



LOCAL GOVERNMENT ACT 1972

NOTICE OF A MEETING OF

BRANDON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND THE FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL, WHICH WILL BE HELD IN THE OLD SCHOOL HOUSE BRANDON, MONDAY 10TH MARCH 2025, STARTING AT 7.00 P.M.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. THE MEETING CUSTOMARILY INCLUDES A 15-MINUTE OPEN FORUM, WHEN MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS ARE INVITED TO ADDRESS THE COUNCIL.

Tina Cunnell

Clerk

Brandon Town Council

AGENDA

1	Apologies for Absence To receive
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)
3	To receive a report from Sqn Ldr Eaton – RAF Lakenheath To receive and note
4	Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meeting on 10th February 2025
5	Minutes of Previous Meetings To receive and note minutes of the Planning Committee Meeting of 3 rd March 2025

6	<p>Chairmans Report To receive and note</p>
7	<p>Public Participation Time The meeting will be adjourned for a period of 15 minutes 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</p>
8	<p>Reports from County and District Councillors To receive and note</p>
9	<p>Reports from Town Councillors Reports of project activity or outside bodies attended on behalf of the Council</p>
10	<p>Accounts Decision required: To approve and note payments made in February 2025</p>
11	<p>Grant Applications Decision required: To consider S137 grant from 1st Brandon Scout Group</p>
12	<p>Income & Expenditure Statement against budget for January 2025 To receive and note</p>
13	<p>SALC Internal Audit Service – Letter of Engagement Decision required: To appoint SALC as internal auditor for the period 1st April 2024 – 31st March 2025, by approving the letter of engagement</p>
14	<p>Defibrillators Decision required: To consider adding to the current program of AED's</p> <ul style="list-style-type: none"> • Purchase and site four defibrillators via funds from 'project ' allocation • Set up and manage a network to fundraise and maintain • Provide facilities for training <p>Lead: Cllr P Gorringe</p>
15	<p>Permissions for No Cold Calling Zone signs Decision required: To allow permission for 2 x NCCZ Signs to be erected on Swallow Drive, Brandon. Future requests to be dealt with by Town Clerk Decision: Delegate powers to Town Clerk to manage future requests</p>
16	<p>New Cemetery Committee Recommendations to Full Council Decision required: To accept new plan Lead: Cllr G Brocklehurst</p>
17	<p>TRO Update To review and approve questions for the public consultation</p>

	https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=3nXBblzbHkyJx7vuLJCvglCkAqMO3wBCuGnv8IQ_NWpUMkk2WFJCMEtXSUVRMkFNSkVSUTZVT1hLQS4u&Token=e04b82b52ce845748273b578f05f11d3
18	Brandon Creative Forum Decision required: To allow Brandon Creative Forum to hang decorative lamps down Victoria Avenue and approval to decorate the railings at Old School House from 29 th November 2025 into the new year of 2026
19	Clerks Update To receive any information received since publication of agenda



BRANDON

TOWN COUNCIL

FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 10TH FEBRUARY 2025 7.00 P.M.

Present: Councillors: Wittam (Chair), Brocklehurst, Bland, Challiss, Gorringe, Hughes, KostECKi, Lukaniuk, Pinnell, Savage, Siebert, Skinner. Clerk: Cunnell

MINUTES

1	<p>Apologies for Absence Apologies received from Cllr C. Watts.</p>
2	<p>Declarations of Interest and requests for Dispensations Cllr Skinner – Non-pecuniary interest - item 14.</p>
3	<p>To receive a report from Sqn Ldr Eaton – RAF Lakenheath Sqn Ldr Eaton was unable to attend the meeting but sent in a report that was noted.</p>
4	<p>Minutes of Previous Meetings Agree and sign the minutes from the Full Council Meetings on 13th January 2025. Resolution Record No: BTC/135/10/Feb/25 RESOLVED</p>
5	<p>Chairmans Report Chairman gave a verbal update:-</p> <ul style="list-style-type: none"> • 27th January attended Holocaust Memorial Service in Abbey Gardens. • What a difference it has made to Brandon Town Council having a qualified Town Clerk. The Clerk has already secured funding and is working with other organisations on positive projects for Brandon. • Work has started on a project on the Brandon Remembrance Playing Fields. It will be known as The Queen Elizabeth Memorial Garden. The grant funding the Clerk secured and money from my Locality Budget will pay for this project. A possibility of Brandon Town Council providing a centre-piece memorial stone or something of that nature, in memory of our late queen. • Lastly the Chairman read out the Nolan Principles.
6	<p>Public Participation Time The meeting was adjourned.</p>

	<p>A resident had emailed to ask if the New Cemetery Committee meetings could be live streamed. All Councillors were in agreement.</p> <p>A member of the public queried about the amount of rubbish by the bridge, due to the dustbin having been removed. Cllr Savage will contact West Suffolk Council regarding a replacement bin.</p> <p>A resident had a query re item 14 on the agenda. Councillors commented that it had been discussed that a brick, not stone gateway along with other changes to the layout be made.</p> <p>Meeting re-opened.</p>
7	<p>Reports from County and District Councillors</p> <p>Cllr Lukaniuk, as County Councillor, reported:-</p> <ul style="list-style-type: none"> • The resurfacing in St Peters is being completed starting 15th for two days. Elizabeth Road and parts of George Street have also been resurfaced. • Meeting on Thursday with Head of Structures regarding the bridge parapets. • A TV crew from the BBC have been in contact regarding a documentary about eight buildings at risk. The railway station building maybe included. Photographs of the inside and outside of the building are required.
8	<p>Reports from Town Councillors</p> <p>Cllr Siebert reported that Brandon Town Council have helped fund a warm space at the Royal British Legion in conjunction with Brandon Creative Forum on a Wednesday. The Community Café will run on a Monday, Wednesday and Friday during the school summer holidays in order to provide free school meals.</p> <p>The Clerk commented that the funding came from the Prosperity Fund Grant and that Brandon Creative Forum are producing craft projects for Apple Blossom Day in the Orchard, later in the year.</p> <p>Cllr Brocklehurst reported that Brandon in Bloom can now officially confirm that Brandon will again be visited by the judges on the National RHS scheme. The theme is Jane Austin if shop keepers wish to decorate their windows.</p>
9	<p>Accounts</p> <p>To approve and note payments made in January 2025</p> <p>A query was raised about an invoice on the payments list for data sets. The Clerk replied it was for traffic statistics that were required as part of the TRO for HGV vehicles that is a later agenda item.</p> <p>Resolution Record No: BTC/136/10/Feb/25</p> <p>RESOLVED</p>
10	<p>Grant Applications</p> <p>To consider S137 grant from Brandon Pride Suffolk UK</p> <p>A number of representatives from Brandon Pride gave an overview of what the group are looking to achieve. A number of Councillors made comments about the group and their work. Cllr Wittam proposed and Cllr Siebert seconded that the grant of £500 to Brandon Pride be paid.</p> <p>Resolution Record No: BTC/137/10/Feb/25</p> <p>RESOLVED</p>

11	<p>Income & Expenditure Statement against budget for December 2024 Received and noted.</p>
12	<p>Financial Year End arrangements To discuss and agree the following:</p> <ol style="list-style-type: none"> 1. To agree in principle movement of any underspend into appropriate reserves at the end of the year Resolution Record No: BTC/138/10/Feb/25 RESOLVED 2. Minimum bank balance to be maintained The Clerk recommended that £40,000 be in the bank as a minimum, with the rest of the money in the savings, which can be transferred instantly if necessary. Resolution Record No: BTC/139/10/Feb/25 RESOLVED 3. £2000 available in year, to agree possible uses Councillors discussed the item but no projects were agreed upon. The public are requested to contact the Council with any ideas for future projects in Brandon. Resolution Record No: BTC/140/10/Feb/25 RESOLVED
13	<p>Minutes of Previous Meetings To receive and note minutes of the New Cemetery Committee Meeting of 15th January 2025 Amendment: replace stone gateway with brick. Resolution Record No: BTC/141/10/Feb/25 RESOLVED</p>
14	<p>Proposals from New Cemetery Committee To agree the following recommendations to contractor: -</p> <ul style="list-style-type: none"> • A couple of gaps in the northern part of the hedge to allow pedestrian access to future phases • The entrance to be adapted to reflect the brick gateway <p>Councillors discussed the item including the need for the hedgerow as part of the biodiversity net gain (BNG) element. Resolution Record No: BTC/142/10/Feb/25 RESOLVED</p>
15	<p>Minutes of Previous Meetings To receive and note minutes of the Events Committee Meeting of 27th January 2025 Received and noted.</p>
16	<p>Minutes of Previous Meetings To receive and note minutes of the Planning Committee Meeting of 3rd February 2025 Received and noted.</p>
17	<p>TRO Update To review comments received and agree to a public consultation to apply for TRO</p>

	<p>The Clerk thanked the Councillors for their comments. The Clerk thanked Cllr Bland for all his work on the statistics.</p> <p>There was a discussion about the following:-</p> <ul style="list-style-type: none"> • Need for public consultation • How the public consultation could be carried out • How concerns about business would be represented • Businesses can apply for exemption. <p>Resolution Record No: BTC/143/10/Feb/25 RESOLVED</p>
18	<p>The Brandon Poors Estate Nominate two Trustees Cllr Skinner and Cllr Challiss put their names forward to be trustees of The Brandon Poors Estate. Resolution Record No: BTC/144/10/Feb/25 RESOLVED</p>
19	<p>Appointment of Councillor to Community Group – Brandon Remembrance Playing Fields Appoint a Councillor Cllr Challiss put her name forward to be trustee of Brandon Remembrance Playing Field. Resolution Record No: BTC/145/10/Feb/25 RESOLVED</p>
20	<p>Civility and Respect Pledge Decision required: To sign up to the Civility and Respect Pledge https://www.nalc.gov.uk/campaigns/civility-and-respect.html The Clerk gave information about the pledge explaining it was best practice for the Council. Resolution Record No: BTC/146/10/Feb/25 RESOLVED</p>
21	<p>Support Memorial Bench Application To support an application for a memorial bench in Brandon The Clerk explained about supporting an application for a memorial bench in Brandon. She explained further how the resident would be taking full responsibility for the licensing and maintenance of the bench. Resolution Record No: BTC/147/10/Feb/25 RESOLVED</p>
22	<p>Memorial Bench Policy To adopt Memorial Bench Policy The Clerk thanked Cllr Pinnell for his input on the policy and explained that a policy needs to be in place. Resolution Record No: BTC/148/10/Feb/25 RESOLVED</p>
23	<p>Clerks Update The Clerk gave the following update:-</p> <ul style="list-style-type: none"> • Reminder - CPP market place event “Light up the Town.” Thanked Councillors who are assisting (Tuesday 25th February)

	<ul style="list-style-type: none">• Reminder - PSCO on the market on Thursday• Staff are currently working on reserves and underspend.• TRO development of questions.• H&S audit of sites. Action plan – 70% complete. The rest is in progress.• Contractor engaged for GOV.UK domain and emails. We were told it would take 4-6 weeks and we instructed approximately 2 weeks ago.• Trees x 2 to replace struggling trees in avenue. Ordered and paid for.• Plans and proposal for Jetty have been sent to Suffolk County Council and Environment Agency have engaged to discuss work permits. Awaiting comments from both.• Meeting with local police and Breckland School around engagement with the community with 4 students attending the events meeting to discuss youth events and their participation in projects and events within the town.• Started the 'Warm Space' and craft Cafe at RBL which will produce items for the Apple Blossom Day as part of the prosperity funding.• Removal of broken speed signs by SCC, will be happening.• Request public to contact the Council about future projects for Brandon.
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The meeting closed at 8.38 PM

Chairman

Date



BRANDON

TOWN COUNCIL

**PLANNING COMMITTEE MEETING OF BRANDON TOWN COUNCIL,
OLD SCHOOL HOUSE, BRANDON
MONDAY 3RD MARCH 2025 12.00 P.M.**

Present: Councillors: Brocklehurst (Chair), Gorringe, Kostecki, Lukaniuk, Pinnell, Siebert.
Clerk: Cunnell

MINUTES

1	Apologies for Absence None.
2	Declarations of Interest and requests for Dispensations None.
3	Minutes of Previous Meetings Agree and sign the minutes of the Planning Committee meeting held on 3 rd February 2025. Resolution Record No: BTCP/149/03/Mar/25 RESOLVED
4	Public Participation Time No questions were asked.
5	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/25/0198/TCA – 31 Church Road, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SR75M8PDHKW00 Cllr Siebert proposed and Cllr Lukaniuk seconded that the application is supported. Resolution Record No: BTCP/150/03/Mar/25 RESOLVED – SUPPORT
6	Late Planning Applications Received after Agenda was Published None.

7	Clerks Update There was no further information received since the publication of the agenda.
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The meeting closed at 12.03 PM

Chairman

Date

Accounts for Payment February 2025

Invoice Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
28/01/2025	BTC 250117	Link Global Services Ltd	Christmas Lights	£406.75	£81.35	£488.10	BACS
28/01/2025	Proforma	J W Plant & Co Ltd	VE Day Flag	£47.33	£9.46	£56.79	BACS
03/02/2025	168191	Paramount Plants	2 x Lime Trees for Victoria Ave.	£283.33	£56.67	£340.00	BACS
10/02/2025		Brandon Pride	S137 Grant	£500.00	£0.00	£500.00	BACS
11/02/2025	1062-BTC	Squiracle Creative	UKPF - Orchard Info Board	£225.00	£0.00	£225.00	BACS
20/02/2025	RB001/25	Run Breckland	UKPF - Nine Stiles Run	£490.00	£0.00	£490.00	BACS
21/02/2025	26705	Shelley Signs Ltd	UKPF - BRPF Info Board	£965.00	£193.00	£1,158.00	BACS
25/02/2025		Brandon Creative Forum	UKPF - Warm Space/Craft Items	£300.00	£0.00	£300.00	BACS
25/02/2025	1288	Cumbria Wildflowers Ltd	UKPF - Plants for Orchard	£183.78	£36.76	£220.54	BACS
28/02/2025	SO29487	Wildcare Ltd	UKPF - Nest Boxes for Orchard	£133.29	£26.66	£159.95	BACS
25/02/2025	1423	Culford Waste Ltd	Cut Grass - New Cemetery Site	£400.00	£80.00	£480.00	BACS
16/01/2025	INV-11497	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
18/01/2025	M022 60	BT	Phone OSH	£101.22	£20.24	£121.46	Direct Debit
21/01/2025	M087 5X	BT	Phone OSH	£165.56	£33.11	£198.67	Direct Debit
22/01/2025	M062 00	BT	Phone OSH	£40.49	£8.10	£48.59	Direct Debit
01/02/2025	12957	Cranberry Comms.	Microsoft 365	£119.95	£23.99	£143.94	Direct Debit
01/02/2025	2318822	YU Energy	Electric OSH	£148.11	£7.41	£155.52	Direct Debit
01/02/2025	2318824	YU Energy	Electric BRPF Yard	£390.62	£78.12	£468.74	Direct Debit
03/02/2025	2348653	YU Energy	Electric Pillar 8 Market Hill	£35.02	£1.75	£36.77	Direct Debit
03/02/2025	2348683	YU Energy	Electric Pillar 9 Market Hill	£40.74	£2.04	£42.78	Direct Debit
03/02/2025	2348655	YU Energy	Electric Cemetery Yard	£29.80	£1.49	£31.29	Direct Debit
03/02/2025	2348654	YU Energy	Electric Christmas Tree Pillar	£44.96	£2.25	£47.21	Direct Debit
03/02/2025	2363064	YU Energy	Gas OSH	£150.64	£7.53	£158.17	Direct Debit
18/02/2025	4042512	Everflow Water	Water OSH	£49.00	£0.00	£49.00	Direct Debit
20/02/2025	V02319294030	EE	2 x Mobile Phones	£43.20	£8.64	£51.84	Direct Debit
24/02/2025		Creative Pension Trust	Pensions - February	£751.99	£0.00	£751.99	Direct Debit

Accounts for Payment February 2025

26/02/2025		BNP Paribas Leasing Sol.	Photocopier - Quarterly Rental	£309.00	£61.80	£370.80	Direct Debit
28/02/2025		Unity Trust Bank	Service Charge	£13.35	£0.00	£13.35	Direct Debit
31/01/2025	76546	Alan R Cross & Son	Attend Tripping Problem - OSH	£275.00	£55.00	£330.00	BACS
28/02/2025	76672	Alan R Cross & Son	Install New Fire Alarm Panel	£289.07	£57.81	£346.88	BACS
05/02/2025	CUE57I	Amazon	Mesh Fencing - The Lode	£35.56	£7.12	£42.68	BACS
20/02/2025	WJ3UXI	Amazon	Sellotape	£11.00	£2.20	£13.20	BACS
23/02/2025	GBSORI	Amazon	Hi Vix Jackets - Keep Britain T	£15.82	£3.16	£18.98	BACS
23/02/2025	YAEUI	Amazon	Ink Pads - Date Stamp	£6.25	£1.25	£7.50	BACS
23/02/2025	IAEUI	Amazon	Litter Picker - Keep Britain Tidy	£9.57	£1.92	£11.49	BACS
23/02/2025	TAEUI	Amazon	Litter Pickers - Keep Britain Tidy	£9.57	£1.92	£11.49	BACS
10/02/2025	532793	J & D Green	Window Cleaning OSH	£25.00	£0.00	£25.00	BACS
07/02/2025	66488	Chase Timber Products	Board for Window - Cem. Yard	£26.84	£5.36	£32.20	BACS
19/02/2025	66569	Chase Timber Products	Post Mix - Thetford Road Posts	£9.36	£1.87	£11.23	BACS
20/02/2025	7055	Brunning Electrical Sers.	Connected Water Heater	£50.00	£10.00	£60.00	BACS
24/02/2025	76014	BladeMaster	Services Mower Blades x 3	£15.75	£3.15	£18.90	BACS
27/02/2025	SINV080169	WorkNest Ltd	2 x Asbestos Surveys - Yards	£720.00	£144.00	£864.00	BACS
28/02/2025	INV-204759	Alltime Alarm Sols Ltd	Fire Alarm Service & Emer Light	£112.00	£22.40	£134.40	BACS
28/02/2025	1016309998	Travis Perkins Ltd	Graffiti Remover - Play Equip	£7.26	£1.45	£8.71	BACS
28/02/2025	3706	Dave Green Heating	Supply & Fit Water Heater - OSH	£960.00	£192.00	£1,152.00	BACS
28/02/2025	4442	Evolution Town Plan.	New Cemetery Work 3/12 - 28/2	£337.90	£67.58	£405.48	BACS
28/02/2025	295862	Fengate Fasteners Ltd	PPE, Drill/Battery, Gator Beacon	£323.88	£64.78	£388.66	BACS
28/02/2025	295891	Fengate Fasteners Ltd	Abrasive Disks & Screws	£12.48	£2.50	£14.98	BACS
28/02/2025	20250000201	Finevale Service Station	Fuel	£41.67	£8.33	£50.00	BACS
05/03/2025		HMRC	NICS	£2,764.05	£0.00	£2,764.05	BACS



BRANDON

TOWN COUNCIL

Please complete all sections of this form clearly using black ink.
(This is so that details will still be readable if the form is photocopied)

A. YOUR DETAILS

1. Name of organisation in full:

2. Name and address of person making the application (to whom all correspondence will be sent):

3. Daytime telephone number:

4. E-mail address:

5. Organisation bank details – Account name, Account No, Sort-code:

B. YOUR ORGANISATION

6. Registered charity number (where applicable):

7. Year organisation established:

8. What does your organisation do? *Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.*

We are a scout group made up of 4 sections (Squirrels (4-6), Beavers (6-8), Cubs (8-10.5), Scouts (10.5-14). Each section meets on a weekly basis and we deliver a programme of activities which help young people achieve their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as members of local, national and international communities.
Our team leaders are all volunteers who give up their time to deliver these activities, in addition we offer overnight camps, day trips and water activities run on weekends.

9. What area is served by your organisation?

10. What is the total membership of your organisation?

11. How many members live in the Town?

12. Please give the names and addresses of the officers of your organisation.

Chairman	Tracy Browning.
Treasurer	Wendy Barnes,
Secretary	n/a

13. Please provide a set of your organisation's latest **accounts**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.

Accounts to March 2023 attached – surplus to date £10,183.9 Income April 2024 to date - £9127.26 Expenditure April 2024 to date £13,023.77 – loss for year to date £3896.51 Bank balances - Lloyds £25.80. COOP £6261.59 (payment for £3636 has to be paid to District on 1 st April for annual census, see attached invoice)

C. GRANT REQUEST

14. How much grant are you asking for?

£5,000

15. What is the total cost of the project?

£20,000

16. What will you use the grant for?

Our scout hut needs a new roof.
The current roof is wooden beams with corrugated sheets

The sheets have no anti condensation and have moved over the years resulting in leaks, this has damaged the internal ceilings which also need replacing.

The £20,000 is for the following

Wood baton to be fixed to existing beams
Membrane to be attached to the baton
120 sheets of corrugated tin (12ft x 1m) with anti condensation lining
Scaffolding
Labour

17. How many people in the Town area do you estimate will benefit from the grant?

120 this term

18. Have you applied for funds from other sources? YES/NO

(If yes, please give details of where and the amount and whether this has been successful)

Source:	Amount	Success
Brandon Rotary Club	??	Pending

19. What fund-raising efforts will your organisation be making?

We are planning to run bingo evenings, raffles and quizzes to try and raise funding.

We hope to apply to District Councillors after April 2025 for their locality budget as well

20. Please indicate the age range of the beneficiaries of any award, e.g. young children/youth / adult / senior citizens.

Age Range	Yes/No
Under 5 years	Yes/No
5 – 16 years	Yes/No
16 – 25 years	Yes/No
25 – 65 years	Yes/No
65 +	Yes/No
All of the above	Yes/No

Please use the space below to include a **Statement** in support of your request. *(This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form.*

D. STATEMENT IN SUPPORT OF GRANT REQUEST

1st Brandon Scout Group has been based in Brandon since the 1970's, our group is continuing to grow in both youth numbers and adult volunteers.

We currently have 103 youth members age 4-14 across 4 sections, the young people move up in to the older sections as they reach the required age and new members join. At the age of 14, the young people become Young Leaders and remain with us to assist sections deliver exciting programmes.

Our programmes are based around a scouts curriculum whereby young people earn badges on completion of tasks and activities, their goal is to achieve the Chief Scout Award for the section they are in. The opportunities we offer to our young people

are varied from outdoor, adventure, skills, personal challenges, world challenges and so much more. These programmes teach our young people skills for life, whilst giving them confidence and independence to make good decisions.

We offer overnight camps, day trips and water activities outside of the regular meetings, some of our young people would not have these opportunities if it wasn't for scouting.

We rely on our scout hut as a place to deliver these activities and with a roof that is leaking, we have a risk of closure. This would result in these opportunities being withdrawn in Brandon and as other local groups are at capacity the Brandon young people will not be able to continue with their scouting journey.

E. CERTIFICATION

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Brandon Town Council.

Signed:	Date: 25/02/2025
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If successful Brandon Town Council must be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached.

THE CONSTITUTION of 1st Brandon Scout Group

This constitution describes the role, membership and operation of the Scout Council, and the Trustee Board.

In the interest of openness, especially for new members of the Scout Council, the Scout Council should re-adopt their constitution at each Annual General Meeting.

Part 1: Context

1.1 The Purpose of Scouting

Scouting in the UK is organised through the Scout Association. The Scout Association has a clear purpose 'Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society'

1.2 The Scout Method

Our development of young people takes place when the young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

1.3 The Balanced Programme

The balanced programme provides a framework for the progression of training, activities and awards that covers everything that young people do in Scouting from the ages of 4 to 25. It involves helping young people to grow through six tailored programme zones: Community, Global, Beliefs and Attitudes, Outdoor and Adventure, Creative Expression and Fit for Life.

1.4 Key Policies

The Scout Association has adopted key policies relating to:

- Vetting
- Child Protection
- Anti-Bullying
- Safety
- Equal Opportunities
- Religion

- Development

These can be found in the latest edition of the Policy, Organisation & Rules of the Scout Association.

1.5 Structure of the Scout Association

Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. The units of Scouting provide:

- Support
- Channels for communication
- Opportunities for youth members and adults to make decision and take responsibility
- Functional units through which the design and delivery of the youth programme can be best achieved

The Scout Group is the local organisation for Scouting. It combines together the different sections and comprises of one or more of any or all of the following:

- a Squirrel Scout Drey
- a Beaver Scout Colony
- a Cub Scout Pack
- a Scout Troop

All sections in a Scout Group provide co-educational scouting.

1.6 Registration of Scout Groups

A Scout Group cannot exist unless it has current registration with the Scout Association. Registration is renewed annually by completing and submitting an annual registration and census return as directed by Headquarters. Registration renewal also requires the payment of the Headquarters membership subscription and any District, and County Membership subscriptions payable.

The registration, suspension and alteration or cancellation of registration are matters for the appropriate District Commissioner and District Executive Committee.

Charity Law does not permit a Scout Group to transfer from the Scout Association to any other body whether calling itself a Scout Organisation or by any other name.

1.7 Our Aim

The aim of 1st Brandon Scout Group is to provide scouting to boys and girls in the Brandon area from the ages of 4 to 16.

Part 2: Management

1st Brandon Scout group is an autonomous organisation holding its property and equipment and admitting young people to membership of 1st Brandon Scout Group subject to the policy and rules of the Scout Association.

1st Brandon Scout Group is a not for profit organisation and is a Registered Educational Charity. 1st Brandon Scout Group is led by a Group Scout Leader and managed by an Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the group. The Group Scout Leader is assisted and supported by the Group Leadership team and Group Supporters in the delivery of the balanced programme for young people within the group.

Part 3: The Group Scout Council

3.1 Membership

The Scout Council is the body which has charity responsibility for Scouting in the Group, District or County. The Trustee Board is accountable to the Scout Council for the governance of the charity. The Scout Council has no Trustee responsibilities.

a) Membership of the Scout Council does not provide membership of the Scouts.

b) There are four categories of membership of each Scout Council:

- a. Ex officio
- b. Nominated
- c. Co-opted (only for the County Scout Council)
- d. Right of attendance

c) A Secretary must ensure that nominated and co-opted Scout Council Members are recorded in the minutes of the Scout Council meeting which is normally the Annual General Meeting. Nominated and co-opted Scout Council members must not be recorded on The Scout Association's membership system.

Ex officio Scout Council members must not be recorded as Scout Council Members on The Scout Association's membership system.

3.2 Group Scout Council membership

The ex officio members of the Group Scout Council are:

- a. all adult members of the Group – see Group roles listed in the Chapter 16 Roles Table
- b. all Patrol Leaders of the Troop(s) in the Group
- c. parents or carers of Squirrels, Beavers, Cubs and Scouts
- d. Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District

- e. parents and carers of Explorers, if so stated in a Partnership Agreement between the Unit, the Group and the District
- f. the Sponsoring Authority, where there is one, or its nominee
- g. the District Commissioner
- h. the District Trustee Board Chair

The nominated members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Trustee Board. The number of nominated members must not exceed the number of ex officio members.

A nominated member of the Group Scout Council must be appointed for a fixed period not exceeding three years. Subsequent reappointments are permitted.

The County Commissioner has a right of attendance at all Group Scout Council meetings in the County.

3.2 AGM Meetings

The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:

- Receive and consider the Annual Report of the Group Executive Committee, including the annual statements of account.
- Approve the Group Scout Leaders nomination of the Group Chairman and nominated members of the Group Executive Committee
- Elect a Group Secretary and Group Treasurer
- Elect certain members of the Group Executive Committee
- Appoint an auditor or independent examiner or scrutineer as required

The quorum of Group Chairman, Group Secretary and Group Treasurer cannot be held by an appointed Scouter.

3.3 Appointments and Elections

Members of the Group Council wishing to stand for election should make their intention known to the Group Scout Leader at least 14 days before the date of the meeting at which the election will take place. Only if no one has notified the Group Scout Leader in this way that they wish to stand for election to a particular position will people be allowed to put themselves forward at the meeting itself for that position.

No individual can hold more than one nominated, elected or co-opted position on the Group Executive Committee. Appointments on the Group Executive Committee may be terminated by:

- The resignation of the holder

- The unanimous resolution of all other members of the Group Executive Committee
- The expiry of the period of appointment
- Confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the Group

All persons becoming members of the Group Executive Committee must complete the Scout Association's appointments process which includes a Personnel Enquiry.

Part 4: The Group Executive Committee

4.1 The Responsibilities of the Group Executive Committee

The Group Executive Committee supports the Group Scout Leader and ensures the effective administration of the Scout Group. The Group Scout Leader nominates the Group Chairman and the relationship should be one of partnership and mutual support.

The Group Executive Committee aims to make sure that the Scout Group has the facilities and resources needed to deliver good Scouting in the group. This includes:

- The maintenance of the Group's property and equipment
- The raising of funds and the administration of the Group's finances
- The insurance of persons, property and equipment
- Group public occasions
- Assisting with the recruitment of leaders and other adult support

4.2 Meetings

The Group Executive Committee should formally meet at least three times a year in person or online (not including the AGM of the Group Council)

The quorum for meetings of the Group Executive Committee is five voting members, one of whom must be the Group Scout Leader or Group Chairman

When a Section Leader is unable to attend a Group Executive Committee meeting, they may be represented by and voted on behalf of by an Assistant Leader from their section.

4.3 Procedure for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of the members present. In the event of an equal number of

votes being cast on either side the Chairman does not have casting vote and the matter is taken not to have been carried.

4.4 Right of Attendance

The District Commissioner and the District Chairman have a right of attendance at meetings of the Group Executive Committee

4.5 Sub Committees

The Group Executive may establish any sub-committees that it deems necessary.

The Group Scout Leader and the Group Chairman will be ex-officio members of any sub-committee of the Group Executive Committee

Any fundraising committee must include at least two members of the Group executive Committee, in addition to the ex-officio members. No Section Leader or Assistant Leader may serve on such a fundraising sub-committee.

4.6 Charitable Status

As 1st Brandon Scout Group is an educational charity, the members of the Group Executive Committee are also Trustees.

Before becoming member of the Group Executive Committee, prospective members must be made aware of the qualifications for becoming and the responsibilities of being a Charity Trustee.

Only persons aged 18 or over may be full voting members of the Group Executive Committee because of their status as Charity Trustees.

Certain people are disqualified from being charity trustees by virtue of the Charities Act. Charity Trustees are responsible for complying with all legislation applicable to Charities.

Part 5: Finance

5.1 Budgeting and Expenditure

The Group Executive Committee must ensure that proper financial planning and budgetary control is operated within the Group.

Changes to subscriptions charged by Sections of the members require the approval of the Group Executive Committee.

All expenditure not specifically delegated to the sections must be approved by the Group Executive Committee to ensure that the Group can meet any liability so incurred.

When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the Group and not in a personal capacity.

5.2 Funds administered by Sections

Each section should itself administer sums collected through subscriptions, charged for section activities and/or allocated to it by the Group Executive Committee.

All funds administered by sections remain the assets of 1st Brandon Scout Group and must be consolidated into the Group accounts at the end of the financial year.

Each section must keep a proper cash account which must be produced, together with supporting documentation and the cash balance to the Group Treasurer at least once in each three month period.

Sections may hold their own bank accounts subject to the same rules as the main group account, see below

5.3 Bank Accounts

All monies received by or on behalf of the Group either directly or via supporters must be paid into a bank account held in the name of the Group. This account may, alternatively be a National Savings account or a building society account.

The Group bank account(s) will be operated by the Group Treasurer and other persons authorised by the Group Executive Committee. The section bank accounts (when held) will be operated by the Section Leaders, other leader if designated to administer the sections accounts and the Group Treasurer.

A minimum of two signatures must be required for any withdrawals

Under no circumstances must any monies received by a section or supporter on behalf of the Group be paid into a private bank account.

Cash received at a specific activity may only be used to defray expenses of that same specific activity if the Group Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.

5.4 Books of Account

As a separate educational charity, 1st Brandon Scout Group is under a statutory obligation to keep proper books of account.

A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with the rules of

the Scout Association. This statement must account for all monies received or paid on behalf of the Group, including all sections and committees.

Signed copies of the annual report and accounts must be sent to the District Treasurer within 14 days of the Group's Annual General Meeting at which the annual report and accounts were received and considered. A copy of the annual report and accounts must also be sent to the Charity Commissioners within ten months of the financial year end.

Statements of account and all existing records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by H.M revenue and customs.

Part 6: This Constitution

All changes to the Constitution must be approved by a meeting of the Group Scout Council.

Minor changes can be provisionally approved by the Group Executive Committee, and brought into effect pending full approval by the Group Scout Council.

In the event of a significant change being needed before the next AGM of the Group Scout Council, then an Extraordinary meeting of the council should be sought.

This document is based on the Scout Association's 'Policy, Organisation and Rules (P.O.R)' where the two differ, this constitution has jurisdiction over 1st Brandon Scout Group.

When P.O.R is updated, the relevant changes will be reviewed by the Group Scout Leader and appropriate changes proposed to 1st Brandon Constitution if needed.

For any matters not covered in this constitution, reference should be made to P.O.R. The rules or recommendation made therein will then apply until consideration by the Group Executive Committee and/or constitution is amended.

1st Brandon Scout Group

Income and Expenditure Account (01/04/2023 - 31/03/2024)

INCOME	£
Subs	7300.70
Camp & Trips	4486.87
Activities	54.50
Fundraising	145.19
Misc	1200.00
Grant	4985.00
Total Income	<u><u>18172.26</u></u>
EXPENSES	
Rent/Ins/Utilities	1754.40
Camps & Trips	3884.40
Programme Activities	3326.63
Badges	688.59
Trophies	
Repairs / Maint	2573.31
Sundries	1912.09
Capitation	3168.00
Total Expenditure	<u><u>17307.42</u></u>
Profit / (Loss) for year to 31/03/2024	864.84
Surplus	864.84

Bury St Edmunds District Scout Membership Invoice

Invoice Number 2025-02

20th Feb. 2025

District Treasurer

Mike Golston

118 Sherborne Road

Bury St Edmunds

IP33 2ET

Tel; 01284 752956

Email Address: mgolston.scouts@btinternet.com

Invoice to:

1st Brandon Scout Group

Leisure Centre Field

Church Road

Brandon

Membership

Squirrels	20		
Beavers	16		
Cubs	20		
Scouts	16		
Total	72	at £50.50 per member	£3,636.00

Payment due by 1st April 2025

Cheques payable to "Bury St Edmunds District Scout Council" sent to Treasure or

BACS Payment to Barclays Bank

Sort Code. 20-16-12

Account No. 90930482

Account Name: Bury St Edmunds District Scout Council

1st Brandon Scout Group
45 Sedge Fen
Brandon
United Kingdom
IP27 9LG

Your Account

Sort Code 30-99-50
Account Number 27500563

TREASURERS ACCOUNT

01 February 2025 to 25 February 2025

Money In	£293.60	Balance on 01 February 2025	£209.99
Money Out	£477.79	Balance on 25 February 2025	£25.80

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Feb 25	H ARNOLD MATILDA PANTO 600000001502137546 309288	FPI	6.00		215.99
04 Feb 25	CHRIS PALLE T/AS PALLETT BOWLING	FPI	5.80		221.79
04 Feb 25	BARNES K & WC BRANDON 35145243417764000N 600416	FPI	100.00		321.79
04 Feb 25	BURY ST EDMUNDS SC 300000001506625113	FPO		232.39	89.40
06 Feb 25	ARNOLD EJ RODGERS PANTO RP4659984810414100 208593	FPI	12.00		101.40
07 Feb 25	M NOLDER A B SUBS 600000001504424678 110819	FPI	30.00		131.40
07 Feb 25	A HEATHCOTE O SMITH SLEEPOVER	FPI	25.00		156.40
07 Feb 25	WHISTLER SARAH WHISTLER SLEEPOVER	FPI	25.00		181.40
07 Feb 25	EVERSHED MICALA EVERSHED SLEEPOVER	FPI	25.00		206.40
07 Feb 25	EVERSHED MICALA E EVERSHED PANTO	FPI	6.00		212.40
07 Feb 25	N PONDER TOBY PANTOMIME 100000001495895337 776626	FPI	6.00		218.40
07 Feb 25	N PONDER JPONDER PANTOMIME	FPI	6.00		224.40
10 Feb 25	WHISTLER SARAH WHISTLERPANTOBOWL	FPI	11.80		236.20
10 Feb 25	BRANDON REMEMBRANC 200000001502242912 2503	FPO		10.00	226.20
14 Feb 25	BURY ST EDMUNDS DI 100000001499255893	FPO		40.60	185.60
14 Feb 25	K BUTCHER 100000001499256347 JAN	FPO		31.93	153.67

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 30-99-50
Account Number 27500563

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
14 Feb 25	K BUTCHER 400000001513272294 FEB	FPO		6.72	146.95
14 Feb 25	ALAN CHAPMAN 100000001499257046 JAN	FPO		35.49	111.46
14 Feb 25	BUTCHER KATHERINE DANICA PATROL CAMP	FPI	35.00		146.46
24 Feb 25	BURY ST EDMUNDS SC 200000001509532584	FPO		120.66	25.80

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1176 Precept	389,480	389,480	0			100.0%	
1177 Misc Income	27	0	(27)			0.0%	
1180 Room Hire	940	1,000	60			94.0%	
1190 Interest on Investments	5,178	0	(5,178)			0.0%	
Administration :- Income	395,625	390,480	(5,145)			101.3%	0
1101 Insurances	56	11,600	11,544		11,544	0.5%	
1102 Vehicle Insurance	1,021	1,100	79		79	92.8%	
1110 Audit Fees (External)	40	1,000	960		960	4.0%	
1111 Audit Fees (Internal)	1,575	1,650	75		75	95.5%	
1120 Legal Fees	0	2,500	2,500		2,500	0.0%	
1125 Website Upkeep	280	400	120		120	70.0%	
1130 Office Equipment/Furniture	53	500	447		447	10.5%	
1131 Computer Equipment	1,745	1,000	(745)		(745)	174.5%	
1132 Stationery	283	450	167		167	62.9%	
1133 Payroll	222	550	328		328	40.4%	
1140 Staff Training	473	1,000	528		528	47.3%	
1141 Councillor Training	489	500	12		12	97.7%	
1142 Chairman's Allowance	0	200	200		200	0.0%	
1143 SW/HW Support	467	500	33		33	93.4%	
1144 SALC/NALC	1,372	1,450	78		78	94.6%	
1145 Subscriptions	1,235	1,750	516		516	70.5%	
1146 Information/Books/Software etc	53	200	147		147	26.7%	
1148 Lift servicing	803	1,000	197		197	80.3%	
1150 Advertising	0	100	100		100	0.0%	
1156 Postage	79	250	171		171	31.5%	
1160 Mileage	149	250	101		101	59.8%	
1165 Photocopier Rental	807	2,000	1,193		1,193	40.4%	
1166 Photocopier Charges	674	2,000	1,326		1,326	33.7%	
1167 Election Costs	3,747	4,000	253		253	93.7%	
1170 Telephone, Fax, Internet	2,140	2,500	360		360	85.6%	
4113 Bank Charges	160	160	(0)		(0)	100.2%	
Administration :- Indirect Expenditure	17,922	38,610	20,688	0	20,688	46.4%	0
Net Income over Expenditure	377,703	351,870	(25,833)				
102 Staff							
1201 Staff Salaries (Gross)	106,605	167,843	61,238		61,238	63.5%	
1202 LGA Superannuation	7,039	5,035	(2,004)		(2,004)	139.8%	
1203 NI Contributions	23,327	20,141	(3,186)		(3,186)	115.8%	
Staff :- Indirect Expenditure	136,970	193,019	56,049	0	56,049	71.0%	0
Net Expenditure	(136,970)	(193,019)	(56,049)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 PWLB							
1301 Public Works Loan board	6,779	13,600	6,821		6,821	49.8%	
PWLB :- Indirect Expenditure	6,779	13,600	6,821	0	6,821	49.8%	0
Net Expenditure	(6,779)	(13,600)	(6,821)				
104 Grants							
1401 Grants	33,000	33,000	0		0	100.0%	
1402 S137	5,400	10,000	4,600		4,600	54.0%	
Grants :- Indirect Expenditure	38,400	43,000	4,600	0	4,600	89.3%	0
Net Expenditure	(38,400)	(43,000)	(4,600)				
201 Cemetery/Town							
2177 Burial Fees	7,200	11,500	4,300			62.6%	
2178 Ashes Interment Fees	3,900	6,500	2,600			60.0%	
2179 Memorial Fees	1,380	3,000	1,620			46.0%	
2180 Locality Grant	3,000	0	(3,000)			0.0%	
2181 Grants Received	12,665	0	(12,665)			0.0%	
Cemetery/Town :- Income	28,145	21,000	(7,145)			134.0%	0
2101 Cemetery/Town Costs	8,288	10,000	1,712		1,712	82.9%	
2107 New Cemetery Works	2,430	20,000	17,570		17,570	12.2%	
2110 Water Charges (Cemetry/OSH)	277	250	(27)		(27)	111.0%	
2111 Electricity	2,280	4,000	1,720		1,720	57.0%	
2116 Rent for BRPF Yard	0	600	600		600	0.0%	
2117 HR Fees	0	2,500	2,500		2,500	0.0%	
2131 New Equipment	315	1,500	1,185		1,185	21.0%	
2132 Trade Waste	1,027	1,500	473		473	68.5%	
2133 Bus Shelter Cleaning	165	300	135		135	55.0%	
Cemetery/Town :- Indirect Expenditure	14,783	40,650	25,867	0	25,867	36.4%	0
Net Income over Expenditure	13,362	(19,650)	(33,012)				
301 Old School House							
3110 Gas Supply	430	4,000	3,570		3,570	10.7%	
3111 Gas Force Contract	0	100	100		100	0.0%	
3113 PAT Testing	116	150	34		34	77.1%	
3114 Electricity (Old School House)	1,366	3,000	1,634		1,634	45.5%	
3117 Water charges OSH	313	400	87		87	78.3%	
3120 Window Cleaning	100	150	50		50	66.7%	

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3125 Fire Extinguisher Servicing	273	400	127		127	68.2%	
3178 Old School House Maintenance	1,398	1,200	(198)		(198)	116.5%	
Old School House :- Indirect Expenditure	3,996	9,400	5,404	0	5,404	42.5%	0
Net Expenditure	(3,996)	(9,400)	(5,404)				
401 General							
4176 Christmas Event Income	332	0	(332)			0.0%	
General :- Income	332	0	(332)				0
2121 Machinery Servicing	759	3,000	2,241		2,241	25.3%	
2122 Fuel & Oil	1,189	2,200	1,011		1,011	54.0%	
2139 Protective Clothing	206	500	294		294	41.2%	
4101 Horticultural	484	500	16		16	96.7%	
4102 Christmas Lighting	493	2,000	1,507		1,507	24.6%	
4105 Town Clock Repairs	254	500	246		246	50.8%	
4112 Events	5,194	6,000	806		806	86.6%	
General :- Indirect Expenditure	8,578	14,700	6,122	0	6,122	58.4%	0
Net Income over Expenditure	(8,246)	(14,700)	(6,454)				
402 Recreation							
4209 Tree/Horticultural Income	150	0	(150)			0.0%	
4276 Sponsorship Income	525	0	(525)			0.0%	
Recreation :- Income	675	0	(675)				0
4202 The Orchard, Coulson Lane	0	250	250		250	0.0%	
4204 Thetford Rd Play Area	298	1,000	702		702	29.8%	
4205 Playing Fields	25	2,000	1,975		1,975	1.2%	
4206 Horticultural Work	255	500	245		245	51.1%	
4208 Cemetery - Trees	7,925	6,750	(1,175)		(1,175)	117.4%	
Recreation :- Indirect Expenditure	8,504	10,500	1,996	0	1,996	81.0%	0
Net Income over Expenditure	(7,829)	(10,500)	(2,671)				
403 Street Lights							
4307 Grant - Street Lighting	14,444	0	(14,444)			0.0%	
Street Lights :- Income	14,444	0	(14,444)				0
4302 Street Lighting Energy	0	40,000	40,000		40,000	0.0%	
4303 Street Lights Repairs	0	8,000	8,000		8,000	0.0%	
Street Lights :- Indirect Expenditure	0	48,000	48,000	0	48,000	0.0%	0
Net Income over Expenditure	14,444	(48,000)	(62,444)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	439,220	411,480	(27,740)			106.7%	
Expenditure	235,932	411,479	175,547	0	175,547	57.3%	
Net Income over Expenditure	<u>203,288</u>	<u>1</u>	<u>(203,287)</u>				
Movement to/(from) Gen Reserve	<u>203,288</u>	<u>1</u>	<u>(203,287)</u>				



SALC INTERNAL AUDIT SERVICE – LETTER OF ENGAGEMENT

SALC is committed to providing a high-quality internal audit service which aims to assist local councils to maintain and improve internal controls in accordance with proper practices as set out in the Accounts and Audit Regulations.

This letter of engagement sets the terms of the agreement between SALC and the council which includes details such as the scope, responsibilities and fees. This will need to be approved at the next council meeting and recorded in the minutes of the decision to appoint SALC as the internal auditor for the period 1st April 2024 - 31st March 2025.

Internal audit objectives and responsibilities

The primary objective of internal audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach to audit.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

- the effectiveness of operations
- the economic and efficient use of resources
- compliance with applicable policies, procedures, laws and regulations
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- the integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits internal audit may:

- carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete the Annual Internal Audit Report (AIAR) section of the Annual Governance and Accountability Return (AGAR).

- review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council complies
- review the operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

The scope of the internal audit activity

There are no limitations on internal audit's scope of activities. The scope of internal audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

Independence

The main determinant of the effectiveness of internal audit is that it is seen to be independent in its planning and operation. To ensure this, internal audit will operate within a framework that allows:

- unrestricted access to the officers of the council
- reporting in its own name
- segregation from the day to day operations of the council

Every effort will be made to preserve objectivity by ensuring that all internal auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

Rights of access

There are no limitations on internal audit's access to records. Internal auditors have the authority to:

- access council premises at reasonable times agreed in advance
- access all assets, records, documents, correspondence and control systems
- receive any information and explanation considered necessary concerning any matter under consideration
- require any employee to the council to account for cash, stores or any other council asset under his/her control
- access records belonging to third parties, such as contractors when required

The council's responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for risk management, internal control, internal audit and preventing fraud and corruption.

The existence of internal audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner. **Please be aware that if the council are late reporting for the present year, the council will fail the public rights test on the AGAR for the following year.**

Reporting

The internal auditor will formally report the results of audits and the recommendations made to the council and will follow up at subsequent internal audits to make sure that corrective actions are taken.

Data protection

This internal audit offer is an additional service provided by SALC as described in our published privacy notice (section 6) [available on our website here](#). When booking this service you are providing consent to proceed. The delivery of the internal audit service involves the handling of some personal data supplied by the member council.

For the purposes of data protection legislation SALC is the data controller and the internal auditor is the data processor. SALC and internal auditors, whilst separate entities, work in partnership to deliver a service that seeks to support and improve local councils. SALC and the internal auditor have entered into a data sharing agreement as part of their terms of engagement.

Audit fees for 2025

Income/expenditure, whichever is higher (excl. VAT)

Up to £5,000	£124.00
£5,001 - £15,000	£183.00
£15,001 - £25,000	£230.00
£25,001 - £50,000	£282.00
£50,001 - £100,000	£332.00
£100,001 - £200,000	£407.00
£200,001 - £300,000	£490.00
£300,001 - £400,000	£542.00
£400,001 - £500,000	£600.00
£500,001 +	£692.00
Onsite visits will incur mileage expenses at 45p per mile.	
£28 hourly rate for meetings/ad-hoc training/development of materials	

AUDIT PROCEDURE

SALC continues to offer onsite audits to town and larger councils. The SALC admin team will contact you to arrange a suitable date and confirm which auditor will be carrying out the onsite audit.

When allocated the internal auditor shall:

- process the documents in line with SALC's policies and procedures
- raise queries or points of clarification as soon as possible direct with you

The signed AIAR (page 4 of the AGAR) will be signed and presented to you by the auditor on the day of the on-site visit. On receipt of the report admin@suffolk-alc.gov.uk will provide a link to an electronic copy which can be downloaded. This will be sent to both the chairperson and clerk/RFO/lead officer.

Permissions for NCCZ Signs: Swallow Drive, Brandon, IP27 0YB

From Heather Clayson <heather.clayson@suffolk.gov.uk>

Date Mon 03/03/2025 11:37

To Brandon Town Council <office@brandontc.co.uk>

 3 attachments (178 KB)

STL Application Swallow Drive Brandon.docx; Swallow Drive Map 1 0082.gif; Swallow Drive Map 2 0087.gif;

Good morning Sir/Madam,

Please find attached an application to erect 2x No Cold Calling Zone signs in: Swallow Drive, Brandon, IP27 0YB.

The road was nominated to be a No Cold Calling Zone following a report of cold calling in the road and we have found it has met the criteria as it falls under the 'At Risk' postcode area – which means we have identified the road as being at risk for a number of reasons including: elderly residents, previous reports of cold calling around the area.

For more information regarding No Cold Calling Zones, please see the below:

<https://www.suffolk.gov.uk/community-and-safety/suffolk-trading-standards/fair-trading/no-cold-calling-zones>

If you could kindly discuss this at the next Town Council meeting and let me know if we have your permissions to erect the signs up? If you have any queries, please do not hesitate to contact me.

Kind regards
Heather

Heather Clayson
Operational Support Officer
Suffolk Trading Standards
Directorate of Fire & Public Safety
Landmark House, 4 Egerton Road, Ipswich IP1 5PF
Tel: 01473 264846
Email: heather.clayson@suffolk.gov.uk

My working days are Mon, Tues, Weds and Thurs

Twitter: www.twitter.com/SuffolkTS

Facebook: www.facebook.com/SuffolkTradingStandards

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Sign to go on streetlight number 82

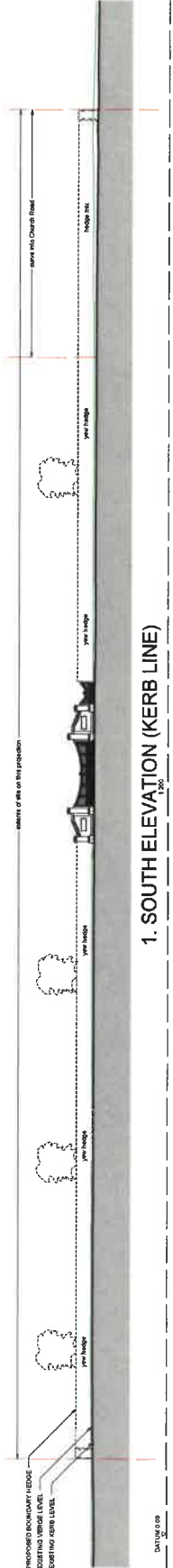


Sign to go on streetlight number 87

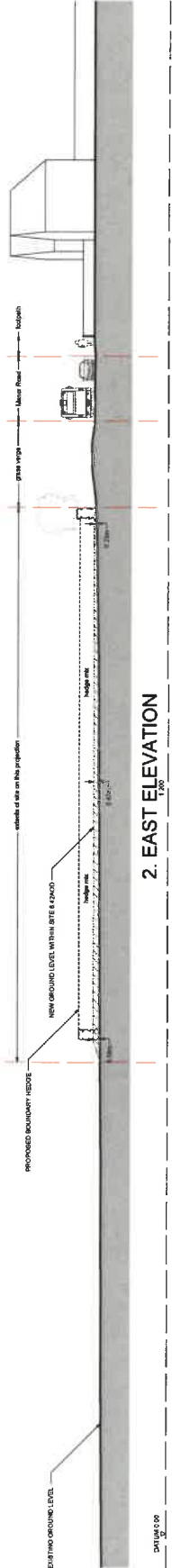
NOTES:
 THE COPYRIGHT OF THIS DRAWING IS RETAINED BY ANDREW FLEETMCIAT
 THIS DRAWING MUST NOT BE SCALED
 ALL DIMENSIONS ARE TO BE OBTAINED FROM THE DRAWING UNLESS OTHERWISE STATED
 ANY DISCREPANCIES TO BE NOTIFIED IMMEDIATELY.



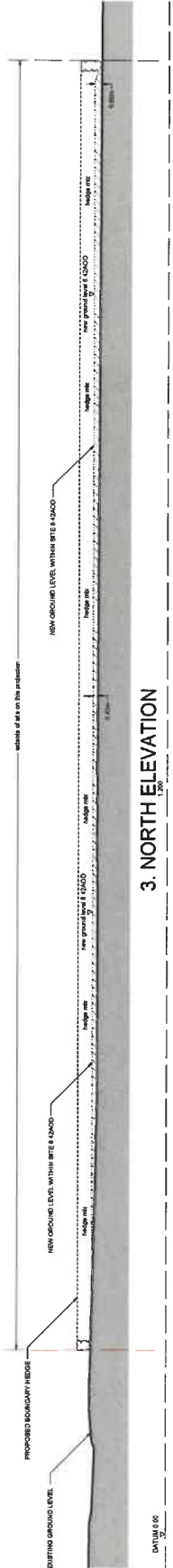
KEY TO ELEVATIONS
 DATE: 11/2024
 DRAWN BY: J. HARRIS



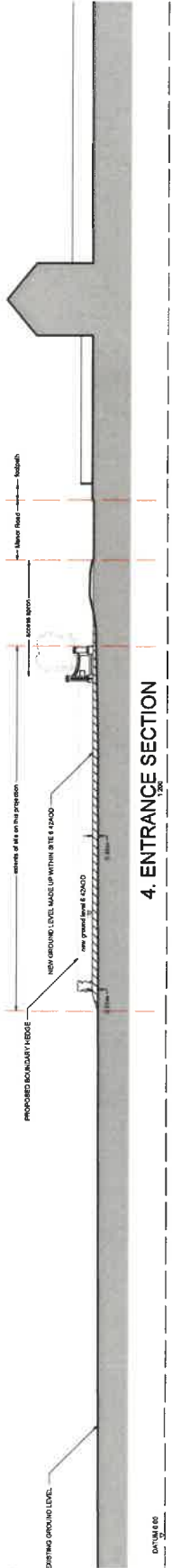
1. SOUTH ELEVATION (KERB LINE)
 1:500



2. EAST ELEVATION
 1:200



3. NORTH ELEVATION
 1:200



4. ENTRANCE SECTION
 1:200

SITE SECTIONS



SOUTH ELEVATION
 1:100



WEST ELEVATION
 1:100



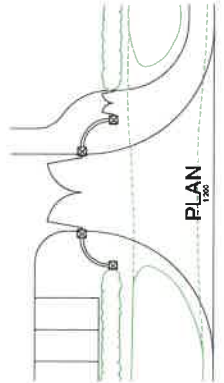
SECTION
 1:100



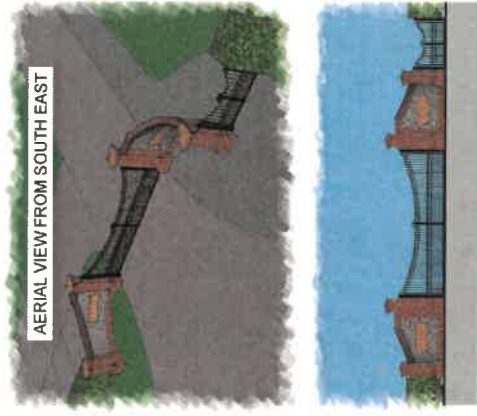
NORTH ELEVATION
 1:100



EAST ELEVATION
 1:100



PLAN
 1:200



AERIAL VIEW FROM SOUTH EAST

SOUTH ELEVATION
 1:500

ENTRANCE GATES

Revision/Notes	Date	Drawn	Checked
BRANDON TOWN COUNCIL			
NEW BRANDON CEMETERY			
Address: LAND NORTH OF 4 MANOR ROAD TO 17 ST PETER'S APPROACH BRANDON SUFFOLK IP27 0JG			
Drawing: Ground Level Sections & Gateway			
Drawing No	Revision	Scale	Drawn
24-092-001	A	1:500 (1:100) 1:250	AJC
Scale	Project Site	Drawn	Checked
1:500 (1:100) 1:250	A1	AJC	
 andrewfleetmciat chartered architectural technologist 6 Regent Place, South, Ipswich, Suffolk, IP1 1JG Tel: 01473 720051 www.andrewfleetmciat.co.uk info@andrewfleetmciat.co.uk			

Decorations

From Brandon Creative <brandoncreativeforum@gmail.com>

Date Tue 18/02/2025 09:25

To Brandon Town Council <office@brandontc.co.uk>

Dear Council,

We are writing to ask permission for the following:

1. Decorative lamps to be constructed from willow and tissue paper (as previous) but this time to join in supporting Brandon in Bloom with their project of competing in this year's Anglia in Bloom. These solar recharging LED lamps will be hung down The Avenue, (Church Institute end to last house on the right before Remembrance Playing Fields) during June/July. It is hoped that some of the community drawn together in the Keep Warm Room at RBL will be involved in this project. We need to ask for your approval as owners of the area and we will then be in a position to obtain the correct Suffolk County Council licence for this prior to installation.
2. Although a little early we would also ask for your approval of this year covering from 29th November, just into the new year, decorations facing Market Hill. These will be made with the help of the children at our schools and playgroups, making sizeable Gingerbread Men,,again from willow and tissue paper, on the Old School House Council railings as we did with the angels this last Christmas. We do not intend to hang anything down The Avenue, this year as for the last two years we have endured gales in December making it a little disappointing to all.

We trust the above is acceptable to you and look forward to your response.

Yours faithfully,

Jill Blanchard

Coordinator/Chair

If you are not the named recipient of this email, please delete it now and inform the person that sent it.