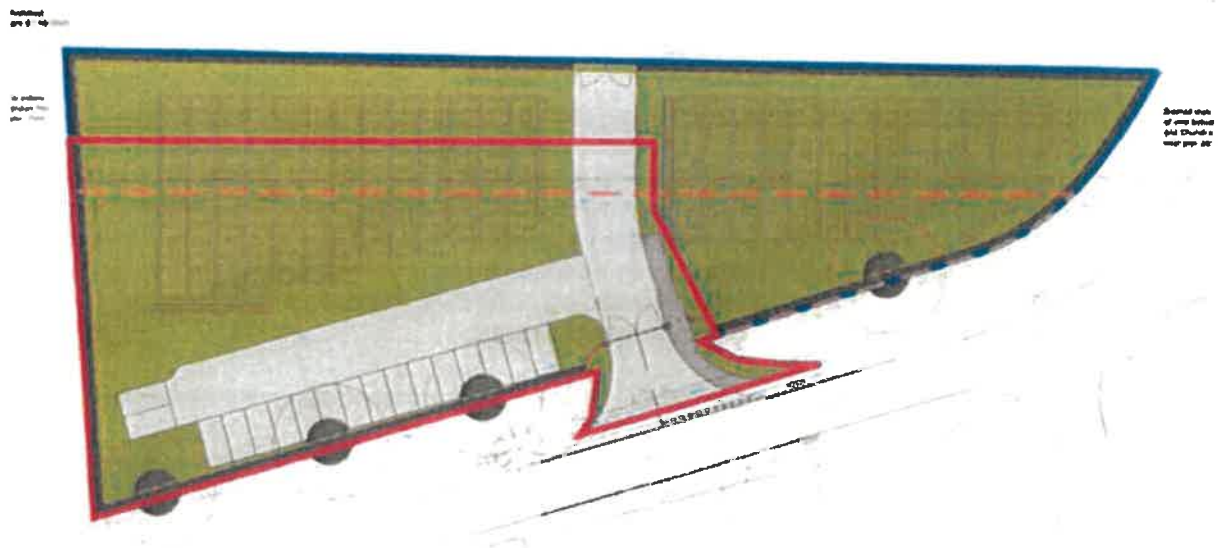
This information was previously emailed to councillors 10th August

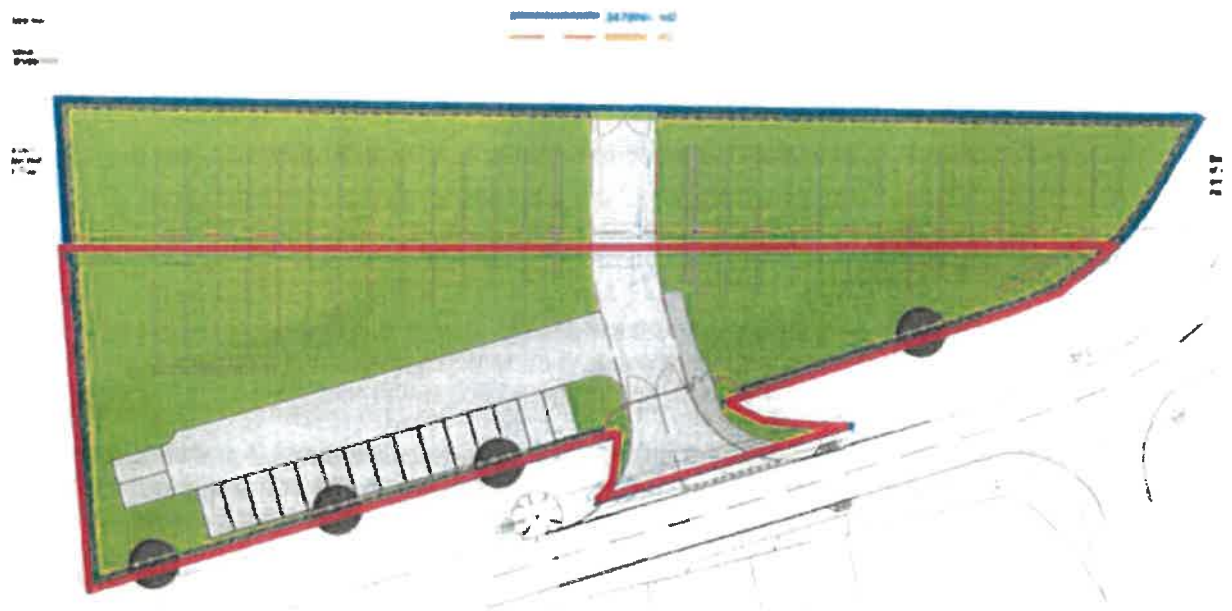
Dear Councillors

The chair and I have recently received this update from the consultants reference the BNG contribution as previously they were going to try and see if they could reduce the criteria area below 0.2ha in order to be exempt from the BNG requirement.

The landscape designers have advised that there was a scale error on a previous plan of the cemetery site being labelled scaled 1:250 when it was in fact 1:200 and that the total site area is actually closer to 0.35ha, which is larger than the previous area stated site area to be 0.24ha.

As a result, the site is further above the BNG exemption threshold and to qualify for the 0.2ha exemption, the cemetery would need to be reduced considerably in size. LSDP have provided two potential amendment options, outlined in red below:





Either of these would result in a reduction in the number of burial spaces available, meaning that the new site would only be a relatively short term solution before having to go through this process again to extend the burial areas to meet need.

The chair did ask about changing the vegetation as a solution and this was the reply:

**In my experience, the change in hedging would not have made a difference to the BNG requirements. While hedgerows can provide habitat value, BNG enhancements are assessed against the site's baseline habitat at the point of application. The main habitat requiring compensation on this site was the scrub habitat. As no hedgerows were being removed, any additional hedging, whether laurel or native species, would have been treated as a standalone enhancement.**

The contractors have also contacted SCC reference the archaeology requirements.

This will be on the agenda for September with a mind to discussing whether council want to pursue the reduction of the burial area in order to avoid the BNG payment, or whether this would not be a cost saving in the long run due to the need to develop another area of the site sooner as there is reduced burial capacity.

I also hope to have some figures for the costs of other preconditions by the September meeting.

### **New Cemetery update: October 26.**

To update Full Council on the outcomes of a meeting held between the Chair, Vice Chair, Clerk and appointed contractor regarding archaeological requirements for the proposed new cemetery site, and subsequent communications

#### **Background**

As part of the development of the new cemetery, archaeological investigations are required to satisfy planning and heritage requirements. A meeting was held with the contractor to review current archaeological requirements, available quotations and options for proceeding with the project.

#### **Summary of Discussions**

##### **Archaeological Report Requirements**

The existing archaeological reports are no longer considered suitable due to archaeological findings identified on the site and changes to current guidance where remains are known to exist. Additional archaeological work will therefore be required before the project can proceed. Cllr Kent has also spoken to SCC Archeology about this issue.

##### **Scope of Current Quotations**

The quotations received to date relate only to the initial phase of cemetery development and range from £65k to £102K depending on work carried out, as at this stage these costs range from minimum to worst case scenario. Once the HEMP has been produced, this can be used to obtain more accurate quotes for council to consider. If further sections of the site are developed in future, additional archaeological investigations and associated costs would be required for each new section developed. Council therefore need to consider how long each section of the cemetery will serve the needs of the residents.

##### **Whole-Site Archaeological Assessment**

The contractor advised that undertaking archaeological investigations across the entire site may prove more cost-effective than a phased approach. An additional quotation will therefore be obtained for archaeological works covering the whole site.

##### **Heritage Environment Management Plan (HEMP)**

A HEMP is required and will enable more focused quotations. The Chair and Vice Chair agreed that a HEMP should be commissioned, and the contractor will

arrange for Cotswold Archaeology to prepare it in accordance with the Council Financial Regulations.

#### **Discussions with the Archaeology Department**

The Clerk has contacted Councillor Kent to explore whether any reduction in archaeological requirements may be possible while still meeting statutory obligations. Subsequent to meeting

#### **Financial Implications**

Costs remain uncertain pending completion of the HEMP, revised quotations and discussions with the Archaeology Department.

#### **Following the meeting clerk received further information from the contractor as follows:**

Suffolk Archaeology advised that, for this approach to be suitable, it would be necessary to have a firm understanding of the layout of the future phases of the project. Otherwise, the HEMP would not accurately reflect the proposed development.

Attached is the previous layout covering the larger site area that was being considered in 2023. The top section would need to be removed, as this now forms the on-site BNG area. Future phases will also need land to be set aside for BNG if this is to be provided on-site. To ensure the layout is prepared accurately, I suggest that we ask the project ecologist to calculate how much land is required to meet the BNG requirements and then update the masterplan accordingly.

It is alternatively possible to provide BNG enhancements on off-site land. If the Council has alternative land which could be used, and would be interested in exploring this option, please let me know. There is also an option of purchasing BNG credits from a land bank.

Once the amount of land required for BNG has been established, the layout can be updated and, subject to the Town Council being content with the proposal, the HEMP can then be prepared to reflect the full layout.

As discussed, we are keen to ensure that the existing permission is implemented. During our meeting, we noted that a number of permissions have been allowed to lapse by the council in the past, and it is therefore important that this consent is implemented to avoid further repeated expenditure.

While it would be simpler to proceed on the basis of the scheme as currently permitted, it would also be sensible and efficient to consider the wider area at this stage.

However, there could be significant costs associated with doing so, and it is important that the future layout is agreed before any investigation work is undertaken, to ensure that the necessary work is focused on the correct areas.





**BRANDON**  
TOWN COUNCIL

## **Data Protection Policy**

### **Purpose**

Brandon Town Council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the United Kingdom General Data Protection Regulation (UK-GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed the Town Clerk as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

### **Data protection principles**

In summary, these state that personal data shall:

- be processed lawfully, fairly and in a transparent manner
- be obtained for specified, explicit and legitimate purpose
- be processed only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- be kept accurately and all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

Adopted: October 2026  
To be reviewed: October 2027

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the UK-GDPR.

## **Processing**

### **Personal data**

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

Adopted: October 2026  
To be reviewed: October 2027

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the United Kingdom General Data Protection Regulation (UK-GDPR).

### **Special categories of data**

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

### **Individual rights**

As a data subject, you have a number of rights in relation to your personal data.

### **Subject access requests**

Adopted: October 2026  
To be reviewed: October 2027

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

### **Other rights**

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;

- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

### **Data security**

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **Impact assessments**

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

### **Data breaches**

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

### **International data transfers**

The council will not transfer HR-related personal data outside the UK.

### **Individual responsibilities**

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.

- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

### **Training**

The council provides training to all individuals about their data protection responsibilities.

If your roles require you to have regular access to personal data, or you are responsible for implementing this policy or responding to subject access requests under this policy, you will receive additional training to help you understand your duties and how to comply with them.

This is a non-contractual policy and procedure which will be reviewed from time to time.

## **Data Protection Complaints Procedure**

### **1. Purpose**

The Council is committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and associated guidance. Any individual who believes that the Council has failed to comply with its data protection obligations has the right to raise a complaint and have that complaint investigated promptly, fairly and impartially.

### **2. Scope**

This procedure applies to complaints concerning:

- The collection, use, storage, retention or disclosure of personal data.
- Failure to respond appropriately to a Subject Access Request.
- Alleged breaches of confidentiality.
- Unauthorised disclosure of personal information.

Adopted: October 2026  
To be reviewed: October 2027

- Failure to comply with an individual's data protection rights.
- Data security incidents involving personal data.
- Any other matter relating to the Council's handling of personal data.

### **3. Making a Complaint**

A complaint may be submitted in writing by email, letter or other accessible format.

Complaints should include:

- The complainant's name and contact details.
- A description of the concern.
- Relevant dates and background information.
- Details of any supporting evidence.

Complaints should be sent to the Town Clerk or the Council's appointed Data Protection Lead.

Where the complaint concerns the Town Clerk, the complaint shall be submitted directly to the Chair of the Council.

Where the complaint concerns the Chair of the Council, an independent councillor or external adviser shall be appointed to oversee the process.

### **4. Acknowledgement**

The Council will acknowledge receipt of a complaint within five working days.

The acknowledgement will include:

- Confirmation that the complaint has been received.
- The name of the person responsible for investigating it.
- An outline of the next steps in the process.

### **5. Investigation**

The Council will conduct an impartial investigation which may include:

- Reviewing relevant records and correspondence.
- Interviewing relevant individuals.
- Examining compliance with the UK GDPR, Data Protection Act 2018 and Council policies.
- Seeking advice from professional advisers where appropriate.

Those involved in investigating the complaint must declare any actual or perceived conflict of interest.

Any person with a conflict of interest must take no part in the investigation or decision-making process.

## **6. Confidentiality**

All complaints will be treated confidentially and information will only be shared with those who have a legitimate need to know.

Personal information relating to complainants, witnesses or other individuals will not be disclosed unless:

- The individual has provided consent;
- Disclosure is required by law; or
- There is another lawful basis under the UK GDPR.

The Council will take reasonable steps to protect complainants from victimisation or detriment arising from the making of a complaint.

## **7. Outcome**

The Council will provide a written response within one calendar month of receiving the complaint wherever reasonably practicable.

The response will:

- Summarise the complaint.
- Outline the investigation undertaken.
- State the findings.
- Identify any action to be taken.
- Explain any right of escalation.

If additional time is required due to complexity, the complainant will be informed and provided with revised timescales.

## **8. Remedies**

Where a complaint is upheld, the Council may:

- Correct inaccurate records.
- Restrict or cease processing personal data.
- Improve security arrangements.
- Provide additional staff training.
- Amend policies or procedures.
- Report a breach to the Information Commissioner's Office (ICO) where required.
- Take any other appropriate corrective action.

## **9. Independent Review**

Where a complaint involves senior officers, councillors, members of a standards committee, or any circumstance that may give rise to an actual or perceived conflict of

interest, the Council may appoint an independent external investigator to review the matter.

The Council recognises that decisions must not only be fair but must also be seen to be fair.

## **10. Escalation**

If a complainant remains dissatisfied after the Council's response, they may raise the matter with:

### **Information Commissioner's Office (ICO)**

**Wycliffe House**

**Water Lane**

**Wilmslow**

**Cheshire**

**SK9 5AF**

**Telephone: 0303 123 1113**

**Website: [www.ico.org.uk](http://www.ico.org.uk)**

The complainant's right to contact the ICO does not depend on completing the Council's internal process first.

## **11. Monitoring and Review**

The Council will:

- Maintain a confidential record of data protection complaints.
- Monitor trends and recurring issues.
- Report anonymised complaint statistics to Full Council where appropriate.
- Review this procedure at least annually or following significant legislative or regulatory changes.

**This policy has been reviewed against the latest NALC Data Protection guidance issued on 3 September 2026 and the Council's Data Protection Complaints Procedure introduced in June 2026.**

Adopted: October 2026  
To be reviewed: October 2027

Adopted: October 2026  
To be reviewed: October 2027

Parish Consultation  
Brandon  
Old School House  
Market Hill  
Brandon  
Suffolk  
IP27 0AA

Please ask for: Jo-Anne Rasmussen  
Direct Line: 01284 757609  
Email: [planning.technical@westsuffolk.gov.uk](mailto:planning.technical@westsuffolk.gov.uk)

Application no: DC/26/1291/HH  
Consultation Expiry: 5 October 2026 *Ex 12/10*

Today's date: 14 September 2026

**Consultation on application received by West Suffolk Council Local  
Planning Authority**

|                  |                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Proposal</b>  | <b>Householder planning application - a. alterations ro roof<br/>line b. addition of dormer to south elevation</b> |
| <b>Location</b>  | <b>40 Oaklands Drive Brandon Suffolk IP27 0NR</b>                                                                  |
| <b>Applicant</b> | <b>Mr and Mrs Oliver Stanley</b>                                                                                   |

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TK8AN2PDFJD00>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 5 October 2026 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact [planning.technical@westsuffolk.gov.uk](mailto:planning.technical@westsuffolk.gov.uk).

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

Planning and Growth, West Suffolk Council, West Suffolk House, Western Way,  
Bury St Edmunds, Suffolk, IP33 3YU

If the application is to be considered by the Development Control Committee, you will be notified of the meeting date where you or a nominated representative can speak to support your comments. For advice on how to speak at committee please refer to the 'Right to Speak' information guide which may be viewed on our website [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk).

*Jo-Anne Rasmussen*

Jo-Anne Rasmussen  
Planning Officer

**From:** Redmere Wind Farm <redmerewindfarm@planninginspectorate.gov.uk>

**Sent:** Thursday, October 1, 2026 10:48 AM

**Subject:** EN0110042 – Redmere Wind Farm – EIA Scoping and Consultation and Regulation 11 Notification

Dear Sir/Madam

Please see attached correspondence on the proposed Redmere Wind Farm.

The Applicant for the Proposed Development intends to make an application for Development Consent under the Planning Act 2008. The Applicant has sought a Scoping Opinion from the Planning Inspectorate, on behalf of the Secretary of State, as to the scope and level of detail of the information to be provided within the Environmental Statement that will accompany its future application.

The Planning Inspectorate has identified you as a consultation body to inform the Scoping Opinion and is therefore inviting you to submit comments by **29 October 2026**. The deadline is a statutory requirement that cannot be extended.

Further information is included within the attached letter.

Kind regards



**The Planning  
Inspectorate**

**Neva Johnson ( Nee-va | She/Her )**

**Associate EIA Advisor**



# Planning Inspectorate Arolygiaeth Gynllunio

Environmental Services  
Infrastructure Decisions and  
Applications Service  
Planning Inspectorate  
c/o QUADIENT  
69 Buckingham Avenue  
Slough  
SL1 4PN

Customer Services: 0303 444 5000  
e-mail: [redmerewindfarm@planninginspectorate.gov.uk](mailto:redmerewindfarm@planninginspectorate.gov.uk)

Your Ref:

Our Ref: EN0110042

Date: 1 October 2026

Dear Sir/Madam

**Planning Act 2008 (as amended) and The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (The EIA Regulations) – Regulations 10 and 11**

**Proposed application by Vattenfall Wind Power Limited (the applicant) for an Order granting Development Consent for the Redmere Wind Farm (the proposed development)**

**Scoping consultation and notification of the applicant's contact details and duty to make available information to the applicant if requested**

The proposed development is a Nationally Significant Infrastructure Project (NSIP), as defined in the Planning Act 2008 (as amended). A summary of the NSIP planning process can be found at the following link:

['Nationally Significant Infrastructure Projects: The stages of the NSIP process and how you can have your say'](#).

The proposed development is currently in the pre-application stage.

## **Environmental Statement (ES) and the scoping process**

To meet the requirements of The EIA Regulations, applicants are required to submit an ES with an application for an order granting development consent for any NSIP likely to have a significant effect on the environment. An ES will set out the potential impacts and likely significant effects of the proposed development on the environment. Schedule 4 of The EIA Regulations sets out the general information for inclusion within an ES.

The applicant has asked the Planning Inspectorate on behalf of the Secretary of State for its written opinion (a Scoping Opinion) as to the scope, and level of detail, of the information to be provided in the ES relating to the proposed development. The applicant has set out its proposed

<https://national-infrastructure-consenting.planninginspectorate.gov.uk/>



scope of the ES in its Scoping Report which is published on the 'Find a National Infrastructure Project' website:

<https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN0110042>

Before adopting a Scoping Opinion, the Planning Inspectorate must consult the relevant 'consultation bodies' defined in The Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 (as amended).

The Planning Inspectorate has identified you as a consultation body which must be consulted before adopting its Scoping Opinion. The Planning Inspectorate would be grateful if you would:

- inform the Planning Inspectorate of the information you consider should be provided in the ES, or
- confirm that you do not have any comments

If you consider that you are not a consultation body as defined in The EIA Regulations please let us know.

The deadline for consultation responses is **29 October 2026**. The deadline is a statutory requirement and cannot be extended. Any consultation response received after this date will not be included within the Scoping Opinion but will be forwarded to the applicant for information and published on our website as a late response.

The Planning Inspectorate on behalf of the SoS is entitled to assume under regulation 10(11) of The EIA Regulations that you do not have any comments to make on the information to be provided in the ES, if you have not responded to this letter by the deadline above.

To support the smooth facilitation of our service, we strongly advise that any responses are issued via the email identified below rather than by post. Responses to the Planning Inspectorate should be sent by email to [redmerewindfarm@planninginspectorate.gov.uk](mailto:redmerewindfarm@planninginspectorate.gov.uk).

Please note that your response will be appended to the Scoping Opinion and published on our website consistent with our openness policy.

Please also note that this consultation relates solely to the ES scoping process.

The applicant is encouraged to undertake a wide consultation and/ or engagement during pre-application in line with published guidance on gov.uk:

<https://www.gov.uk/guidance/planning-act-2008-introduction-to-national-infrastructure-planning-guidance-july-2026>

Should you wish to make any comment, you can become involved in the Planning Act 2008 process in a number of ways as detailed in our Advice Pages, which are available on the Advice page collection on gov.uk:

<https://www.gov.uk/government/collections/national-infrastructure-planning-advice-notes>

### **Scoping Opinion**

The Planning Inspectorate (on behalf of the Secretary of State) must adopt a Scoping Opinion within 42 days of receiving a scoping request. The Scoping Opinion will be published on the relevant project page of the 'Find a National Infrastructure Project' website at the end of the statutory period, or before if applicable.

<https://national-infrastructure-consenting.planninginspectorate.gov.uk/>

The applicant must have regard to comments made within the Scoping Opinion and the ES submitted with the future application must be based on the most recently adopted Scoping Opinion.

**Applicant's name and address**

As the Planning Inspectorate has been notified by the applicant that it intends to prepare an ES, we are also informing you of the applicant's name and address:

Robin Stewart  
[robin.stewart@vattenfall.com](mailto:robin.stewart@vattenfall.com)

**Regulation 11(3) duty**

You should also be aware of your duty under regulation 11(3) of The EIA Regulations, if so requested by the applicant, to make available information in your possession which is considered relevant to the preparation of the ES.

**Spatial data**

The applicant has provided the Planning Inspectorate with spatial data for the purpose of facilitating the identification of consultation bodies to inform a Scoping Opinion (as set out in our Advice Page '[Nationally Significant Infrastructure Projects: Pre-application for Environmental Impact Assessment](#)', available on the gov.uk website). Requests by consultation bodies to obtain and/or use the spatial data to inform its consultation response should be made directly to the applicant using the contact details above.

If you have any queries, please do not hesitate to contact us.

Yours faithfully

*Karen Wilkinson*

**Karen Wilkinson**  
**Senior EIA Advisor**  
**on behalf of the Secretary of State**

This communication does not constitute legal advice.  
Please view our [Privacy Notice](#) before sending information to the Planning Inspectorate

<https://national-infrastructure-consenting.planninginspectorate.gov.uk/>

### Accounts for Payment July 2026

| Invoice Date | Invoice No.  | Supplier               | Expense Type                             | Nett      | VAT     | Gross     | Payment      |
|--------------|--------------|------------------------|------------------------------------------|-----------|---------|-----------|--------------|
| 18/06/2026   | 142173       | Ashtons Legal          | New Cemetery S106                        | £1,764.00 | £352.80 | £2,116.80 | BACS         |
| 02/07/2026   | 5216         | Evolution Town Plan    | New Cemetery Work 1/5 - 1/7              | £449.55   | £89.91  | £539.46   | BACS         |
| 07/07/2026   | 3014         | Blazetech Fire Prot.   | Annual Fire Extinguisher Service         | £323.00   | £64.60  | £387.60   | BACS         |
| 28/07/2026   | 1            | Royal British Legion   | Summer Holiday Activities/Food - HAF     | £1,140.00 | £0.00   | £1,140.00 | BACS         |
| 28/07/2026   | 558937697    | Zurich Municipal       | Fidelity Insurance Cover Increase        | £113.22   | £0.00   | £113.22   | BACS         |
| 15/05/2026   | 2012980253   | Trade Point            | Slate, Compost, Pebbles - Planter        | £157.50   | £31.50  | £189.00   | Direct Debit |
| 20/05/2026   | 2013061892   | Trade Point            | Slate - Planter                          | £6.67     | £1.33   | £8.00     | Direct Debit |
| 17/06/2026   | INV-28550    | Hugofox Limited        | Website Subscription                     | £29.99    | £6.00   | £35.99    | Direct Debit |
| 20/06/2026   | M105 09      | BT                     | Phone OSH                                | £208.82   | £41.76  | £250.58   | Direct Debit |
| 22/06/2026   | M079 KE      | BT                     | Phone OSH                                | £51.61    | £10.32  | £61.93    | Direct Debit |
| 01/07/2026   | 4086308      | YU Energy              | Electric OSH                             | £132.35   | £6.62   | £138.97   | Direct Debit |
| 01/07/2026   | 4086310      | YU Energy              | Electric BRPF Yard                       | £112.52   | £5.63   | £118.15   | Direct Debit |
| 02/07/2026   | 4177895      | YU Energy              | Electric Pillar 8 Market Hill            | £20.98    | £1.05   | £22.03    | Direct Debit |
| 02/07/2026   | 4177896      | YU Energy              | Electric Pillar 9 Market Hill            | £20.08    | £1.00   | £21.08    | Direct Debit |
| 02/07/2026   | 4177893      | YU Energy              | Electric Cemetery Yard                   | £18.67    | £0.93   | £19.60    | Direct Debit |
| 02/07/2026   | 4177897      | YU Energy              | Electric Christmas Tree Pillar           | £16.43    | £0.82   | £17.25    | Direct Debit |
| 03/07/2026   | 4163085      | YU Energy              | Gas OSH                                  | £8.92     | £0.45   | £9.37     | Direct Debit |
| 04/07/2026   | 16762589     | Wave – Anglian Water   | Water Cemetery Yard                      | £99.80    | £0.00   | £99.80    | Direct Debit |
| 18/07/2026   | 5754087      | Everflow               | Water OSH                                | £35.60    | £0.00   | £35.60    | Direct Debit |
| 20/07/2026   | V02496678418 | EE                     | 2 x Mobile Phones                        | £54.00    | £10.80  | £64.80    | Direct Debit |
| 27/07/2026   |              | Creative Pension Trust | Pensions - July                          | £826.90   | £0.00   | £826.90   | Direct Debit |
| 28/07/2026   | 1342362      | West Suffolk Council   | Recyclable Waste                         | £5.85     | £0.00   | £5.85     | Direct Debit |
| 28/07/2026   | 1349240      | West Suffolk Council   | Trade Waste                              | £82.45    | £0.00   | £82.45    | Direct Debit |
| 31/07/2026   |              | Unity Trust Bank       | Service Charge                           | £14.80    | £0.00   | £14.80    | Direct Debit |
| 10/06/2026   |              | Post Office            | Postage - Special Del. – re New Cemetery | £10.95    | £0.00   | £10.95    | CARD         |

### Accounts for Payment July 2026

|            |             |                          |                                 |           |        |           |      |
|------------|-------------|--------------------------|---------------------------------|-----------|--------|-----------|------|
| 09/07/2026 |             | Unity Trust/Lloyds Bank  | Card Payment Fee                | £3.00     | £0.00  | £3.00     | CARD |
| 13/07/2026 | 730613      | J & D Green              | Window Cleaning OSH             | £25.00    | £0.00  | £25.00    | BACS |
| 15/07/2026 | 730622      | J & D Green              | Cleaning 5 Bus Shelters         | £65.00    | £0.00  | £65.00    | BACS |
| 13/07/2026 | K30063      | Ernest Doe & Sons Ltd    | Knobs for Strimmer Head         | £15.72    | £3.14  | £18.86    | BACS |
| 17/07/2026 | 1LVBI       | Amazon                   | Tree Irrigation Bags x 4        | £36.64    | £7.33  | £43.97    | BACS |
| 31/07/2026 | YAEUI       | Amazon                   | Bin Bag Holder x 4              | £19.80    | £3.96  | £23.76    | BACS |
| 31/07/2026 | PHP3BXI     | Amazon                   | 10Ltr Liquid Seaweed Fertiliser | £39.95    | £0.00  | £39.95    | BACS |
| 31/07/2026 | OHP3BXI     | Amazon                   | 10Ltr Liquid Seaweed Fertiliser | £39.95    | £0.00  | £39.95    | BACS |
| 31/07/2026 | OHP3BXI     | Amazon                   | 10Ltr Liquid Seaweed Fertiliser | £39.95    | £0.00  | £39.95    | BACS |
| 17/07/2026 |             | Brandon Creative Forum   | Summer Holiday Crafts           | £200.00   | £0.00  | £200.00   | BACS |
| 20/07/2026 | 20562       | G B Sport & Leisure Ltd  | 2 x Swing Seats/Chains          | £287.10   | £57.42 | £344.52   | BACS |
| 22/07/2026 | 20596       | G B Sport & Leisure Ltd  | Varilinks for Swing Chains      | £42.90    | £8.58  | £51.48    | BACS |
| 27/07/2026 | 325552      | Fengate Fasteners Ltd    | PPE                             | £111.24   | £22.25 | £133.49   | BACS |
| 27/07/2026 | 325553      | Fengate Fasteners Ltd    | PPE, Consumables                | £140.18   | £28.04 | £168.22   | BACS |
| 31/07/2026 | 20260000733 | Finevale Service Station | Fuel                            | £47.93    | £9.58  | £57.51    | BACS |
| 05/08/2026 |             | HMRC                     | NICS                            | £3,627.97 | £0.00  | £3,627.97 | BACS |

**Accounts for Payment August 2026**

| <b>Invoice Date</b> | <b>Invoice No.</b> | <b>Supplier</b>          | <b>Expense Type</b>             | <b>Nett</b> | <b>VAT</b> | <b>Gross</b> | <b>Payment</b> |
|---------------------|--------------------|--------------------------|---------------------------------|-------------|------------|--------------|----------------|
| 03/08/2026          | 5266               | Evolution Town Plan      | New Cemetery Work 2/7 - 3/8     | £665.65     | £133.13    | £798.78      | BACS           |
| 17/08/2026          | CA.BTC.08.26.1     | Conservation Arb.        | Orchard Works/3 Lime Trees      | £1,105.00   | £0.00      | £1,105.00    | BACS           |
| 01/06/2026          | 2013305203         | Trade Point              | Compost for Planters            | £54.00      | £10.80     | £64.80       | Direct Debit   |
| 17/07/2026          | INV-29742          | Hugofox Limited          | Website Subscription            | £29.99      | £6.00      | £35.99       | Direct Debit   |
| 21/07/2026          | M106 4W            | BT                       | Phone OSH                       | £208.82     | £41.76     | £250.58      | Direct Debit   |
| 22/07/2026          | M080 QW            | BT                       | Phone OSH                       | £56.06      | £11.21     | £67.27       | Direct Debit   |
| 03/08/2026          | 4249817            | YU Energy                | Electric OSH                    | £122.36     | £6.12      | £128.48      | Direct Debit   |
| 03/08/2026          | 4249824            | YU Energy                | Electric BRPF Yard              | £96.09      | £4.80      | £100.89      | Direct Debit   |
| 03/08/2026          | 4249818            | YU Energy                | Electric Pillar 8 Market Hill   | £23.45      | £1.17      | £24.62       | Direct Debit   |
| 03/08/2026          | 4249826            | YU Energy                | Electric Pillar 9 Market Hill   | £22.13      | £1.11      | £23.24       | Direct Debit   |
| 03/08/2026          | 4249823            | YU Energy                | Electric Cemetery Yard          | £19.31      | £0.97      | £20.28       | Direct Debit   |
| 03/08/2026          | 4249825            | YU Energy                | Electric Christmas Tree Pillar  | £16.98      | £0.85      | £17.83       | Direct Debit   |
| 03/08/2026          | 4317374            | YU Energy                | Gas OSH                         | £9.22       | £0.46      | £9.68        | Direct Debit   |
| 18/08/2026          | 5858197            | Everflow Water           | Water OSH                       | £51.26      | £0.00      | £51.26       | Direct Debit   |
| 20/08/2026          | V02506472394       | EE                       | 2 x Mobile Phones               | £54.00      | £10.80     | £64.80       | Direct Debit   |
| 26/08/2026          |                    | BNP Paribas Leasing Sol. | Photocopier - Quarterly Rental  | £269.00     | £53.80     | £322.80      | Direct Debit   |
| 28/08/2026          | 1342362            | West Suffolk Council     | Recyclable Waste                | £5.85       | £0.00      | £5.85        | Direct Debit   |
| 28/08/2026          | 1349240            | West Suffolk Council     | Trade Waste                     | £82.45      | £0.00      | £82.45       | Direct Debit   |
| 28/08/2026          | 1374217            | West Suffolk Council     | Trade Waste                     | £18.56      | £0.00      | £18.56       | Direct Debit   |
| 24/08/2026          |                    | Creative Pension Trust   | Pensions - August               | £794.61     | £0.00      | £794.61      | Direct Debit   |
| 31/08/2026          |                    | Unity Trust Bank         | Service Charge                  | £15.55      | £0.00      | £15.55       | Direct Debit   |
| 16/07/2026          |                    | Gov.UK                   | DBS Check - Mrs Prior           | £21.50      | £0.00      | £21.50       | CARD           |
| 20/07/2026          |                    | Bunches and Bows         | Flowers for Chairman            | £40.00      | £0.00      | £40.00       | CARD           |
| 04/08/2026          |                    | Tesco                    | Milk, Insulated Bags            | £5.45       | £0.00      | £5.45        | CARD           |
| 10/08/2026          |                    | Unity Trust/Lloyds Bank  | Card Payment Fee                | £3.00       | £0.00      | £3.00        | CARD           |
| 04/08/2026          | BKSI 189           | Breckland Academy        | Hire of Gym/Field - Summer Acts | £200.00     | £0.00      | £200.00      | BACS           |

**Accounts for Payment August 2026**

|            |              |                             |                                            |           |        |           |      |
|------------|--------------|-----------------------------|--------------------------------------------|-----------|--------|-----------|------|
| 07/08/2026 | SI0471655    | Clarkes of<br>Walsham Ltd   | Oak Post - Town Sign                       | £173.28   | £34.66 | £207.94   | BACS |
| 14/08/2026 | 9AWPI        | Amazon                      | Hi-Vis's - Events                          | £19.58    | £3.92  | £23.50    | BACS |
| 14/08/2026 | 6TN3I        | Amazon                      | Watering Lance for<br>Bowser               | £58.33    | £11.67 | £70.00    | BACS |
| 21/08/2026 | LGEZI        | Amazon                      | Hose Connector for<br>Bowser               | £9.98     | £2.00  | £11.98    | BACS |
| 28/08/2026 | OYW7I        | Amazon                      | Paint - Refurb Town<br>Sign                | £12.48    | £2.50  | £14.98    | BACS |
| 28/08/2026 | PI3TI        | Amazon                      | Paint - Refurb Town<br>Sign                | £6.46     | £1.29  | £7.75     | BACS |
| 31/08/2026 | CU2RI        | Amazon                      | Paint - Refurb Town<br>Sign                | £10.00    | £2.00  | £12.00    | BACS |
| 31/08/2026 | KAEUI        | Amazon                      | Paint - Refurb Town<br>Sign                | £51.99    | £10.40 | £62.39    | BACS |
| 19/08/2026 | SINV02030307 | Ian Smith<br>Group Ltd      | Stationery                                 | £61.19    | £12.24 | £73.43    | BACS |
| 26/08/2026 | 1050210165   | Travis Perkins<br>Ltd       | 4 x Bricks replace -<br>Town Sign          | £3.09     | £0.62  | £3.71     | BACS |
| 28/08/2026 | INV-205414   | Alltime Alarm<br>Sols Ltd   | Fire Alarm Service &<br>Emergency Lighting | £112.00   | £22.40 | £134.40   | BACS |
| 28/08/2026 | 078S412216   | EU Ltd                      | Primer - Town Sign                         | £7.88     | £1.58  | £9.46     | BACS |
| 28/08/2026 | 327910       | Fengate<br>Fasteners Ltd    | Town Sign Refurb<br>Items/Consumables      | £82.57    | £16.51 | £99.08    | BACS |
| 31/08/2026 | 20260000834  | Finevale Service<br>Station | Fuel                                       | £65.33    | £13.06 | £78.39    | BACS |
| 05/09/2026 |              | HMRC                        | NICS                                       | £3,460.70 | £0.00  | £3,460.70 | BACS |

### Accounts for Payment September 2026

| Invoice Date | Invoice No.    | Supplier                 | Expense Type                    | Nett      | VAT     | Gross     | Payment      |
|--------------|----------------|--------------------------|---------------------------------|-----------|---------|-----------|--------------|
| 27/08/2026   |                | Suffolk County Council   | MEWP Licence - Christmas Lights | £95.00    | £0.00   | £95.00    | BACS         |
| 02/09/2026   |                | Suffolk County Council   | Road Closure for Christmas Fair | £150.00   | £0.00   | £150.00   | BACS         |
| 01/09/2026   | 5300           | Evolution Town Plan      | New Cemetery Work 4/8 - 1/9     | £318.65   | £63.73  | £382.38   | BACS         |
| 01/09/2026   | SB20261340     | PKF Littlejohn LLP       | External Audit                  | £1,050.00 | £210.00 | £1,260.00 | BACS         |
| 01/09/2026   |                | M. Skinner Funeral Sers. | Overpayment                     | £300.00   | £0.00   | £300.00   | BACS         |
| 07/09/2026   | 196269         | Paramount Plants         | Replacement Lime Tree - V. Ave  | £262.50   | £52.50  | £315.00   | BACS         |
| 14/09/2026   |                | B & D Garden Club        | S137 Grant                      | £500.00   | £0.00   | £500.00   | BACS         |
| 14/09/2026   |                | Royal British Legion     | S137 Grant                      | £300.00   | £0.00   | £300.00   | BACS         |
| 14/09/2026   | CA.BTC.09.26.1 | Conservation Arb.        | Orchard Works                   | £850.00   | £0.00   | £850.00   | BACS         |
| 03/09/2026   |                | Mrs A Barnes             | Reim. Paint for Town Sign       | £27.23    | £0.00   | £27.23    | BACS         |
| 24/09/2026   | 1418           | Bush Adventures UK CIC   | HAF Funded Summer Activities    | £5,120.00 | £0.00   | £5,120.00 | BACS         |
| 18/08/2026   | INV-30989      | Hugofox Limited          | Website Subscription            | £29.99    | £6.00   | £35.99    | Direct Debit |
| 20/08/2026   | M107 8B        | BT                       | Phone OSH                       | £209.40   | £41.88  | £251.28   | Direct Debit |
| 21/08/2026   | M081 UI        | BT                       | Phone OSH                       | £56.06    | £11.21  | £67.27    | Direct Debit |
| 30/08/2026   | 16588          | Evolve Business Sols Ltd | Photocopier - Copies            | £189.44   | £37.89  | £227.33   | Direct Debit |
| 02/09/2026   | 4461725        | YU Energy                | Electric OSH                    | £114.51   | £5.73   | £120.24   | Direct Debit |
| 02/09/2026   | 4461727        | YU Energy                | Electric BRPF Yard              | £96.54    | £4.83   | £101.37   | Direct Debit |
| 02/09/2026   | 4461724        | YU Energy                | Electric Pillar 8 Market Hill   | £19.31    | £0.97   | £20.28    | Direct Debit |
| 02/09/2026   | 4461285        | YU Energy                | Electric Pillar 9 Market Hill   | £19.05    | £0.95   | £20.00    | Direct Debit |
| 02/09/2026   | 4461728        | YU Energy                | Electric Cemetery Yard          | £19.31    | £0.97   | £20.28    | Direct Debit |
| 02/09/2026   | 4461287        | YU Energy                | Electric Christmas Tree Pillar  | £16.98    | £0.85   | £17.83    | Direct Debit |
| 03/09/2026   | 4392986        | YU Energy                | Gas OSH                         | £9.22     | £0.46   | £9.68     | Direct Debit |
| 14/09/2026   |                | Public Works Loan        | OSH Loan                        | £6,779.46 | £0.00   | £6,779.46 | Direct Debit |
| 18/09/2026   | 5962424        | Everflow Water           | Water OSH                       | £15.65    | £0.00   | £15.65    | Direct Debit |
| 20/09/2026   | V02516995158   | EE                       | 2 x Mobile Phones               | £54.00    | £10.80  | £64.80    | Direct Debit |
| 28/09/2026   | 1342362        | West Suffolk Council     | Recyclable Waste                | £5.85     | £0.00   | £5.85     | Direct Debit |

### Accounts for Payment September 2026

|            |             |                          |                                 |           |         |           |              |
|------------|-------------|--------------------------|---------------------------------|-----------|---------|-----------|--------------|
| 28/09/2026 | 1349240     | West Suffolk Council     | Trade Waste                     | £82.45    | £0.00   | £82.45    | Direct Debit |
| 28/09/2026 | 1374217     | West Suffolk Council     | Trade Waste                     | £18.56    | £0.00   | £18.56    | Direct Debit |
| 30/09/2026 |             | Unity Trust Bank         | Service Charge                  | £14.50    | £0.00   | £14.50    | Direct Debit |
| 11/08/2026 |             | Post Office Ltd          | Postage Stamps                  | £21.84    | £0.00   | £21.84    | CARD         |
| 09/09/2026 |             | Unity Trust/Lloyds Bank  | Card Payment Fee                | £3.00     | £0.00   | £3.00     | CARD         |
| 01/09/2026 | 9575169     | Suffolk County Council   | Lighting Column Testing M. Hill | £775.50   | £155.10 | £930.60   | BACS         |
| 02/09/2026 | 1375568     | West Suffolk Council     | Premises Licence 2026/27        | £180.00   | £0.00   | £180.00   | BACS         |
| 07/09/2026 | 738931      | J & D Green              | Window Cleaning OSH             | £25.00    | £0.00   | £25.00    | BACS         |
| 14/09/2026 | WAEUI       | Amazon                   | Air Freshener Refill            | £14.56    | £2.91   | £17.47    | BACS         |
| 14/09/2026 | 7AEUI       | Amazon                   | Air Freshener Refill            | £15.92    | £3.18   | £19.10    | BACS         |
| 18/09/2026 | 3GYPI       | Amazon                   | Pots/Spoons - Orchard Event     | £13.25    | £2.65   | £15.90    | BACS         |
| 28/09/2026 | 8SBNI       | Amazon                   | Lamp Oil - Remembrance Day      | £9.99     | £2.00   | £11.99    | BACS         |
| 28/09/2026 | WJF7I       | Amazon                   | Mouse Bait Boxes - Yard         | £9.16     | £1.83   | £10.99    | BACS         |
| 28/09/2026 | ZAEUI       | Amazon                   | Kettle - Yard                   | £19.17    | £3.83   | £23.00    | BACS         |
| 28/09/2026 | 7BDPI       | Amazon                   | Mouse Poison Sachets - Yard     | £5.82     | £1.16   | £6.98     | BACS         |
| 29/09/2026 | AAEUI       | Amazon                   | Blue Roll - Cleaning OSH        | £11.65    | £2.33   | £13.98    | BACS         |
| 30/09/2026 | GNVHI       | Amazon                   | Green Garland - Xmas OSH        | £63.20    | £12.64  | £75.84    | BACS         |
| 14/09/2026 | INV-205440  | Alltime Alarm Sols Ltd   | Check Faulty Int. Alarm - Yard  | £80.00    | £16.00  | £96.00    | BACS         |
| 17/09/2026 | 1051535904  | Travis Perkins Ltd       | Sand/Cement - Town Sign         | £23.83    | £4.77   | £28.60    | BACS         |
| 28/09/2026 | 31778       | S.A.L.C.                 | Payroll Service - 1 Year        | £564.00   | £112.80 | £676.80   | BACS         |
| 29/09/2026 | 329704      | Fengate Fasteners Ltd    | Town Sign Refurb. Items & PPE   | £88.14    | £17.63  | £105.77   | BACS         |
| 30/09/2026 | 20260000934 | Finevale Service Station | Fuel                            | £150.26   | £30.05  | £180.31   | BACS         |
| 05/10/2026 |             | HMRC                     | NICS                            | £3,560.84 | £0.00   | £3,560.84 | BACS         |

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2026

Month No: 3

## Cost Centre Report

|                                               | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>101 Administration</b>                     |                        |                       |                          |                          |                    |               |                         |
| 1176 Precept                                  | 428,529                | 428,528               | (1)                      |                          |                    | 100.0%        |                         |
| 1180 Room Hire                                | 390                    | 1,000                 | 610                      |                          |                    | 39.0%         |                         |
| 1190 Interest on Investments                  | 2,235                  | 0                     | (2,235)                  |                          |                    | 0.0%          |                         |
| <b>Administration :- Income</b>               | <b>431,154</b>         | <b>429,528</b>        | <b>(1,626)</b>           |                          |                    | <b>100.4%</b> | <b>0</b>                |
| 1101 Insurances                               | 8,136                  | 12,426                | 4,290                    |                          | 4,290              | 65.5%         |                         |
| 1102 Vehicle Insurance                        | 761                    | 1,178                 | 417                      |                          | 417                | 64.6%         |                         |
| 1110 Audit Fees (External)                    | 0                      | 1,071                 | 1,071                    |                          | 1,071              | 0.0%          |                         |
| 1111 Audit Fees (Internal)                    | 0                      | 1,768                 | 1,768                    |                          | 1,768              | 0.0%          |                         |
| 1120 Legal Fees                               | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%          |                         |
| 1125 Website Upkeep                           | 60                     | 428                   | 368                      |                          | 368                | 14.0%         |                         |
| 1130 Office Equipment/Furniture               | 113                    | 536                   | 423                      |                          | 423                | 21.1%         |                         |
| 1131 Computer Equipment                       | 68                     | 1,071                 | 1,003                    |                          | 1,003              | 6.4%          |                         |
| 1132 Stationery                               | 43                     | 483                   | 440                      |                          | 440                | 8.9%          |                         |
| 1133 Payroll                                  | 0                      | 590                   | 590                      |                          | 590                | 0.0%          |                         |
| 1140 Staff Training                           | 45                     | 1,500                 | 1,455                    |                          | 1,455              | 3.0%          |                         |
| 1141 Councillor Training                      | 0                      | 536                   | 536                      |                          | 536                | 0.0%          |                         |
| 1143 SW/HW Support                            | 1,491                  | 2,600                 | 1,109                    |                          | 1,109              | 57.3%         |                         |
| 1144 SALC/NALC                                | 1,440                  | 1,554                 | 114                      |                          | 114                | 92.6%         |                         |
| 1145 Subscriptions                            | 2,119                  | 1,875                 | (244)                    |                          | (244)              | 113.0%        |                         |
| 1146 Information/Books/Software etc           | 0                      | 214                   | 214                      |                          | 214                | 0.0%          |                         |
| 1148 Lift servicing                           | 625                    | 1,071                 | 446                      |                          | 446                | 58.4%         |                         |
| 1150 Advertising                              | 0                      | 107                   | 107                      |                          | 107                | 0.0%          |                         |
| 1156 Postage                                  | 0                      | 268                   | 268                      |                          | 268                | 0.0%          |                         |
| 1160 Mileage                                  | 0                      | 268                   | 268                      |                          | 268                | 0.0%          |                         |
| 1165 Photocopier Rental                       | 269                    | 1,144                 | 875                      |                          | 875                | 23.5%         |                         |
| 1166 Photocopier Charges                      | 267                    | 1,040                 | 773                      |                          | 773                | 25.7%         |                         |
| 1167 Election Costs                           | 0                      | 4,285                 | 4,285                    |                          | 4,285              | 0.0%          |                         |
| 1170 Telephone, Internet, Mobiles             | 635                    | 3,565                 | 2,930                    |                          | 2,930              | 17.8%         |                         |
| 4113 Bank Charges                             | 56                     | 250                   | 194                      |                          | 194                | 22.5%         |                         |
| <b>Administration :- Indirect Expenditure</b> | <b>16,127</b>          | <b>42,328</b>         | <b>26,201</b>            | <b>0</b>                 | <b>26,201</b>      | <b>38.1%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>415,027</b>         | <b>387,200</b>        | <b>(27,827)</b>          |                          |                    |               |                         |
| <b>102 Staff</b>                              |                        |                       |                          |                          |                    |               |                         |
| 1201 Staff Salaries (Gross)                   | 34,703                 | 174,276               | 139,572                  |                          | 139,572            | 19.9%         |                         |
| 1202 LGA Superannuation                       | 2,442                  | 11,340                | 8,898                    |                          | 8,898              | 21.5%         |                         |
| 1203 NI Contributions                         | 10,568                 | 42,735                | 32,167                   |                          | 32,167             | 24.7%         |                         |
| <b>Staff :- Indirect Expenditure</b>          | <b>47,713</b>          | <b>228,350</b>        | <b>180,637</b>           | <b>0</b>                 | <b>180,637</b>     | <b>20.9%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(47,713)</b>        | <b>(228,350)</b>      | <b>(180,637)</b>         |                          |                    |               |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2026

Month No: 3

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <b>103 PWLB</b>                       |                        |                       |                          |                          |                    |         |                         |
| 1301 Public Works Loan board          | 0                      | 13,600                | 13,600                   |                          | 13,600             | 0.0%    |                         |
| PWLB :- Indirect Expenditure          | 0                      | 13,600                | 13,600                   | 0                        | 13,600             | 0.0%    | 0                       |
| Net Expenditure                       | 0                      | (13,600)              | (13,600)                 |                          |                    |         |                         |
| <b>104 Grants</b>                     |                        |                       |                          |                          |                    |         |                         |
| 1402 S137                             | 45,290                 | 52,440                | 7,150                    |                          | 7,150              | 86.4%   |                         |
| Grants :- Indirect Expenditure        | 45,290                 | 52,440                | 7,150                    | 0                        | 7,150              | 86.4%   | 0                       |
| Net Expenditure                       | (45,290)               | (52,440)              | (7,150)                  |                          |                    |         |                         |
| <b>201 Cemetery/Town</b>              |                        |                       |                          |                          |                    |         |                         |
| 2177 Burial Fees                      | 1,500                  | 11,500                | 10,000                   |                          |                    | 13.0%   |                         |
| 2178 Ashes Interment Fees             | 1,300                  | 6,500                 | 5,200                    |                          |                    | 20.0%   |                         |
| 2179 Memorial Fees                    | 170                    | 3,000                 | 2,830                    |                          |                    | 5.7%    |                         |
| 2183 Memorial Bench Income            | 2,173                  | 0                     | (2,173)                  |                          |                    | 0.0%    |                         |
| Cemetery/Town :- Income               | 5,143                  | 21,000                | 15,857                   |                          |                    | 24.5%   | 0                       |
| 2101 Cemetery/Town Costs              | 406                    | 11,212                | 10,806                   |                          | 10,806             | 3.6%    |                         |
| 2107 New Cemetery Works               | 3,500                  | 20,000                | 16,500                   |                          | 16,500             | 17.5%   |                         |
| 2110 Water Charges Cemetery           | 198                    | 315                   | 117                      |                          | 117                | 62.9%   |                         |
| 2111 Electricity                      | 781                    | 4,200                 | 3,419                    |                          | 3,419              | 18.6%   |                         |
| 2116 Rent for BRPF Yard               | 584                    | 624                   | 40                       |                          | 40                 | 93.6%   |                         |
| 2117 HR Fees                          | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%    |                         |
| 2131 New Equipment                    | 0                      | 1,607                 | 1,607                    |                          | 1,607              | 0.0%    |                         |
| 2132 Trade Waste                      | 253                    | 1,607                 | 1,354                    |                          | 1,354              | 15.8%   |                         |
| 2133 Bus Shelter Cleaning             | 65                     | 416                   | 351                      |                          | 351                | 15.6%   |                         |
| 2182 Memorial Benches                 | 2,024                  | 0                     | (2,024)                  |                          | (2,024)            | 0.0%    |                         |
| Cemetery/Town :- Indirect Expenditure | 7,811                  | 42,481                | 34,670                   | 0                        | 34,670             | 18.4%   | 0                       |
| Net Income over Expenditure           | (2,668)                | (21,481)              | (18,813)                 |                          |                    |         |                         |
| <b>301 Old School House</b>           |                        |                       |                          |                          |                    |         |                         |
| 3110 Gas Supply                       | 236                    | 4,200                 | 3,964                    |                          | 3,964              | 5.6%    |                         |
| 3111 Gas Force Contract               | 0                      | 107                   | 107                      |                          | 107                | 0.0%    |                         |
| 3113 PAT Testing                      | 0                      | 161                   | 161                      |                          | 161                | 0.0%    |                         |
| 3114 Electricity (Old School House)   | 431                    | 3,150                 | 2,719                    |                          | 2,719              | 13.7%   |                         |
| 3116 Trade waste                      | 12                     | 55                    | 43                       |                          | 43                 | 21.3%   |                         |
| 3117 Water charges OSH                | 140                    | 433                   | 293                      |                          | 293                | 32.4%   |                         |
| 3120 Window Cleaning                  | 25                     | 166                   | 131                      |                          | 131                | 16.0%   |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2026

Month No: 3

## Cost Centre Report

|                                          | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 3125 Fire Extinguisher Servicing         | 0                      | 428                   | 428                      |                          | 428                | 0.0%    |                         |
| 3178 Old School House Maintenance        | 342                    | 3,120                 | 2,778                    |                          | 2,778              | 11.0%   |                         |
| Old School House :- Indirect Expenditure | 1,186                  | 11,810                | 10,624                   | 0                        | 10,624             | 10.0%   | 0                       |
| Net Expenditure                          | (1,186)                | (11,810)              | (10,624)                 |                          |                    |         |                         |
| <b>401 General</b>                       |                        |                       |                          |                          |                    |         |                         |
| 4176 Christmas Event Income              | 60                     | 0                     | (60)                     |                          |                    | 0.0%    |                         |
| General :- Income                        | 60                     | 0                     | (60)                     |                          |                    |         | 0                       |
| 2121 Machinery Servicing                 | 87                     | 3,214                 | 3,127                    |                          | 3,127              | 2.7%    |                         |
| 2122 Fuel & Oil                          | 169                    | 2,357                 | 2,188                    |                          | 2,188              | 7.2%    |                         |
| 2139 Protective Clothing                 | 89                     | 1,040                 | 951                      |                          | 951                | 8.5%    |                         |
| 4101 Horticultural                       | 177                    | 536                   | 359                      |                          | 359                | 33.0%   |                         |
| 4102 Christmas Lighting                  | 653                    | 2,142                 | 1,490                    |                          | 1,490              | 30.5%   |                         |
| 4105 Town Clock Repairs                  | 0                      | 536                   | 536                      |                          | 536                | 0.0%    |                         |
| 4112 Events                              | 1,335                  | 9,120                 | 7,785                    |                          | 7,785              | 14.6%   |                         |
| 4114 Project Fund                        | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%    |                         |
| General :- Indirect Expenditure          | 2,509                  | 28,945                | 26,436                   | 0                        | 26,436             | 8.7%    | 0                       |
| Net Income over Expenditure              | (2,449)                | (28,945)              | (26,496)                 |                          |                    |         |                         |
| <b>402 Recreation</b>                    |                        |                       |                          |                          |                    |         |                         |
| 4276 Planter Sponsorship Income          | 950                    | 0                     | (950)                    |                          |                    | 0.0%    |                         |
| Recreation :- Income                     | 950                    | 0                     | (950)                    |                          |                    |         | 0                       |
| 4202 The Orchard, Coulson Lane           | 0                      | 268                   | 268                      |                          | 268                | 0.0%    |                         |
| 4204 Thetford Rd Play Park               | 0                      | 1,071                 | 1,071                    |                          | 1,071              | 0.0%    |                         |
| 4205 Playing Fields Play Park            | 0                      | 2,142                 | 2,142                    |                          | 2,142              | 0.0%    |                         |
| 4206 Horticultural/Tree Work/Survey      | 374                    | 6,500                 | 6,126                    |                          | 6,126              | 5.8%    |                         |
| 4208 Cemetery - Trees                    | 0                      | 10,710                | 10,710                   |                          | 10,710             | 0.0%    |                         |
| 4210 Planter Sponsorship                 | 245                    | 0                     | (245)                    |                          | (245)              | 0.0%    |                         |
| Recreation :- Indirect Expenditure       | 619                    | 20,691                | 20,072                   | 0                        | 20,072             | 3.0%    | 0                       |
| Net Income over Expenditure              | 331                    | (20,691)              | (21,022)                 |                          |                    |         |                         |
| <b>403 Street Lights</b>                 |                        |                       |                          |                          |                    |         |                         |
| 4302 Street Lighting Energy              | (0)                    | 6,563                 | 6,563                    |                          | 6,563              | 0.0%    |                         |
| 4303 Street Lights Repairs               | 0                      | 8,320                 | 8,320                    |                          | 8,320              | 0.0%    |                         |
| Street Lights :- Indirect Expenditure    | (0)                    | 14,883                | 14,883                   | 0                        | 14,883             | 0.0%    | 0                       |
| Net Expenditure                          | 0                      | (14,883)              | (14,883)                 |                          |                    |         |                         |

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15/07/2026

## Brandon Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2026

Month No: 3

## Cost Centre Report

|                                | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income          | 437,306                | 450,528               | 13,222                   |                          |                    | 97.1%   |                         |
| Expenditure                    | 121,256                | 455,528               | 334,272                  | 0                        | 334,272            | 26.6%   |                         |
| Net Income over Expenditure    | <u>316,051</u>         | <u>(5,000)</u>        | <u>(321,051)</u>         |                          |                    |         |                         |
| Movement to/(from) Gen Reserve | <u>316,051</u>         | <u>(5,000)</u>        | <u>(321,051)</u>         |                          |                    |         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                               | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>101 Administration</b>                     |                        |                       |                          |                          |                    |               |                         |
| 1176 Precept                                  | 428,528                | 428,528               | (1)                      |                          |                    | 100.0%        |                         |
| 1180 Room Hire                                | 520                    | 1,000                 | 480                      |                          |                    | 52.0%         |                         |
| 1190 Interest on Investments                  | 2,235                  | 0                     | (2,235)                  |                          |                    | 0.0%          |                         |
| <b>Administration :- Income</b>               | <b>431,284</b>         | <b>429,528</b>        | <b>(1,756)</b>           |                          |                    | <b>100.4%</b> | <b>0</b>                |
| 1101 Insurances                               | 8,248                  | 12,426                | 4,177                    |                          | 4,177              | 66.4%         |                         |
| 1102 Vehicle Insurance                        | 761                    | 1,178                 | 417                      |                          | 417                | 64.6%         |                         |
| 1110 Audit Fees (External)                    | 0                      | 1,071                 | 1,071                    |                          | 1,071              | 0.0%          |                         |
| 1111 Audit Fees (Internal)                    | 658                    | 1,768                 | 1,110                    |                          | 1,110              | 37.2%         |                         |
| 1120 Legal Fees                               | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%          |                         |
| 1125 Website Upkeep                           | 90                     | 428                   | 338                      |                          | 338                | 21.0%         |                         |
| 1130 Office Equipment/Furniture               | 113                    | 536                   | 423                      |                          | 423                | 21.1%         |                         |
| 1131 Computer Equipment                       | 68                     | 1,071                 | 1,003                    |                          | 1,003              | 6.4%          |                         |
| 1132 Stationery                               | 46                     | 483                   | 437                      |                          | 437                | 9.6%          |                         |
| 1133 Payroll                                  | 0                      | 590                   | 590                      |                          | 590                | 0.0%          |                         |
| 1140 Staff Training                           | 45                     | 1,500                 | 1,455                    |                          | 1,455              | 3.0%          |                         |
| 1141 Councillor Training                      | 0                      | 536                   | 536                      |                          | 536                | 0.0%          |                         |
| 1143 SW/HW Support                            | 1,491                  | 2,600                 | 1,109                    |                          | 1,109              | 57.3%         |                         |
| 1144 SALC/NALC                                | 1,440                  | 1,554                 | 114                      |                          | 114                | 92.8%         |                         |
| 1145 Subscriptions                            | 2,118                  | 1,875                 | (244)                    |                          | (244)              | 113.0%        |                         |
| 1146 Information/Books/Software etc           | 0                      | 214                   | 214                      |                          | 214                | 0.0%          |                         |
| 1148 Lift servicing                           | 733                    | 1,071                 | 338                      |                          | 338                | 68.5%         |                         |
| 1150 Advertising                              | 0                      | 107                   | 107                      |                          | 107                | 0.0%          |                         |
| 1156 Postage                                  | 11                     | 268                   | 257                      |                          | 257                | 4.1%          |                         |
| 1160 Mileage                                  | 0                      | 268                   | 268                      |                          | 268                | 0.0%          |                         |
| 1165 Photocopier Rental                       | 269                    | 1,144                 | 875                      |                          | 875                | 23.5%         |                         |
| 1166 Photocopier Charges                      | 267                    | 1,040                 | 773                      |                          | 773                | 25.7%         |                         |
| 1167 Election Costs                           | 0                      | 4,285                 | 4,285                    |                          | 4,285              | 0.0%          |                         |
| 1170 Telephone, Internet, Mobiles             | 949                    | 3,565                 | 2,616                    |                          | 2,616              | 26.6%         |                         |
| 4113 Bank Charges                             | 74                     | 250                   | 176                      |                          | 176                | 29.6%         |                         |
| <b>Administration :- Indirect Expenditure</b> | <b>17,383</b>          | <b>42,328</b>         | <b>24,945</b>            | <b>0</b>                 | <b>24,945</b>      | <b>41.1%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>413,901</b>         | <b>387,200</b>        | <b>(26,701)</b>          |                          |                    |               |                         |
| <b>102 Staff</b>                              |                        |                       |                          |                          |                    |               |                         |
| 1201 Staff Salaries (Gross)                   | 46,368                 | 174,275               | 127,907                  |                          | 127,907            | 26.6%         |                         |
| 1202 LGA Superannuation                       | 3,269                  | 11,340                | 8,071                    |                          | 8,071              | 28.8%         |                         |
| 1203 NI Contributions                         | 14,128                 | 42,735                | 28,607                   |                          | 28,607             | 33.1%         |                         |
| <b>Staff :- Indirect Expenditure</b>          | <b>63,765</b>          | <b>228,350</b>        | <b>164,585</b>           | <b>0</b>                 | <b>164,585</b>     | <b>27.9%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(63,765)</b>        | <b>(228,350)</b>      | <b>(164,585)</b>         |                          |                    |               |                         |

Continued over page

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <b>103 PWLB</b>                       |                        |                       |                          |                          |                    |         |                         |
| 1301 Public Works Loan board          | 0                      | 13,600                | 13,600                   |                          | 13,600             | 0.0%    |                         |
| PWLB :- Indirect Expenditure          | 0                      | 13,600                | 13,600                   | 0                        | 13,600             | 0.0%    | 0                       |
| Net Expenditure                       | 0                      | (13,600)              | (13,600)                 |                          |                    |         |                         |
| <b>104 Grants</b>                     |                        |                       |                          |                          |                    |         |                         |
| 1402 S137                             | 45,290                 | 52,440                | 7,150                    |                          | 7,150              | 86.4%   |                         |
| Grants :- Indirect Expenditure        | 45,290                 | 52,440                | 7,150                    | 0                        | 7,150              | 86.4%   | 0                       |
| Net Expenditure                       | (45,290)               | (52,440)              | (7,150)                  |                          |                    |         |                         |
| <b>201 Cemetery/Town</b>              |                        |                       |                          |                          |                    |         |                         |
| 2177 Burial Fees                      | 3,600                  | 11,500                | 7,900                    |                          |                    | 31.3%   |                         |
| 2178 Ashes Interment Fees             | 1,300                  | 6,500                 | 5,200                    |                          |                    | 20.0%   |                         |
| 2179 Memorial Fees                    | 170                    | 3,000                 | 2,830                    |                          |                    | 5.7%    |                         |
| 2183 Memorial Bench Income            | 2,173                  | 0                     | (2,173)                  |                          |                    | 0.0%    |                         |
| Cemetery/Town :- Income               | 7,243                  | 21,000                | 13,757                   |                          |                    | 34.5%   | 0                       |
| 2101 Cemetery/Town Costs              | 553                    | 11,212                | 10,659                   |                          | 10,659             | 4.9%    |                         |
| 2107 New Cemetery Works               | 5,714                  | 20,000                | 14,286                   |                          | 14,286             | 28.6%   |                         |
| 2110 Water Charges Cemetery           | 298                    | 315                   | 17                       |                          | 17                 | 94.6%   |                         |
| 2111 Electricity                      | 989                    | 4,200                 | 3,231                    |                          | 3,231              | 23.1%   |                         |
| 2116 Rent for BRPF Yard               | 584                    | 624                   | 40                       |                          | 40                 | 93.6%   |                         |
| 2117 HR Fees                          | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%    |                         |
| 2131 New Equipment                    | 0                      | 1,607                 | 1,607                    |                          | 1,607              | 0.0%    |                         |
| 2132 Trade Waste                      | 336                    | 1,607                 | 1,271                    |                          | 1,271              | 20.9%   |                         |
| 2133 Bus Shelter Cleaning             | 65                     | 416                   | 351                      |                          | 351                | 15.6%   |                         |
| 2182 Memorial Benches                 | 2,024                  | 0                     | (2,024)                  |                          | (2,024)            | 0.0%    |                         |
| Cemetery/Town :- Indirect Expenditure | 10,542                 | 42,481                | 31,939                   | 0                        | 31,939             | 24.8%   | 0                       |
| Net Income over Expenditure           | (3,300)                | (21,481)              | (18,181)                 |                          |                    |         |                         |
| <b>301 Old School House</b>           |                        |                       |                          |                          |                    |         |                         |
| 3110 Gas Supply                       | 245                    | 4,200                 | 3,955                    |                          | 3,955              | 5.8%    |                         |
| 3111 Gas Force Contract               | 0                      | 107                   | 107                      |                          | 107                | 0.0%    |                         |
| 3113 PAT Testing                      | 0                      | 161                   | 161                      |                          | 161                | 0.0%    |                         |
| 3114 Electricity (Old School House)   | 584                    | 3,180                 | 2,596                    |                          | 2,596              | 17.9%   |                         |
| 3116 Trade waste                      | 18                     | 55                    | 37                       |                          | 37                 | 31.9%   |                         |
| 3117 Water charges OSH                | 176                    | 433                   | 257                      |                          | 257                | 40.6%   |                         |
| 3120 Window Cleaning                  | 25                     | 156                   | 131                      |                          | 131                | 16.0%   |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                          | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 3125 Fire Extinguisher Servicing         | 323                    | 428                   | 105                      |                          | 105                | 75.5%   |                         |
| 3178 Old School House Maintenance        | 589                    | 3,120                 | 2,531                    |                          | 2,531              | 18.9%   |                         |
| Old School House :- Indirect Expenditure | 1,939                  | 11,810                | 9,871                    | 0                        | 9,871              | 16.4%   | 0                       |
| Net Expenditure                          | (1,939)                | (11,810)              | (9,871)                  |                          |                    |         |                         |
| <b>401 General</b>                       |                        |                       |                          |                          |                    |         |                         |
| 4176 Christmas Event Income              | 220                    | 0                     | (220)                    |                          |                    | 0.0%    |                         |
| 4177 HAF Funding Income                  | 3,361                  | 0                     | (3,361)                  |                          |                    | 0.0%    |                         |
| General :- Income                        | 3,581                  | 0                     | (3,581)                  |                          |                    |         | 0                       |
| 2121 Machinery Servicing                 | 136                    | 3,214                 | 3,078                    |                          | 3,078              | 4.2%    |                         |
| 2122 Fuel & Oil                          | 413                    | 2,357                 | 1,944                    |                          | 1,944              | 17.5%   |                         |
| 2139 Protective Clothing                 | 123                    | 1,040                 | 917                      |                          | 917                | 11.8%   |                         |
| 4101 Horticultural                       | 177                    | 536                   | 359                      |                          | 359                | 33.0%   |                         |
| 4102 Christmas Lighting                  | 653                    | 2,142                 | 1,490                    |                          | 1,490              | 30.5%   |                         |
| 4105 Town Clock Repairs                  | 0                      | 536                   | 536                      |                          | 536                | 0.0%    |                         |
| 4112 Events                              | 1,997                  | 9,120                 | 7,123                    |                          | 7,123              | 21.9%   |                         |
| 4114 Project Fund                        | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%    |                         |
| 4115 HAF Funded Activities               | 1,565                  | 0                     | (1,565)                  |                          | (1,565)            | 0.0%    |                         |
| General :- Indirect Expenditure          | 5,063                  | 28,945                | 23,882                   | 0                        | 23,882             | 17.5%   | 0                       |
| Net Income over Expenditure              | (1,482)                | (28,945)              | (27,463)                 |                          |                    |         |                         |
| <b>402 Recreation</b>                    |                        |                       |                          |                          |                    |         |                         |
| 4276 Planter Sponsorship Income          | 950                    | 0                     | (950)                    |                          |                    | 0.0%    |                         |
| Recreation :- Income                     | 950                    | 0                     | (950)                    |                          |                    |         | 0                       |
| 4202 The Orchard, Coulson Lane           | 0                      | 268                   | 268                      |                          | 268                | 0.0%    |                         |
| 4204 Thetford Rd Play Park               | 0                      | 1,071                 | 1,071                    |                          | 1,071              | 0.0%    |                         |
| 4205 Playing Fields Play Park            | 382                    | 2,142                 | 1,760                    |                          | 1,760              | 17.8%   |                         |
| 4206 Horticultural/Tree Work/Survey      | 374                    | 6,500                 | 6,126                    |                          | 6,126              | 5.8%    |                         |
| 4208 Cemetery - Trees                    | 0                      | 10,710                | 10,710                   |                          | 10,710             | 0.0%    |                         |
| 4210 Planter Sponsorship                 | 435                    | 0                     | (435)                    |                          | (435)              | 0.0%    |                         |
| Recreation :- Indirect Expenditure       | 1,191                  | 20,891                | 19,500                   | 0                        | 19,500             | 5.8%    | 0                       |
| Net Income over Expenditure              | (241)                  | (20,891)              | (20,450)                 |                          |                    |         |                         |
| <b>403 Street Lights</b>                 |                        |                       |                          |                          |                    |         |                         |
| 4302 Street Lighting Energy              | (0)                    | 6,563                 | 6,563                    |                          | 6,563              | 0.0%    |                         |
| 4303 Street Lights Repairs               | 0                      | 8,320                 | 8,320                    |                          | 8,320              | 0.0%    |                         |
| Street Lights :- Indirect Expenditure    | (0)                    | 14,883                | 14,883                   | 0                        | 14,883             | 0.0%    | 0                       |
| Net Expenditure                          | 0                      | (14,883)              | (14,883)                 |                          |                    |         |                         |

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12/08/2026

## Brandon Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2026

Month No: 4

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>Grand Totals:- Income</b>          | <b>443,058</b>         | <b>450,528</b>        | <b>7,471</b>             |                          |                    | <b>98.3%</b> |                         |
| <b>Expenditure</b>                    | <b>145,173</b>         | <b>455,528</b>        | <b>310,355</b>           | <b>0</b>                 | <b>310,355</b>     | <b>31.9%</b> |                         |
| <b>Net Income over Expenditure</b>    | <b>297,884</b>         | <b>(5,000)</b>        | <b>(302,884)</b>         |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>297,884</b>         | <b>(5,000)</b>        | <b>(302,884)</b>         |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2026

Month No: 5

## Cost Centre Report

|                                               | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>101 Administration</b>                     |                        |                       |                          |                          |                    |               |                         |
| 1176 Precept                                  | 428,529                | 428,528               | (1)                      |                          |                    | 100.0%        |                         |
| 1180 Room Hire                                | 570                    | 1,000                 | 430                      |                          |                    | 57.0%         |                         |
| 1190 Interest on Investments                  | 2,235                  | 0                     | (2,235)                  |                          |                    | 0.0%          |                         |
| <b>Administration :- Income</b>               | <b>431,334</b>         | <b>429,528</b>        | <b>(1,806)</b>           |                          |                    | <b>100.4%</b> | <b>0</b>                |
| 1101 Insurances                               | 8,249                  | 12,426                | 4,177                    |                          | 4,177              | 66.4%         |                         |
| 1102 Vehicle Insurance                        | 761                    | 1,178                 | 417                      |                          | 417                | 64.6%         |                         |
| 1110 Audit Fees (External)                    | 0                      | 1,071                 | 1,071                    |                          | 1,071              | 0.0%          |                         |
| 1111 Audit Fees (Internal)                    | 658                    | 1,768                 | 1,110                    |                          | 1,110              | 37.2%         |                         |
| 1120 Legal Fees                               | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%          |                         |
| 1125 Website Upkeep                           | 120                    | 428                   | 308                      |                          | 308                | 28.0%         |                         |
| 1130 Office Equipment/Furniture               | 113                    | 536                   | 423                      |                          | 423                | 21.1%         |                         |
| 1131 Computer Equipment                       | 68                     | 1,071                 | 1,003                    |                          | 1,003              | 6.4%          |                         |
| 1132 Stationery                               | 46                     | 483                   | 437                      |                          | 437                | 9.6%          |                         |
| 1133 Payroll                                  | 0                      | 590                   | 590                      |                          | 590                | 0.0%          |                         |
| 1140 Staff Training                           | 45                     | 1,500                 | 1,455                    |                          | 1,455              | 3.0%          |                         |
| 1141 Councillor Training                      | 0                      | 536                   | 536                      |                          | 536                | 0.0%          |                         |
| 1143 SW/HW Support                            | 1,491                  | 2,600                 | 1,109                    |                          | 1,109              | 57.3%         |                         |
| 1144 SALC/NALC                                | 1,440                  | 1,554                 | 114                      |                          | 114                | 92.6%         |                         |
| 1145 Subscriptions                            | 2,119                  | 1,875                 | (244)                    |                          | (244)              | 113.0%        |                         |
| 1146 Information/Books/Software etc           | 0                      | 214                   | 214                      |                          | 214                | 0.0%          |                         |
| 1148 Lift servicing                           | 733                    | 1,071                 | 338                      |                          | 338                | 68.5%         |                         |
| 1150 Advertising                              | 0                      | 107                   | 107                      |                          | 107                | 0.0%          |                         |
| 1156 Postage                                  | 11                     | 268                   | 257                      |                          | 257                | 4.1%          |                         |
| 1160 Mileage                                  | 0                      | 268                   | 268                      |                          | 268                | 0.0%          |                         |
| 1165 Photocopier Rental                       | 538                    | 1,144                 | 606                      |                          | 606                | 47.0%         |                         |
| 1166 Photocopier Charges                      | 267                    | 1,040                 | 773                      |                          | 773                | 25.7%         |                         |
| 1167 Election Costs                           | 0                      | 4,285                 | 4,285                    |                          | 4,285              | 0.0%          |                         |
| 1170 Telephone, Internet, Mobiles             | 1,268                  | 3,565                 | 2,297                    |                          | 2,297              | 35.6%         |                         |
| 4113 Bank Charges                             | 93                     | 250                   | 157                      |                          | 157                | 37.0%         |                         |
| <b>Administration :- Indirect Expenditure</b> | <b>18,019</b>          | <b>42,328</b>         | <b>24,309</b>            | <b>0</b>                 | <b>24,309</b>      | <b>42.6%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>413,315</b>         | <b>387,200</b>        | <b>(26,115)</b>          |                          |                    |               |                         |
| <b>102 Staff</b>                              |                        |                       |                          |                          |                    |               |                         |
| 1201 Staff Salaries (Gross)                   | 57,755                 | 174,275               | 116,520                  |                          | 116,520            | 33.1%         |                         |
| 1202 LGA Superannuation                       | 4,064                  | 11,340                | 7,276                    |                          | 7,276              | 35.8%         |                         |
| 1203 NI Contributions                         | 17,756                 | 42,735                | 24,979                   |                          | 24,979             | 41.5%         |                         |
| <b>Staff :- Indirect Expenditure</b>          | <b>79,576</b>          | <b>228,350</b>        | <b>148,774</b>           | <b>0</b>                 | <b>148,774</b>     | <b>34.8%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(79,576)</b>        | <b>(228,350)</b>      | <b>(148,774)</b>         |                          |                    |               |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 01/09/2026

Month No: 5

## Cost Centre Report

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <b>103 PWLB</b>                       |                        |                       |                          |                          |                    |         |                         |
| 1301 Public Works Loan board          | 0                      | 13,600                | 13,600                   |                          | 13,600             | 0.0%    |                         |
| PWLB :- Indirect Expenditure          | 0                      | 13,600                | 13,600                   | 0                        | 13,600             | 0.0%    | 0                       |
| <b>Net Expenditure</b>                | <b>0</b>               | <b>(13,600)</b>       | <b>(13,600)</b>          |                          |                    |         |                         |
| <b>104 Grants</b>                     |                        |                       |                          |                          |                    |         |                         |
| 1402 S137                             | 45,290                 | 52,440                | 7,150                    |                          | 7,150              | 86.4%   |                         |
| Grants :- Indirect Expenditure        | 45,290                 | 52,440                | 7,150                    | 0                        | 7,150              | 86.4%   | 0                       |
| <b>Net Expenditure</b>                | <b>(45,290)</b>        | <b>(52,440)</b>       | <b>(7,150)</b>           |                          |                    |         |                         |
| <b>201 Cemetery/Town</b>              |                        |                       |                          |                          |                    |         |                         |
| 2177 Burial Fees                      | 3,600                  | 11,500                | 7,900                    |                          |                    | 31.3%   |                         |
| 2178 Ashes Interment Fees             | 1,300                  | 6,500                 | 5,200                    |                          |                    | 20.0%   |                         |
| 2179 Memorial Fees                    | 240                    | 3,000                 | 2,760                    |                          |                    | 8.0%    |                         |
| 2183 Memorial Bench Income            | 2,173                  | 0                     | (2,173)                  |                          |                    | 0.0%    |                         |
| Cemetery/Town :- Income               | 7,313                  | 21,000                | 13,687                   |                          |                    | 34.8%   | 0                       |
| 2101 Cemetery/Town Costs              | 667                    | 11,212                | 10,545                   |                          | 10,545             | 6.0%    |                         |
| 2107 New Cemetery Works               | 6,379                  | 20,000                | 13,621                   |                          | 13,621             | 31.9%   |                         |
| 2110 Water Charges Cemetery           | 298                    | 315                   | 17                       |                          | 17                 | 94.6%   |                         |
| 2111 Electricity                      | 1,147                  | 4,200                 | 3,053                    |                          | 3,053              | 27.3%   |                         |
| 2116 Rent for BRPF Yard               | 584                    | 624                   | 40                       |                          | 40                 | 93.6%   |                         |
| 2117 HR Fees                          | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%    |                         |
| 2131 New Equipment                    | 0                      | 1,607                 | 1,607                    |                          | 1,607              | 0.0%    |                         |
| 2132 Trade Waste                      | 437                    | 1,607                 | 1,170                    |                          | 1,170              | 27.2%   |                         |
| 2133 Bus Shelter Cleaning             | 130                    | 416                   | 286                      |                          | 286                | 31.3%   |                         |
| 2182 Memorial Benches                 | 2,024                  | 0                     | (2,024)                  |                          | (2,024)            | 0.0%    |                         |
| Cemetery/Town :- Indirect Expenditure | 11,667                 | 42,481                | 30,814                   | 0                        | 30,814             | 27.5%   | 0                       |
| <b>Net Income over Expenditure</b>    | <b>(4,354)</b>         | <b>(21,481)</b>       | <b>(17,127)</b>          |                          |                    |         |                         |
| <b>301 Old School House</b>           |                        |                       |                          |                          |                    |         |                         |
| 3110 Gas Supply                       | 254                    | 4,200                 | 3,946                    |                          | 3,946              | 6.1%    |                         |
| 3111 Gas Force Contract               | 0                      | 107                   | 107                      |                          | 107                | 0.0%    |                         |
| 3113 PAT Testing                      | 0                      | 161                   | 161                      |                          | 161                | 0.0%    |                         |
| 3114 Electricity (Old School House)   | 686                    | 3,150                 | 2,464                    |                          | 2,464              | 21.8%   |                         |
| 3116 Trade waste                      | 23                     | 55                    | 32                       |                          | 32                 | 42.5%   |                         |
| 3117 Water charges OSH                | 227                    | 433                   | 206                      |                          | 206                | 52.5%   |                         |
| 3120 Window Cleaning                  | 50                     | 156                   | 106                      |                          | 106                | 32.1%   |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 01/09/2026

Month No: 5

## Cost Centre Report

|                                          | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 3125 Fire Extinguisher Servicing         | 323                    | 428                   | 105                      |                          | 105                | 75.5%        |                         |
| 3178 Old School House Maintenance        | 594                    | 3,120                 | 2,526                    |                          | 2,526              | 19.0%        |                         |
| Old School House :- Indirect Expenditure | <u>2,158</u>           | <u>11,810</u>         | <u>9,652</u>             | <u>0</u>                 | <u>9,652</u>       | <u>18.3%</u> | <u>0</u>                |
| <b>Net Expenditure</b>                   | <u>(2,158)</u>         | <u>(11,810)</u>       | <u>(9,652)</u>           |                          |                    |              |                         |
| <b>401 General</b>                       |                        |                       |                          |                          |                    |              |                         |
| 4176 Christmas Event Income              | 360                    | 0                     | (360)                    |                          |                    | 0.0%         |                         |
| 4177 HAF Funding Income                  | 3,405                  | 0                     | (3,405)                  |                          |                    | 0.0%         |                         |
| General :- Income                        | <u>3,765</u>           | <u>0</u>              | <u>(3,765)</u>           |                          |                    |              | <u>0</u>                |
| 2121 Machinery Servicing                 | 152                    | 3,214                 | 3,062                    |                          | 3,062              | 4.7%         |                         |
| 2122 Fuel & Oil                          | 461                    | 2,357                 | 1,896                    |                          | 1,896              | 19.5%        |                         |
| 2139 Protective Clothing                 | 320                    | 1,040                 | 720                      |                          | 720                | 30.7%        |                         |
| 4101 Horticultural                       | 217                    | 536                   | 319                      |                          | 319                | 40.4%        |                         |
| 4102 Christmas Lighting                  | 653                    | 2,142                 | 1,490                    |                          | 1,490              | 30.5%        |                         |
| 4105 Town Clock Repairs                  | 0                      | 536                   | 536                      |                          | 536                | 0.0%         |                         |
| 4112 Events                              | 2,124                  | 9,120                 | 6,996                    |                          | 6,996              | 23.3%        |                         |
| 4114 Project Fund                        | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%         |                         |
| 4115 HAF Funded Activities               | 1,660                  | 0                     | (1,660)                  |                          | (1,660)            | 0.0%         |                         |
| General :- Indirect Expenditure          | <u>5,585</u>           | <u>28,945</u>         | <u>23,360</u>            | <u>0</u>                 | <u>23,360</u>      | <u>19.3%</u> | <u>0</u>                |
| <b>Net Income over Expenditure</b>       | <u>(1,820)</u>         | <u>(28,945)</u>       | <u>(27,125)</u>          |                          |                    |              |                         |
| <b>402 Recreation</b>                    |                        |                       |                          |                          |                    |              |                         |
| 4276 Planter Sponsorship Income          | 950                    | 0                     | (950)                    |                          |                    | 0.0%         |                         |
| Recreation :- Income                     | <u>950</u>             | <u>0</u>              | <u>(950)</u>             |                          |                    |              | <u>0</u>                |
| 4202 The Orchard, Coulson Lane           | 0                      | 268                   | 268                      |                          | 268                | 0.0%         |                         |
| 4204 Thetford Rd Play Park               | 0                      | 1,071                 | 1,071                    |                          | 1,071              | 0.0%         |                         |
| 4205 Playing Fields Play Park            | 712                    | 2,142                 | 1,430                    |                          | 1,430              | 33.2%        |                         |
| 4206 Horticultural/Tree Work/Survey      | 1,556                  | 6,500                 | 4,944                    |                          | 4,944              | 23.9%        |                         |
| 4208 Cemetery - Trees                    | 0                      | 10,710                | 10,710                   |                          | 10,710             | 0.0%         |                         |
| 4210 Planter Sponsorship                 | 529                    | 0                     | (529)                    |                          | (529)              | 0.0%         |                         |
| Recreation :- Indirect Expenditure       | <u>2,796</u>           | <u>20,691</u>         | <u>17,895</u>            | <u>0</u>                 | <u>17,895</u>      | <u>13.5%</u> | <u>0</u>                |
| <b>Net Income over Expenditure</b>       | <u>(1,846)</u>         | <u>(20,691)</u>       | <u>(18,845)</u>          |                          |                    |              |                         |
| <b>403 Street Lights</b>                 |                        |                       |                          |                          |                    |              |                         |
| 4302 Street Lighting Energy              | (0)                    | 6,563                 | 6,563                    |                          | 6,563              | 0.0%         |                         |
| 4303 Street Lights Repairs               | 0                      | 8,320                 | 8,320                    |                          | 8,320              | 0.0%         |                         |
| Street Lights :- Indirect Expenditure    | <u>(0)</u>             | <u>14,883</u>         | <u>14,883</u>            | <u>0</u>                 | <u>14,883</u>      | <u>0.0%</u>  | <u>0</u>                |
| <b>Net Expenditure</b>                   | <u>0</u>               | <u>(14,883)</u>       | <u>(14,883)</u>          |                          |                    |              |                         |

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2026

Month No: 5

## Cost Centre Report

|                                | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income          | 443,362                | 450,528               | 7,166                    |                          |                    | 98.4%   |                         |
| Expenditure                    | 165,090                | 455,528               | 290,438                  | 0                        | 290,438            | 36.2%   |                         |
| Net Income over Expenditure    | <u>278,271</u>         | <u>(5,000)</u>        | <u>(283,271)</u>         |                          |                    |         |                         |
| Movement to/(from) Gen Reserve | <u>278,271</u>         | <u>(5,000)</u>        | <u>(283,271)</u>         |                          |                    |         |                         |

**Bank Reconciliation Statement as at 31/08/2026  
for Cashbook 3 - Unity - Current Acct**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|----------------------------------------|-----------------------|------------------------------------|-------------------|
| Unity Current Acct                     | 31/08/2026            |                                    | 343,006.89        |
|                                        |                       |                                    | <u>343,006.89</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                   |
|                                        |                       | 0.00                               |                   |
|                                        |                       |                                    | <u>0.00</u>       |
|                                        |                       |                                    | 343,006.89        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                   |
|                                        |                       | 0.00                               |                   |
|                                        |                       |                                    | <u>0.00</u>       |
|                                        |                       |                                    | 343,006.89        |
|                                        |                       | <b>Balance per Cash Book Is :-</b> | <b>343,006.89</b> |
|                                        |                       | <b>Difference Is :-</b>            | <b>0.00</b>       |

**Bank Reconciliation Statement as at 31/08/2026  
for Cashbook 4 - Unity - Sav A/C 20507732**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|----------------------------------------|-----------------------|------------------------------------|-------------------|
| Unity - Sav A/C 20507732               | 31/08/2026            |                                    | 489,415.47        |
|                                        |                       |                                    | <u>489,415.47</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                   |
|                                        |                       | 0.00                               |                   |
|                                        |                       |                                    | <u>0.00</u>       |
|                                        |                       |                                    | 489,415.47        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                   |
|                                        |                       | 0.00                               |                   |
|                                        |                       |                                    | <u>0.00</u>       |
|                                        |                       |                                    | 489,415.47        |
|                                        |                       | <b>Balance per Cash Book is :-</b> | <b>489,415.47</b> |
|                                        |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

## **EAR MARKED RESERVES**

|                                             | 31/03/2026         | 30/04/2026         | 31/07/2026         |
|---------------------------------------------|--------------------|--------------------|--------------------|
| <b>GENERAL RESERVE</b>                      | <b>£246,845.47</b> | <b>£246,845.47</b> | <b>£254,775.20</b> |
| EMR 1 - 321 New Cemetery                    | £120,000.00        | £133,375.00        | £133,375.00        |
| EMR 2 - 322 New vehicle                     | £10,000.00         | £10,000.00         | £10,000.00         |
| EMR 3 - 323 Mowers/Equipment                | £10,000.00         | £10,000.00         | £10,000.00         |
| EMR 4 - 324 Elections                       | £5,000.00          | £5,000.00          | £5,000.00          |
| EMR 5 - 325 Playground Equipment            | £30,000.00         | £33,140.27         | £33,140.27         |
| EMR 6 - 326 IT Equipment                    | £4,500.00          | £4,500.00          | £4,500.00          |
| EMR 7 - 327 Projects (+ £10,000 in precept) | £10,000.00         | £10,000.00         | £10,000.00         |
| EMR 8 - 328 Heritage Week Income            |                    | £1,500.00          | £1,500.00          |
| EMR 9 - 329 Council Operations              |                    | £27,125.00         | £27,125.00         |
| <b>TOTAL EAR MARKED RESERVES</b>            | <b>£189,500.00</b> | <b>£234,640.27</b> | <b>£234,640.27</b> |
| <b>TOTAL IN SAVINGS ACCOUNT</b>             | <b>£436,345.47</b> | <b>£481,485.74</b> | <b>£489,415.47</b> |

## **INTEREST & VAT RECEIVED**

|            |                    |
|------------|--------------------|
| Jan/Mar 26 | £3,640.27 VAT      |
| May-26     | £41,500.00 Surplus |
| Jun-26     | £2,234.70 INTEREST |
| Apr/Jun 26 | £5,695.03 VAT      |

### Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Brandon Town Council - SF0058**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**29/08/2026**



# BRANDON TOWN COUNCIL

## INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

'The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO's day to day management of financial affairs.'

As part of its internal control, the [Town/ Parish Council] has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

| CONTROL TEST                                              | TEST DONE | COMMENTS – check documents and initial |
|-----------------------------------------------------------|-----------|----------------------------------------|
|                                                           | Yes or No |                                        |
| Ensuring an up to date Register of Assets                 | ✓ yes     |                                        |
| Regular maintenance arrangement for physical assets       | ✓ yes     |                                        |
| Annual review of risk and the adequacy of Insurance cover | ✓ yes     |                                        |
| Annual review of financial risk                           | ✓ yes     |                                        |
| Awareness of Standing Orders and Financial regulations    | yes       |                                        |
| Adoption of Financial and Standing Orders                 | yes       |                                        |
|                                                           |           |                                        |
| Regular reporting on performance by contractors           | yes       |                                        |



# BRANDON TOWN COUNCIL

|                                                                                                                    |     |                                |
|--------------------------------------------------------------------------------------------------------------------|-----|--------------------------------|
| Annual review of contracts (where appropriate)                                                                     | yes |                                |
|                                                                                                                    |     |                                |
| Regular bank reconciliation, Independently reviewed                                                                | yes |                                |
| Regular scrutiny of financial records and proper arrangements for the approval of expenditure                      | yes | 1-411 council                  |
| Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved | yes |                                |
| Payments supported by invoices, authorised and minuted                                                             | yes |                                |
| Regular scrutiny of Income records to ensure income is correctly received, recorded and banked                     | yes |                                |
| Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification                        | yes |                                |
|                                                                                                                    |     |                                |
| Contracts of employment for staff                                                                                  |     |                                |
| Contract annually reviewed                                                                                         |     |                                |
| Updating records to record changes in relevant legislation                                                         | yes | Contracted out to HR Company ✓ |
| PAYE/NIC properly operated by the Council as an employer                                                           |     |                                |
|                                                                                                                    |     |                                |
| VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cash-book                       | yes |                                |
|                                                                                                                    |     |                                |



# BRANDON TOWN COUNCIL

|                                                                                                                                                                                                                                                                                                                                                                                                                   |     |                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------|
| Regular financial reporting to Parish Council                                                                                                                                                                                                                                                                                                                                                                     | yes | At Full Council meetings <i>only</i> |
| Regular budget monitoring statements as reported to Parish Council                                                                                                                                                                                                                                                                                                                                                | yes | same as above                        |
| Compliance with DCLG Guide <i>Open &amp; Accountable Local Government</i> 2014, Part 4:<br>Officer Decision Reports<br><i>MODEL PUBLICATION SCHEME</i>                                                                                                                                                                                                                                                            | yes |                                      |
| Compliance with Local Transparency Code Of 2014:<br>Items of expenditure incurred over £500                                                                                                                                                                                                                                                                                                                       | yes |                                      |
| Verifying that the Council is compliant with the General Data Protection Regulation requirements<br><br>Are the following in place: <ul style="list-style-type: none"> <li>• Audit / Impact Assessment</li> <li>• Privacy Notices</li> <li>• Procedures for dealing with Subject Access Requests</li> <li>• Procedure for dealing with Data breaches</li> <li>• Data Retention &amp; Disposal Policies</li> </ul> |     |                                      |
| Minutes properly numbered and paginated with a master copy kept in for safe-keeping                                                                                                                                                                                                                                                                                                                               | yes |                                      |
| Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality                                                                                                                                                                                                                                                                                                                      | yes |                                      |
| Adoption of Codes of Conduct for Members                                                                                                                                                                                                                                                                                                                                                                          | yes |                                      |
| Declaration of Acceptance of Office                                                                                                                                                                                                                                                                                                                                                                               | yes | year end meeting                     |



# BRANDON TOWN COUNCIL

Date of review of system of Internal Controls.....13-08 2026.....

Review of system of Internal Controls carried out by:

Name.....Samuel Skinner.....Signature.....SS.....

Report submitted to Council (date).....14<sup>th</sup> September 2026.....

(minute reference).....Item 19 - 100.....

Next review of system of Internal Controls due.....November 2026.....

Additional comments by reviewer:

### **Budget 2027/28 – Explanation**

We have increased most cost codes by 4% with the rate of inflation due to increase to this by early next year. The overall increase is lower than last years.

Utilities have been increased by 5% due to the uncertainty of rising costs.

### **101 Administration**

1101 – Insurances – We have decreased the figure by £3,000 due to the new three-year contract pricing.

1120 - Legal Fees (H & S) – We have a contract until March 2029, so the cost has remained the same.

1145 – Subscriptions – We have increased this figure by £500 due to a new subscription and being over budget last year.

### **102 Staff**

1201 - Salaries – We have taken the current salary figure and increased it by 5% due to increases.

1202 - Pensions – 5% has been added due to increases.

1203 - NI Contributions – 5% has been added due to increases.

### **104 Grants**

1402 – S137 – We have increased the S137 grants by £5,000 as approved at the June 2026 Full Council meeting.

### **201 Cemetery/Town**

2117 - HR Fees – We have a contract until March 2029, so the cost has remained the same.

### **402 Recreation**

4208 - Cemetery/Ave Trees – We have a contract until December 2028, so the cost has remained the same.

### **For comparison:-**

| 2026/27     | 2027/28     |
|-------------|-------------|
| £428,528.55 | £443,736.19 |

### **Budget increased by:-**

| 2026/27    | 2027/28    |
|------------|------------|
| £23,517.20 | £15,207.64 |

Cannot give percentage increase, as tax base not received yet.



| Brandon Precept 2027-28          | Budget      |                                                         |
|----------------------------------|-------------|---------------------------------------------------------|
|                                  | 2026-27     | 2027-28                                                 |
| 1176 Precept                     | £428,528.55 | £443,736.19                                             |
| <b>101 Administration Income</b> |             |                                                         |
| 1180 Room Hire                   | £1,000.00   | £1,000.00                                               |
| <b>101 Administration</b>        |             |                                                         |
| 1101 Insurances                  | £12,426.00  | £9,426.00 Decreased by £3000 - Contract ends March 2029 |
| 1102 Vehicle Insurance           | £1,178.00   | £1,225.00 4%                                            |
| 1110 Audit Fee (Ext)             | £1,071.00   | £1,114.00 4%                                            |
| 1111 Audit Fee (Int)             | £1,768.00   | £1,839.00 4%                                            |
| 1120 Legal Fees (H & S)          | £2,500.00   | £2,500.00 Contract ends March 2029                      |
| 1125 Web Site Upkeep             | £428.00     | £445.00 4%                                              |
| 1130 Office Equipment/Furniture  | £536.00     | £557.00 4%                                              |
| 1131 Computer Equipment          | £1,071.00   | £1,114.00 4%                                            |
| 1132 Stationary                  | £483.00     | £502.00 4%                                              |
| 1133 Payroll                     | £590.00     | £614.00 4%                                              |
| 1140 Staff Training              | £1,500.00   | £1,560.00 4%                                            |
| 1141 Councillor Training         | £536.00     | £557.00 4%                                              |
| 1142 Chairmans Allowance         | £0.00       | £0.00                                                   |
| 1143 SW/HW Support               | £2,600.00   | £2,704.00 4%                                            |
| 1144 Salc/Nalc                   | £1,554.00   | £1,616.00 4%                                            |
| 1145 Subscriptions               | £1,875.00   | £2,375.00 Increased by £500 as over budget last year    |
| 1146 Information/Books/Software  | £214.00     | £223.00 4%                                              |
| 1148 Lift Servicing              | £1,071.00   | £1,114.00 4%                                            |
| 1150 Advertising                 | £107.00     | £111.00 4%                                              |
| 1156 Postage                     | £268.00     | £279.00 4%                                              |
| 1160 Mileage                     | £268.00     | £279.00 4%                                              |
| 1165 Photocopier Rental          | £1,144.00   | £1,190.00 4%                                            |

|                                 |                    |                                            |
|---------------------------------|--------------------|--------------------------------------------|
| 1166 Photocopier Charges        | £1,040.00          | £1,082.00 4%                               |
| 1167 Election Costs             | £4,285.00          | £4,456.00 4%                               |
| 1170 Telephone/Internet/Mobiles | £3,565.00          | £3,708.00 4%                               |
| 4113 Bank Costs                 | £250.00            | £260.00 4%                                 |
|                                 | <b>£42,328.00</b>  | <b>£40,850.00</b>                          |
| <b>102 Staff</b>                |                    |                                            |
| 1201 Staff Salaries             | £174,275.13        | £180,044.00 Current salaries + 5%          |
| 1202 Pension                    | £11,340.00         | £11,907.00 5%                              |
| 1203 NI Contributions           | £42,735.42         | £44,872.19 5%                              |
|                                 | <b>£228,350.55</b> | <b>£236,823.19</b>                         |
| <b>103 PWLB</b>                 |                    |                                            |
| 1301 Public works Loan          | £13,600.00         | £13,600.00                                 |
|                                 | <b>£13,600.00</b>  | <b>£13,600.00</b>                          |
| <b>104 Grants</b>               |                    |                                            |
| 1401 Grants                     | £0.00              | £0.00                                      |
| 1402 S137                       | £47,440.00         | £52,440.00 £5,000 increase                 |
|                                 | <b>£47,440.00</b>  | <b>£52,440.00</b>                          |
| <b>201 Cemetery/Town</b>        |                    |                                            |
| 2177 Burial Fees                | £11,500.00         | £11,500.00                                 |
| 2178 Ashes Interment Fees       | £6,500.00          | £6,500.00                                  |
| 2179 Memorial Fees              | £3,000.00          | £3,000.00                                  |
|                                 | <b>£21,000.00</b>  | <b>£21,000.00</b> Costs cannot be forecast |
| <b>2101 Cemetery/Town Costs</b> | £11,212.00         | £11,660.00 4%                              |
| 2107 New Cemetery Works         | £20,000.00         | £20,000.00                                 |
| 2110 Water Charges - Cemetery   | £315.00            | £331.00 5%                                 |
| 2111 Electricity                | £4,200.00          | £4,410.00 5%                               |
| 2116 BRPF Rental                | £624.00            | £649.00 4%                                 |
| 2117 HR Fees                    | £2,500.00          | £2,500.00 Contract ends March 2029         |
| 2131 New Equipment              | £1,607.00          | £1,671.00 4%                               |
| 2132 Trade Waste                | £1,607.00          | £1,671.00 4%                               |

|                                     |                   |                                                |
|-------------------------------------|-------------------|------------------------------------------------|
| 2133 Bus Shelter Cleaning           | £416.00           | £433.00 4%                                     |
|                                     | <b>£42,481.00</b> | <b>£43,325.00</b>                              |
| <b>301 Old School House</b>         |                   |                                                |
| 3110 Gas Supply                     | £4,200.00         | £4,410.00 5%                                   |
| 3111 Gas Maintenance                | £107.00           | £111.00 4%                                     |
| 3113 Pat Testing                    | £161.00           | £167.00 4%                                     |
| 3114 Electricity                    | £3,150.00         | £3,308.00 5%                                   |
| 3116 Trade waste                    | £55.00            | £57.00 4%                                      |
| 3117 Water Charges                  | £433.00           | £455.00 5%                                     |
| 3120 Window Cleaning                | £156.00           | £162.00 4%                                     |
| 3125 Fire Extinguisher Servicing    | £428.00           | £445.00 4%                                     |
| 3178 Old School House Maintenance   | £3,120.00         | £3,245.00 4%                                   |
|                                     | <b>£11,810.00</b> | <b>£12,360.00</b>                              |
| <b>401 General</b>                  |                   |                                                |
| 2121 Machinery Servicing            | £3,214.00         | £3,343.00 4%                                   |
| 2122 Fuel & Oil                     | £2,357.00         | £2,451.00 4%                                   |
| 2130 Truck Replacement              | £0.00             | £0.00 This will need to be reviewed            |
| 2139 Protective Clothing            | £1,040.00         | £1,082.00 4%                                   |
| 4101 Horticulture                   | £536.00           | £557.00 4%                                     |
| 4102 Christmas Lighting             | £2,142.00         | £2,228.00 4%                                   |
| 4105 Town Clock Repairs             | £536.00           | £557.00 4%                                     |
| 4112 Events                         | £9,120.00         | £9,485.00 4%                                   |
| 4114 Project Fund                   | £10,000.00        | £10,000.00                                     |
|                                     | <b>£28,945.00</b> | <b>£29,703.00</b>                              |
| <b>402 Recreation</b>               |                   |                                                |
| 4202 The Orchard                    | £268.00           | £279.00 4%                                     |
| 4204 Thetford Rd Play Park          | £1,071.00         | £1,114.00 4%                                   |
| 4205 BRPF Play Park                 | £2,142.00         | £2,228.00 4%                                   |
| 4206 Horticultural Work/Tree Survey | £6,500.00         | £6,760.00 4% - Next tree survey due March 2028 |
| 4208 Cemetery/Ave Trees             | £10,710.00        | £10,710.00 Contract over 3 years - ends Dec 28 |
|                                     | <b>£20,691.00</b> | <b>£21,091.00</b>                              |
| <b>403 Street Lights</b>            |                   |                                                |
| 4302 Street Lighting Energy         | £6,563.00         | £6,891.00 5%                                   |

4303 Street Lighting Repairs

|                   |                   |
|-------------------|-------------------|
| £8,320.00         | £8,653.00 4%      |
| <b>£14,883.00</b> | <b>£15,544.00</b> |