



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 12TH JANUARY 2026, 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

25/172	Apologies for Absence To receive Relevant Legislation Local Government Act 1972, s85
25/173	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
25/174	To receive a report from Sqn Ldr Eaton – RAF Lakenheath To receive and note
25/175	Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meeting on 8th December 2025. Relevant legislation Local Government Act 1974 S12 para 41 (1)

25/176	<p>Chairmans Report To receive and note</p>
25/177	<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. Relevant legislation: Local Government Act 1972 Schedule s100 Public Bodies (Admission to Meetings) Act 1960</p>
25/178	<p>Reports from County and District Councillors To receive and note reports from District and County Councillors.</p>
25/179	<p>Reports from Town Councillors To receive and note reports of project activity or outside bodies attended on behalf of the Council</p>
25/180	<p>Planning Policy To discuss Decision: To agree Planning Policy if appropriate</p>
25/181	<p>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/25/1991/TPO – 16 Riverside Way, Brandon - Tree https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T7DCIEPDHA500</p>
25/182	<p>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.</p>
25/183	<p>New Cemetery Report To report and note any updates received</p>
25/184	<p>Biodiversity Policy To discuss Decision: To agree Biodiversity Policy if appropriate</p>
25/185	<p>Request From Brandon in Bloom Brandon in Bloom seek approval on new Edible Bus Stop project for their Suffolk County Council Licence application. Decision required: To agree approval as per licence application requirement if appropriate</p>

25/186	Accounts Decision required: To approve and note payments made in December 2025
25/187	Grant Applications Decision required: To consider S137 grant from Marketplace Arts
25/188	Financial Update To receive and note:- <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for November 2025 • Bank Balances • EMR's
25/189	Clerks Update To receive any information received since publication of agenda



FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 8TH DECEMBER 2025 7.00 P.M.

Present: Councillors: Brocklehurst, Bland, Challiss, Gorringe, Hughes, Lukaniuk, Palmer, Pinnell, Savage, Siebert, Watts. Clerk: Cunnell, Minute Taker: Prior

MINUTES

25/156	<p>Apologies for Absence Apologies received from Cllr H Kostecki, Cllr S Skinner and Cllr P Wittam.</p>
25/157	<p>Declarations of Interest and requests for Dispensations Cllr Brocklehurst and Cllr Lukaniuk – grant for Marketplace CPP re Heritage Centre mural.</p>
25/158	<p>To receive a report from Sqn Ldr Eaton – RAF Lakenheath Received and noted report from Victoria Quamina, Community Relations Adviser – RAF Lakenheath.</p>
25/159	<p>Minutes of Previous Meetings Cllr V Lukaniuk proposed and Cllr Savage seconded to agree and sign the minutes from the Full Council Meeting on 10th November 2025. RESOLVED Cllr Siebert joined the meeting at 7.07pm.</p>
25/160	<p>Chairmans Report The Chairman was not in attendance.</p>
25/161	<p>Public Participation Time The meeting was adjourned. A member of the public thanked the staff for all their hard work on the Christmas light switch on. Meeting re-opened.</p>

25/162	<p>Reports from County and District Councillors</p> <p>Cllr Lukaniuk as County Councillor:-</p> <ul style="list-style-type: none"> • The company undertaking gas works in Brandon have finished for now. They will be back next summer. <p>Cllr Lukaniuk as District Councillor reported:-</p> <ul style="list-style-type: none"> • Cancelled Mayoral elections for 2026, which will now be in 2028.
25/163	<p>Reports from Town Councillors</p> <p>Cllr Pinnell reported:-</p> <ul style="list-style-type: none"> • Have spoken with the gas company and they have removed the equipment on Rattlers Road and it is now open. • Will work with the company undertaking gas works to see when in the summer they will be returning to prepare residents. • Requested a temporary bus stop because of works, which was put in. • Maintained contact with Suffolk County Council Bus Strategy and Coach Services to ensure the improvements to the local bus service and bus stops. • Government haven't released funding for next year. • Meeting tomorrow regarding expanding local bus service in housing estates after requests from residents. • After meeting the Suffolk Council Repair Officer regarding the footbridge near Riverside Way. There is no budget currently for the repairs. Met with the Town Clerk who is looking at other ways to bring the footbridge back. • River navigation – spoke to Environment Agency to see when the river would be dredged. They have advised the lock is closed and there are no plans to open the river. • Ongoing discussions with Suffolk County Council regarding the installation of the SIDS. The applications have now gone in. • Attended Cllr Wittam's Carol Service. <p>Cllr Palmer reported:-</p> <ul style="list-style-type: none"> • All traffic lights have been removed on Rattlers and Bury Road. <p>Cllr Bland reported:-</p> <ul style="list-style-type: none"> • Thanked staff for the Christmas lights – had lots of compliments from residents. • Regarding Mr G's - West Suffolk will not be issuing a T15 notice but they will continue pursuing for the removal of the last two signs. • Following my FOI request for data of a full traffic survey. Now received. It is a large file and needs to be through it. • Jill from Creative Forum has been in contact and the first mosaic is nearly complete. Will be in contact with the Head Ranger at the Country Park to organise installing it in the new year. • Met with Bush Adventures over new slipway. After discussion, my offer to be involved in the prestart and installation has been accepted.

	<p>Cllr Watts reported:-</p> <ul style="list-style-type: none"> • The Christmas lights look amazing. The lights on the lampposts look better than where they were before. • Friday, Brandon in Bloom held their thank you evening for everyone that had helped. Councillors and MP Nick Timothy attended. Thanked everyone and Cllr Siebert for the hall and food. <p>Cllr Gorringe reported:-</p> <ul style="list-style-type: none"> • The posts have been installed for the defibrillators. <p>Cllr Brocklehurst reported:-</p> <ul style="list-style-type: none"> • Thanked everyone involved in the Christmas lights.
25/164	<p>Planning Applications to Consider</p> <p>To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning</p> <p>DC/25/1849/TPO – The Maltings, Riverside Way, Brandon – Tree https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T5Z496PDG0700</p> <p>Cllr Brocklehurst gave an overview of the planning application.</p> <p>The following points were then made on application DC/25/1849/TPO:-</p> <ul style="list-style-type: none"> • Normal stance to rely on tree officer to make a decision. • On housing estate where people walk under the trees. • No objections on portal. • Near bridge - a good idea for the area with it being damp. <p>Cllr Lukaniuk proposed and Cllr Watts seconded, to support the application.</p> <p>RESOLVED</p> <p>DC/25/1836/HH – 25 Queens Road, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T5VQAZPDGMF00</p> <p>Cllr Brocklehurst gave an overview of the planning application.</p> <p>The following points were then made on application DC/25/1836/HH:-</p> <ul style="list-style-type: none"> • Design and access statement is robust. • It is making general home improvements. • No objections on portal. <p>Cllr Gorringe proposed and Cllr Challiss seconded, to support the application.</p> <p>RESOLVED</p> <p>DC/25/1632/FUL – Land North of Richmond Rd, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T47ZGNPDFSW00</p> <p>Cllr Brocklehurst gave an overview of the planning application.</p> <p>The following points were then made on application DC/25/1632/FUL:-</p> <ul style="list-style-type: none"> • Insufficient detail on Planning Statement. • No Parking for potentially 80 customers and 2 staff. • No Building or welfare for 2 operatives stated, or customers. • No building or welfare on Planning Application or Statement. • No transport Plan.

	<ul style="list-style-type: none"> • Ecological report carried out after site strip and makes no reference to SSSI or Artemisia Campestris. • Intentional Unauthorised Development. <p>Cllr Bland proposed and Cllr Lukaniuk seconded, to refuse the application. The Town Clerk requested a copy of the reasons as to why we are objecting, to put on the planning portal.</p> <p>RESOLVED</p> <p>DC/25/1918/TPO – 17 Pheasant Way, Brandon – Tree</p> <p>https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T6L1W3PD0G200</p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were then made on application DC/25/1918/TPO:-</p> <ul style="list-style-type: none"> • Invasive American plant. • Do not understand why it has a TPO. • Spikes on tree are dangerous. • Just 3 photos and not much other information or explanation as to why they wish to fell. <p>Cllr Bland proposed and Cllr Pinnell seconded, to support the application.</p> <p>RESOLVED</p>
25/165	<p>Late Planning Applications Received after Agenda was Published</p> <p>To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published.</p> <p>DC/25/1923/TPO – 16 Woodcock Rise, Brandon – Tree</p> <p>https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T6NKNBPDGZC00</p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were then made on application DC/25/1923/TPO:-</p> <ul style="list-style-type: none"> • Branches are touching house next door. • Conifers have shallow roots that could be easily knocked over. • Structural issue. <p>Cllr Siebert proposed and Cllr Bland seconded, to support the application.</p> <p>RESOLVED</p>
25/166	<p>New Cemetery Report</p> <p>The Clerk gave the following report:-</p> <ul style="list-style-type: none"> • Spoken to West Suffolk Council Planning and they are currently discussing a planning condition with Highways. Once this is resolved a decision will be forthcoming shortly. • The conditions need to be addressed and applications made to discharge them, which will incur a further planning fee. • Therefore, the officer recommendation is to batch the conditions such as all the pre-commencement conditions and resolve /arrange them and apply for discharge together.

25/167	<p>Accounts Cllr Challiss proposed and Cllr Pinnell seconded to approve and note payments made in November 2025. RESOLVED</p>
25/168	<p>Grant Applications The Clerk presented the grant application from Marketplace Arts. They put on the Light Up the Town event earlier in the year and have approached us for another event next year due to high numbers attending and the warm welcome they received. The reason for needing funding is for a new project with the Heritage Centre working with the youth group Team Chill undertaking a creative project creating a mural. The following points were also made:-</p> <ul style="list-style-type: none"> • The wall in question for the mural is set back so will not get the right impact. • Needs to go to the Trustees to see if they want a mural on the wall. • Can the mosaic be displayed anywhere else where it can be seen. • Who would maintain it? • Will be linked to Heritage Days. • Talking to West Suffolk currently to see if needs planning permission. • Defer and give them questions and ask them to come to next meeting to give presentation. <p>Cllr Bland proposed and Cllr Siebert seconded to defer the grant to the January meeting. RESOLVED</p> <p>Cllr Brocklehurst presented the grant application from Wired and Inspired. Cllr Brocklehurst explained who the group were and explained their financial requirement was for a meeting place. The following points were also made:-</p> <ul style="list-style-type: none"> • Royal British Legion have done a quiz and table top sale for them. • All volunteers that run the group. • Have secured other funding. • So little help for children/adults that are neurodiverse and need help so would be great for Brandon. <p>Cllr Bland proposed and Cllr Siebert seconded to grant £800 to Wired and Inspired. RESOLVED</p>
25/169	<p>Financial Update Received and noted:-</p> <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for October 2025
25/170	<p>IT Policy To approve IT Policy. The Clerk explained the policy was needed as part of next years audit. Cllr Siebert proposed and Cllr Gorringe seconded to approve the IT Policy. RESOLVED</p>
25/171	<p>Clerks Update The Clerk gave the following update:-</p>

	<ul style="list-style-type: none">With the extra time being put in by the Town Keepers preparing for Christmas, TOIL will be taken, so will be short staffed over the next few weeks.SID application has gone in.Meeting in January regarding the bridge.The Council can apply for grants. If Councillors see any applicable to the Council, please bring to the Clerks attention.Any projects please also report to the Clerk.
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The meeting closed at 8.05 PM

Chairman

Date



Planning Policy Statement

1. Introduction

Brandon Town Council is committed to guiding development in a way that enhances the town's unique character, protects its sensitive environment, and supports the wellbeing of its residents. This policy aligns with the West Suffolk Local Plan 2024–2041 (Draft) and Suffolk County Council policy as well as incorporating insights from the Brandon Commission, a body of experts shaping the town's future.

Town Councils are statutory consultees, meaning they must be informed of planning applications within their parish. However, their comments are advisory and considered alongside other factors and they must base their comments on material planning considerations.

2. Vision for Brandon

Brandon will be a thriving, inclusive, and sustainable market town that:

1. Respects its ecological surroundings, including the Breckland Special Protection Area.
2. Supports local businesses and employment.
3. Provides high-quality housing and infrastructure.
4. Enhances community wellbeing and access to nature.

3. Strategic Objectives

1. Environmental Protection: Environmental protection requires proactive measures to safeguard habitats from degradation. By conserving forests, waterways, and wildlife corridors, we ensure that ecosystems remain resilient and able to sustain life for generations to come.
2. Sustainable Growth: Support development of homes within ecological constraints.
3. Community Engagement: Ensure residents have a voice in shaping their town on large developments.
4. Economic Vitality: Encourage local enterprise and tourism.
5. Infrastructure Improvement: Advocate for transport, education, and healthcare upgrades.

4. Planning Policies

Policy BT1: Housing Development

1. Support small-scale residential developments that respect ecological buffers.
2. Prioritise brownfield sites (e.g., former library or bingo hall locations).
3. Require affordable housing in line with West Suffolk standards.

Policy BT2: Design and Heritage

1. New developments must reflect Brandon's market town character.
2. Protect heritage assets and enhance public spaces.
3. Encourage use of local materials and sustainable construction.



Policy BT3: Environment and Biodiversity

1. No development within the Breckland SPA buffer zones unless justified by overriding public interest.
2. Support tree planting, green corridors, and biodiversity net gain.
3. Promote low-carbon and energy-efficient buildings.
4. Standalone tree works and TPOs will not be reviewed as determined by Senior Arboricultural Officer at West Suffolk Council. However, tree works and TPOs relating to projects will be considered by Brandon Town Council.

Policy BT4: Economic Development

1. Encourage reuse of vacant commercial sites.
2. Support local manufacturing, retail, and tourism. within planning regulations.

Policy BT5: Infrastructure and Transport

1. Advocate for improvements to Brandon railway station and bus services.
2. Support walking and cycling infrastructure.
3. Ensure new developments contribute to local infrastructure needs.
4. Not supportive of schemes that bring additional Heavy Goods Vehicles through Brandon Town Centre

Policy BT6: Community Wellbeing

1. Promote access to green spaces
2. Support community facilities including schools, healthcare, and leisure.
3. Encourage inclusive design for all.

Policy BT7: Alignment with County Planning Standards

1. All developments must comply with Suffolk County Council's design, transport, and environmental standards.
2. Applications should include travel plans and demonstrate sustainable transport options.

Policy BT8: Climate and Biodiversity

1. Support Suffolk's goal to become the Greenest County.
2. Require biodiversity net gain and carbon reduction measures in all major developments.
3. Encourage use of renewable energy and water-efficient technologies, however not supportive of solar parks or wind turbines on a commercial scale.

Implementation and Monitoring

Planning decisions will be guided by this policy and reviewed annually. The Town Council will work with West Suffolk Council and the Suffolk County Council to monitor progress and adapt to changing needs.



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Commenting on Planning Applications

Members and residents are encouraged to comment on planning applications to ensure local views are considered. When submitting comments, it is important to focus on 'material considerations'—issues that planning authorities can legally take into account.

Material considerations include:

- Intentional Unauthorised Development
- Traffic and highway safety
- Noise and disturbance
- Design, appearance, and layout
- Impact on heritage assets and conservation areas
- Overlooking and loss of privacy
- Environmental effects (e.g., pollution, biodiversity)
- Flood risk and drainage
- Compliance with local and national planning policies
- Infrastructure capacity (e.g., schools, healthcare)
- Economic impact and employment opportunities

Comments should be submitted through the West Suffolk Council planning portal or sent directly to the Town Council during consultation periods.



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

Please ask for: Thomas Halliday
 Direct Line: 01284 757304
 Email: planning.technical@westsuffolk.gov.uk

Application no: DC/25/1991/TPO
 Consultation Expiry: 10 January 2026

Today's date: 17 December 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **TPO 21(1991) tree preservation order - one horse chestnut (marked T1 and plan and T2 on order) overall crown reduction by up to three metres, crown lift to 3.5 metres above ground level, crown thin by ten percent**

Location **16 Riverside Way Brandon Suffolk IP27 0AN**
Applicant **Mr Johnny Walker**

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=T7DCIEPDHA500>

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 10 January 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.

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.

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.

Thomas Halliday

Thomas Halliday
Planning Assistant



Biodiversity Policy

Aim

The aim of this policy is to meet these guidelines and to protect, enhance and monitor its natural environment assets through the following actions:

- reviewing what biodiversity or nature recovery plans are already in place from other local authorities, e.g. potential for jointly-supported wildlife corridors.
- contacting local voluntary groups working on nature conservation.
- carrying out a biodiversity audit of council landholdings and/or the whole council area, potentially involving residents in a Bioblitz and other community projects.
- gathering expert advice on possible actions in support of biodiversity,
- including priorities and projects as part of the BTC corporate plan.
- Address biodiversity concerns when commenting on planning applications.

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Brandon Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. Several studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.



ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity regarding the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.



ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
BTC Open Spaces	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery / churchyard	Additional planting Maintain and renew bird boxes/animal habitat boxes as required. Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance. Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.	Increased diversity of habitats and food sources Increased cover for invertebrates, reptiles, amphibians and small mammals. Encouraging insects particularly butterflies and bees.		
Recreation ground	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.	Food sources and cover Encourages insects. Sustain and enhance natural habitats.		
Common / other open spaces	Adopt a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the county council on verge management, favouring	Sustain and enhance natural habitats. Protecting habitats Protecting/enhancing		



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	<p>biodiversity but noting which areas may need cutting for highway safety.</p> <p>Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.</p>	<p>habitats</p> <p>Regular attention.</p>		
SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
The Built Landscape	<p>Ensure that planning consultations are considered against the requirements of the Local Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p>	<p>Protecting/enhancing habitats</p> <p>Extending habitats.</p>	Ongoing	
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p>	Ongoing	Neighbourhood plan consultation
Support Community Projects	Support hedge/tree planting in any appropriate areas.	Extending habitats.		



	<p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	Promote biodiversity.		
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Specific Land/ Habitat Management Plans

The orchard

[Insert link](#)

The lode

[Insert link](#)

The Cemetery

[Insert link](#)

New cemetery site

[Insert link](#)

25/186

Accounts for Payment December 2025

Inv. Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
04/12/2025		Royal British Legion	Christmas Fair - Donation - Meal	£340.00	£0.00	£340.00	BACS
17/10/2025	2007948774	Trade Point	Tester Paint - Christmas Fair	£20.00	£4.00	£24.00	BACS
08/12/2025		Wired & Inspired	S137 Grant	£800.00	£0.00	£800.00	BACS
12/11/2025	INV-20234	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
21/11/2025	M098 E1	BT	Phone OSH	£178.69	£35.74	£214.43	Direct Debit
22/11/2025	M072 TI	BT	Phone OSH	£43.09	£8.62	£51.71	Direct Debit
27/11/2025	12903	Evolve Business Sols Ltd	Photocopier - Copies	£189.83	£37.97	£227.80	Direct Debit
01/12/2025	3280988	YU Energy	Electric OSH	£149.17	£7.46	£156.63	Direct Debit
01/12/2025	3280991	YU Energy	Electric BRPF Yard	£263.33	£52.67	£316.00	Direct Debit
01/12/2025	3280987	YU Energy	Electric Pillar 8 Market Hill	£19.22	£0.96	£20.18	Direct Debit
01/12/2025	3280992	YU Energy	Electric Pillar 9 Market Hill	£26.64	£1.33	£27.97	Direct Debit
01/12/2025	3280990	YU Energy	Electric Cemetery Yard	£13.68	£0.68	£14.36	Direct Debit
01/12/2025	3280994	YU Energy	Electric Christmas Tree Pillar	£15.54	£0.78	£16.32	Direct Debit
03/12/2025	3330974	YU Energy	Gas OSH	£157.59	£7.88	£165.47	Direct Debit
13/12/2025	5007460	Everflow Water	Water OSH	£16.02	£0.00	£16.02	Direct Debit
20/12/2025	V02420443082	EE	2 x Mobile Phones	£48.60	£9.72	£58.32	Direct Debit
22/12/2025		Creative Pension Trust	Pensions - December	£811.99	£0.00	£811.99	Direct Debit
28/12/2025	1291393	West Suffolk Council	Trade Waste	£79.40	£0.00	£79.40	Direct Debit
31/12/2025		Unity Trust Bank	Cheque Charge	£0.30	£0.00	£0.30	Direct Debit
31/12/2025		Unity Trust Bank	Service Charge	£12.90	£0.00	£12.90	Direct Debit
18/11/2025		Tesco	Sweets - Grotto Gift Bags	£13.00	£0.00	£13.00	CARD
25/11/2025		Aldi Stores	Toilet Rolls/Air Fresheners	£14.55	£2.91	£17.46	CARD
25/11/2025		Filofax UK	Stationery	£22.65	£5.06	£30.35	CARD
04/12/2025	3F14738	Staples	Stationery	£25.06	£5.01	£30.07	CARD
27/11/2025		Meta Ads	Boost Ad - Christmas Event	£3.99	£0.00	£3.99	CARD
09/12/2025		Unity Trust/Lloyds Bank	Card Payment Fee	£3.00	£0.00	£3.00	CARD

Accounts for Payment December 2025

13/11/2025	OBX51	Amazon	Delivery Charge - Returned Item	£2.73	£0.55	£3.28	BACS
28/11/2025	078S393617	EU Ltd	Multisocket - Christmas	£9.00	£1.80	£10.80	BACS
02/12/2025	SINV02006374	Ian Smith Group Ltd	Stationery	£66.33	£13.27	£79.60	BACS
11/12/2025	SI-1302	Edson Electrical Services	PAT Testing - OSH & BRPF Yard	£283.63	£56.73	£340.36	BACS
15/12/2025	220326	J & D Green	Window Cleaning OSH	£25.00	£0.00	£25.00	BACS
23/12/2025	4937	Evolution Town Planning	New Cemetery Work 30/9 - 23/12	£541.90	£108.38	£650.28	BACS
24/12/2025	313901	Fengate Fasteners Ltd	PPE, Silver Paint - Christmas	£38.39	£7.68	£46.07	BACS
31/12/2025	2026000005	Finevale Service Station	Fuel	£44.59	£8.92	£53.51	BACS
05/01/2026		HMRC	NICS	£3,447.91	£0.00	£3,447.91	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):

Rob Drummer, Creative Director & CEO
MarketPlace Arts, March Town Hall, Market Place, March, Cambs, PE15 9JF

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.*

MarketPlace Arts is an arts organisation and charity working across West Suffolk, with large scale programmes delivered in the market towns of Brandon, Mildenhall and Newmarket. We are funded by Arts Council England through their Creative People and Places fund.

We believe the arts have the power to bring people together and make this part of the world better for everyone. We create, produce and programme very different kinds of art – music, performance, parades and light shows as well as visual arts and crafts – and people in our local communities are always at the heart of whatever we do.

Our constitution is attached.

9. What area is served by your organisation?

West Suffolk (Brandon, Mildenhall and Newmarket) and Fenland, Cambs (Wisbech, Whittlessey, Chatteris & March)

10. What is the total membership of your organisation?

5 Staff Members, 6 Trustees

11. How many members live in the Town?

0

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

Chairman

Treasurer

Secretary

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 are attached.

C. GRANT REQUEST

14. How much grant are you asking for?

2,000

15. What is the total cost of the project?

9549

16. What will you use the grant for?

In 2025 we produced the first year of Light Up The Town in Brandon. You can watch a video that details the huge success of this project on YouTube:

https://www.youtube.com/watch?v=hdPc9XIf_y4

262 people attended the event from Brandon in 2025. We are now returning in 2026 with an expanded Light Up The Town with more art works over 2 nights and need support to fully realise our plans to create a permanent art work in the town.

We will use the grant of £2000 to co-commission Luke McDonnell (mural artist, www.chibacreative.com/mural) to create a high quality mural on the wall of the Heritage Centre that will light up at night under black light.

The mural will be unveiled on 6 March 2026 and will include a permanent plaque with project partners and the story of the project. This investment in the cultural life of Brandon is something we think the town deserves. The mural will create a talking point, boost local pride in the town centre and celebrate local biodiversity.

We are proud to partner with the community in the town. The wider project will include engaging with young people at the Brandon Teen Chill group and taking them on an expert-led bioluminescent mushrooms walk at Brandon Country Park. The teens will be invited to find inspiration in their own local green spaces and respond to the walk with drawings that will inspire and be used in the mural. This will serve as a permanent asset to the town, celebrating local biodiversity while empowering young people with a platform to be creative in their own town.

“It’s great for the community and such a great project for young people to be involved in. The guided walk would be so inspirational and informative for the young people to see and understand nature on a different level!” Lucy Sagrott, Active Communities Lead, Brandon Leisure & Health Hub

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

500+

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
Arts Council England, Creative People and Places Core Grant	6549	Yes
Brecks Landscape Partnership (Mural Co-Commission)	1000	TBC

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

MarketPlace Arts is funded by Arts Council England and so our core costs (salaries, project management) and most of the project costs are covered with this funding. However, to deliver a large scale mural for the town and the accompanying community engagement we require the support of partnerships. We are in active discussion with the Brecks Landscape Partnership as an additional co-commissioner of the mural.

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

We are an arts charity working to support communities in West Suffolk with a strong track record of delivering high quality artistic programmes and activities in Brandon for 10+ years. We are specifically requesting support for the co-commissioning of the permanent mural in Brandon and are able to cover our own running costs/core costs with other funding. Without additional support and funding our projects are not possible.

Maddie Exton our Creative Producer for West Suffolk has established a strong network of local partners in Brandon and is well placed to ensure that the development of our work meets local need.

This investment in our mural project will deliver a permanent art work that can be enjoyed by residents and visitors to Brandon over many years. See below for an example of Luke McDonnells work in London.



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: R Drummer	Date: 11/11/2025
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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.

Please email your completed application form to:- office@brandon-tc.gov.uk

MARKETPLACE ARTS CONSTITUTION

1. TITLE

The title of the organisation shall be MarketPlace Arts and the direction of its affairs shall be a board of trustees, hereinafter referred to as the Board.

2. OBJECTS OF THE ASSOCIATION

To advance the education of the public in the arts by:

Encouraging and developing public participation in the performing, visual and other artforms by the presentation of artworks, commissions, concerts, performances, exhibitions and festivals in the districts of Fenland and West Suffolk primarily, as well as in East of England region, Nationally and Internationally.

Supporting community wellbeing and capacity building in Fenland and West Suffolk through commissioning of collaborative arts projects addressing issues of place, community, equality and inclusion.

Promoting, supporting and developing the creative community of Fenland and West Suffolk including the amateur and voluntary arts sectors and the understanding of collaborative arts practice regionally, nationally and internationally.

3. BOARD OF TRUSTEES

No one shall be excluded from serving as a trustee for MarketPlace Arts on the grounds of sex, race, colour, religion or political affiliation

There shall be a Board of Trustees (hereinafter called "The Board") whose duty it shall be to carry out the general policy of MarketPlace Arts and, subject to any condition imposed from time to time by MarketPlace Arts, to provide for the administration, management and control of the affairs and property of MarketPlace Arts.

All Trustees who are elected to MarketPlace Arts are granted the right to vote.

The members of the Board shall be elected at the Annual General Meeting and shall hold office for a period of 3 years, when they must retire but will be eligible for re-election at the same Annual General Meeting.

The Board of Trustees shall not be less than 3 nor more than 10.

Trustees must attend a minimum of 4 Board meetings throughout a period of a year. If a Trustee fails to attend the minimum number of meetings, the reasons for absence will be considered by the Board and they may be asked to step down at the next Annual

General Meeting and will not be eligible for the re-election.

All Board members will receive an information pack giving details of all policies and procedures for MarketPlace Arts and the roles and responsibilities of a trustee. All board members must sign to acknowledge receipt of this pack and must adhere to the roles and responsibilities laid out by the Charities Commission and MarketPlace Arts.

Casual vacancies shall be filled through co-option by the Board until the next Annual General Meeting.

The Board will delegate the investigation of individual items and subject to working groups as defined hereunder.

Working Groups will be appointed by the Board to undertake studies and investigation into any topic deemed necessary or desirable by the Board, by any full meeting of MarketPlace Arts or by supported representation from any individual, such support to include a written brief signed by at least two members of MarketPlace Arts with voting rights. The working group may invite any member or non-member into the group who has specialist skills or knowledge that would benefit the group. There must be at least one Trustee responsible for every working group.

4. OFFICERS

The following honorary officers shall be elected at the Annual General Meeting of MarketPlace Arts. All honorary officers will be elected from members of MarketPlace Arts and granted the right to vote.

- i) Chair
- ii) Vice Chair
- iii) Secretary
- iv) Treasurer

In the event of equal votes the Chair shall have a second or casting vote.

The officers shall retire each year but will be eligible for re-election.

A Chair may only serve for four consecutive years.

5. MEETINGS

Annual General Meetings

The Annual General Meeting of MarketPlace Arts shall be held in each year at such time (not being more than fifteen months after the holding of the preceding Annual General Meeting) and place as the Board shall determine. At least fourteen clear days' notice in writing shall be given by the Board to the Members.

At the Annual General Meeting, the business shall include the election of a Chair and other honorary officers, the election of the Board, the appointment of Auditors, and the

consideration of an annual report of the work done by and under the auspices of MarketPlace Arts and of the audited accounts.

The proceedings of MarketPlace Arts shall not be invalidated by any failure to appoint or any defect in the appointment election or qualification of any member.

Other Meetings

- a) In addition, the full Association shall meet no less than four times a year, when all members will be presented with the findings of any Executive Working Groups.

Special Meetings

- b) A Special Meeting of the Association shall be called at fourteen days' notice upon the receipt of a requisition in writing signed by at least twenty members of MarketPlace Arts stating the object thereof, or by the Chair, or by the Board.

6. QUORUM

The quorum at any meeting of the Board, shall be one quarter of the Board, and no less than 4 members.

7. FINANCE

The Association shall have power to raise money by means of grants, donations or legacies, grants-in-aid from statutory authorities, loans and other sources.

The income and property of MarketPlace Arts, whencesoever derived shall be applied solely towards the promotion of the purposes of MarketPlace Arts as set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any member of the Association, provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of MarketPlace Arts not being a member of MarketPlace Arts or the repayment of reasonable out of pocket expenses.

The Association may appoint a custodian trustee or a MarketPlace Arts Trust of not less than three persons to hold any property held by or in trust for MarketPlace Arts or may with the agreement of the Official Custodian for Charities transfer to him personal property (within the meaning of Section 16(2) of the Charities Act 1960) so held and made application for an order vesting him any property so held.

Benefits and payments to charity trustees and connected persons

No MarketPlace Arts trustee or connected person may:

Buy or receive any goods or services from MarketPlace Arts on terms preferential to those applicable to members of the public

Sell goods, or services or any interest in land to MarketPlace Arts.

Be employed by, or receive any remuneration from MarketPlace Arts

Receive any other financial benefit from the charity

8. THE ASSOCIATION YEAR AND AUDIT

The MarketPlace Arts accounting year will be from 1st April to 31st March, shall run concurrently with the Local Authorities financial year. Once at least in every year the accounts of the Association shall by qualified auditor appointed at the AGM. The Trustees shall require that the accounts for the year shall be subject to an inspection/audit in line with statutory guidelines.

9. DISSOLUTION

MarketPlace Arts may at any time be dissolved by a resolution passed by a two thirds majority of those present and voting at a meeting of MarketPlace Arts of which at least twenty one clear day's notice shall have been sent to all members of MarketPlace Arts. Such resolutions may give instructions for the disposal of any assets held by or in the name of MarketPlace Arts, provided that if any priority remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of MarketPlace Arts but shall be given or transferred to such other institution or institutions having objects similar to some or all of the objects of MarketPlace Arts as MarketPlace Arts may, with the approval of the Charity Commissioners or other authority having charitable jurisdiction, determine.

10. ALTERATIONS TO THE CONSTITUTION

Alterations to the Constitution shall receive the assent of not less than two thirds of the members of MarketPlace Arts present and voting. A resolution for the alteration of the Constitution shall be received by the Secretary or Chair of MarketPlace Arts at least twenty one days before the meeting at which the resolution is to be brought forward. At least fourteen clear days notice in writing of such a meeting shall be given by the Secretary to the members and shall include notice of the alterations proposed. Provided that no alteration to Clause 2 shall be made without the approval of the Court or the Charity Commissioners or other authority having charitable jurisdiction.

12. INTERPRETATION

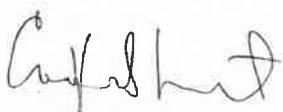
The Interpretation Act, 1889, shall apply for the interpretation of an Act of Parliament.

The Constitution was adopted by a meeting held on 5th December 2024

Signed:



Katherine Nightingale
Chair
5th December 2024



Godfrey Smith
Treasurer
5th December 2024

MarketPlace Arts (2024-2025) Q4/Year End Management Accounts

Notes	OPERATING BUDGET		
	2024-25 BUDGET	ACTUALS TO DATE	VARIANCE
INCOME			
ACE - CPP	Core CPP grant	270,000	270,000
ACE - Other Grants	Improvement Plan Final Payment	7,000	9,407
Trusts & Foundations	Coney Fen Tigers, Advisory Group	55,000	12,400
Local Authority	Capacity building / commissioning Brandon/Mildenhall, MP Events	12,500	8,250
Partnership Contribution	Coney Fen Tigers Partner Income	20,000	1,500
Box Office	PWYD - Community Events	500	183
Donations	Anglia Water, Rivers of Light 2025	6,000	0
In-kind	<i>Not included in calculations - just for % ACE grant)</i>	15,000	15,000
Other income		2,000	2,000
TOTAL INCOME		371,000	303,740
EXPENDITURE			
Projects, Productions & Commissions		122,000	71,873
Community & Audience Development		20,000	25,377
Digital, Marketing & Press		8,000	3,861
Staff & Related Costs		167,400	145,547
Admin Costs		74,438	62,603
Overheads		7,800	16,279
TOTAL EXPENDITURE		399,638	325,540.13
SUMMARY			
Operating Budget		69,133	69,133
Balance b/fwd		-28,638	-21,801
Net Income / (Expenditure)		40,495	47,503
Total Funds carried forward			



MarketPlace Arts

(formerly Fenland and District Arts Association)

ANNUAL REPORT

2024 - 2025

CHARITY NUMBER 800929

THE BOARD

Keith Cheale	Chair (resigned 3 rd October 2024)
Katherine Nightingale	Chair (appointed 3 rd October 2024)
Bradley Donaldson	(appointed 3 rd October 2024)
Pat Norris	
Godfrey Smith	Treasurer
Barbara Watts	
Corinna Gibson	(resigned 3 rd October 2024)

THE BOARD's REPORT ON THE CHARITY'S ACTIVITIES

Review of the year

At the beginning of the year the charity was involved with the March St George's Festival. This included the shop window paintings of dragons which was funded in the previous year by March Events. The charity continued to support the local community in March through the provision of the lunch and film club, attended from its membership of around forty.

Looking Ahead to 2025/26

As of 1 April 2025, Fenland & District Arts Association has become MarketPlace Arts. This change is an exciting development for the charity, combining the legacy of supporting the arts across Fenland with the innovative approach to engaging communities in high quality arts and cultural activity delivered by the MarketPlace project, (previously led by Babylon Arts and a consortium of partners across the region). For 10 years the MarketPlace programme, one of 39 Arts Council England Creative People and Places programmes across the country has worked in Fenland and West Suffolk, notably the 7 market towns in both Local Authority Districts.

In renaming and repositioning the charity, the trustees have made a significant commitment to local communities and continuing to provide a high quality arts and culture offer. This evolution of Fenland & District Arts Association has secured annual inward investment of £250,000 from Arts Council England with further capacity to fundraise. The charity will employ a team of 5 staff and is committed to delivering the previously agreed 2025/26 programme of events and activities.

The new MarketPlace Arts team are:

Creative Director & CEO - Rob Drummer
Programme Manager - Claire Sawford
Creative Producer, Fenland - Carly Robinson
Creative Producer, West Suffolk - Maddie Exton

MarketPlace Arts will be the lead partner from 2025/26 of the Creative People and Places programme and consortium and has made an application to Arts Council England for funding from 2026-2029, with an outcome expected in October 2025.

The MarketPlace Arts, Creative People and Places Consortium is:

MarketPlace Arts - Lead Partner
Anglia Ruskin University
The RSPB
Theatre Royal Bury St Edmunds
The Ferry Project
Association of Suffolk Museums



Scrutineer's Report to the Trustees of MarketPlace Arts

I report on the income and expenditure account for the year ended 31st March 2025

Respective responsibilities of Trustees and Scrutineer

As the Charity's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Charity's constitution, I have scrutinised the records and the accounts set out on page 3

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Income & Expenditure Account for the year ended 31st March 2025

	2025	2024
Income		
Film club (including raffle & donations)	386.50	250.00
Grants	-	5,500.00
Provision of expenditure no longer required	28.28	
Interest	<u>17.77</u>	<u>33.78</u>
	<u>432.55</u>	<u>5,783.78</u>
Expenditure		
Film Club (including licence)	185.05	168.68
Film Club advert		
Art competition prizes at 2023 St George's Fayre	-	50.00
Delivery costs at 2024 St George's Festival:		
Workshops for flags	-	2,000.00
Workshops and delivery of headress costumes for the parade	-	2,000.00
Delivery of shop window painting	-	1,500.00
Insurance	<u>349.79</u>	<u>-</u>
	<u>534.84</u>	<u>5,718.68</u>
Excess of expenditure over income 2024-25	- 102.29	65.10
Reserves brought forward	<u>891.72</u>	<u>826.62</u>
Unrestricted reserves carried forward	<u>789.43</u>	<u>891.72</u>
Represented by:		
Balance at bank	789.43	2,420.00
Less creditors	-	- 1,528.28
	<u>789.43</u>	<u>891.72</u>

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1176 Precept	405,011	405,011	0			100.0%	
1177 Misc Income	28	0	(28)			0.0%	
1180 Room Hire	900	1,000	100			90.0%	
1190 Interest on Investments	4,431	0	(4,431)			0.0%	
Administration :- Income	410,370	406,011	(4,359)			101.1%	0
1101 Insurances	12,714	11,948	(766)		(766)	106.4%	
1102 Vehicle Insurance	1,046	1,133	87		87	92.3%	
1110 Audit Fees (External)	1,050	1,030	(20)		(20)	101.9%	
1111 Audit Fees (Internal)	641	1,700	1,059		1,059	37.7%	
1120 Legal Fees	0	2,500	2,500		2,500	0.0%	
1125 Website Upkeep	210	412	202		202	51.0%	
1130 Office Equipment/Furniture	390	515	125		125	75.8%	
1131 Computer Equipment	873	1,030	157		157	84.8%	
1132 Stationery	272	464	192		192	58.6%	
1133 Payroll	252	567	315		315	44.4%	
1140 Staff Training	1,136	1,030	(106)		(106)	110.3%	
1141 Councillor Training	0	515	515		515	0.0%	
1143 SW/HW Support	2,716	2,500	(216)		(216)	108.6%	
1144 SALC/NALC	1,446	1,494	48		48	96.8%	
1145 Subscriptions	1,950	1,803	(147)		(147)	108.1%	
1146 Information/Books/Software etc	4	206	202		202	1.9%	
1148 Lift servicing	230	1,030	800		800	22.3%	
1150 Advertising	0	103	103		103	0.0%	
1156 Postage	70	258	189		189	26.9%	
1160 Mileage	73	258	185		185	28.3%	
1165 Photocopier Rental	807	1,100	293		293	73.4%	
1166 Photocopier Charges	430	1,000	570		570	43.0%	
1167 Election Costs	0	4,120	4,120		4,120	0.0%	
1170 Telephone, Internet, Mobiles	1,860	2,850	990		990	65.3%	
4113 Bank Charges	162	165	3		3	98.2%	
Administration :- Indirect Expenditure	28,331	39,731	11,400	0	11,400	71.3%	0
Net Income over Expenditure	382,040	366,280	(15,760)				
<u>102 Staff</u>							
1201 Staff Salaries (Gross)	92,859	167,843	74,984		74,984	55.3%	
1202 LGA Superannuation	6,465	8,100	1,635		1,635	79.8%	
1203 NI Contributions	24,031	20,141	(3,890)		(3,890)	119.3%	
Staff :- Indirect Expenditure	123,355	196,084	72,729	0	72,729	62.9%	0
Net Expenditure	(123,355)	(196,084)	(72,729)				

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 PWLB</u>							
1301 Public Works Loan board	6,779	13,600	6,821		6,821	49.8%	
PWLB :- Indirect Expenditure	<u>6,779</u>	<u>13,600</u>	<u>6,821</u>	<u>0</u>	<u>6,821</u>	<u>49.8%</u>	<u>0</u>
Net Expenditure	<u>(6,779)</u>	<u>(13,600)</u>	<u>(6,821)</u>				
<u>104 Grants</u>							
1401 Grants	36,000	36,000	0		0	100.0%	
1402 S137	5,300	10,000	4,700		4,700	53.0%	
Grants :- Indirect Expenditure	<u>41,300</u>	<u>46,000</u>	<u>4,700</u>	<u>0</u>	<u>4,700</u>	<u>89.8%</u>	<u>0</u>
Net Expenditure	<u>(41,300)</u>	<u>(46,000)</u>	<u>(4,700)</u>				
<u>201 Cemetery/Town</u>							
2177 Burial Fees	5,700	11,500	5,800			49.6%	
2178 Ashes Interment Fees	2,770	6,500	3,730			42.6%	
2179 Memorial Fees	2,350	3,000	650			78.3%	
Cemetery/Town :- Income	<u>10,820</u>	<u>21,000</u>	<u>10,180</u>			<u>51.5%</u>	<u>0</u>
2101 Cemetery/Town Costs	7,750	10,300	2,550		2,550	75.2%	
2107 New Cemetery Works	5,792	20,000	14,208		14,208	29.0%	
2110 Water Charges Cemetery	165	300	135		135	54.9%	
2111 Electricity	1,761	4,000	2,239		2,239	44.0%	
2116 Rent for BRPF Yard	564	600	36		36	94.0%	
2117 HR Fees	0	2,500	2,500		2,500	0.0%	
2131 New Equipment	7	1,545	1,538		1,538	0.5%	
2132 Trade Waste	909	1,545	637		637	58.8%	
2133 Bus Shelter Cleaning	195	400	205		205	48.8%	
Cemetery/Town :- Indirect Expenditure	<u>17,142</u>	<u>41,190</u>	<u>24,048</u>	<u>0</u>	<u>24,048</u>	<u>41.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,322)</u>	<u>(20,190)</u>	<u>(13,868)</u>				
<u>301 Old School House</u>							
3110 Gas Supply	376	4,000	3,624		3,624	9.4%	
3111 Gas Force Contract	0	103	103		103	0.0%	
3113 PAT Testing	0	155	155		155	0.0%	
3114 Electricity (Old School House)	1,111	3,000	1,889		1,889	37.0%	
3117 Water charges OSH	216	412	196		196	52.4%	
3120 Window Cleaning	100	150	50		50	66.7%	
3125 Fire Extinguisher Servicing	365	412	48		48	88.5%	
3178 Old School House Maintenance	2,263	3,000	737		737	75.4%	
Old School House :- Indirect Expenditure	<u>4,431</u>	<u>11,232</u>	<u>6,801</u>	<u>0</u>	<u>6,801</u>	<u>39.4%</u>	<u>0</u>
Net Expenditure	<u>(4,431)</u>	<u>(11,232)</u>	<u>(6,801)</u>				

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 General							
4176 Christmas Event Income	340	0	(340)			0.0%	
4188 Other Income	1,900	0	(1,900)			0.0%	
General :- Income	2,240	0	(2,240)				0
2121 Machinery Servicing	919	3,090	2,171		2,171	29.7%	
2122 Fuel & Oil	707	2,266	1,559		1,559	31.2%	
2139 Protective Clothing	522	1,000	478		478	52.2%	
4101 Horticultural	407	515	108		108	79.0%	
4102 Christmas Lighting	1,219	2,060	842		842	59.2%	
4105 Town Clock Repairs	279	515	236		236	54.2%	
4112 Events	6,648	6,680	32		32	99.5%	
4114 Project Fund	1,916	10,000	8,084		8,084	19.2%	
General :- Indirect Expenditure	12,617	26,126	13,509	0	13,509	48.3%	0
Net Income over Expenditure	(10,377)	(26,126)	(15,749)				
402 Recreation							
4276 Sponsorship Income	600	0	(600)			0.0%	
Recreation :- Income	600	0	(600)				0
4202 The Orchard, Coulson Lane	0	258	258		258	0.0%	
4204 Thetford Rd Play Park	138	1,030	892		892	13.4%	
4205 Playing Fields Play Park	175	2,060	1,885		1,885	8.5%	
4206 Horticultural/Tree Work/Survey	3,733	8,000	4,268		4,268	46.7%	
4208 Cemetery - Trees	0	9,000	9,000		9,000	0.0%	
Recreation :- Indirect Expenditure	4,045	20,348	16,303	0	16,303	19.9%	0
Net Income over Expenditure	(3,445)	(20,348)	(16,903)				
403 Street Lights							
4302 Street Lighting Energy	0	24,700	24,700		24,700	0.0%	
4303 Street Lights Repairs	1,195	8,000	6,805		6,805	14.9%	
Street Lights :- Indirect Expenditure	1,195	32,700	31,505	0	31,505	3.7%	0
Net Expenditure	(1,195)	(32,700)	(31,505)				
Grand Totals:- Income	424,030	427,011	2,981			99.3%	
Expenditure	239,195	427,011	187,816	0	187,816	56.0%	
Net Income over Expenditure	184,836	0	(184,836)				
Movement to/(from) Gen Reserve	184,836	0	(184,836)				

Date: 12/12/2025

Time: 09:51

Brandon Town Council Current Year

Page 1

Bank Reconciliation Statement as at 30/11/2025
for Cashbook 3 - Unity - Current Acct

User: GC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current Acct	30/11/2025		242,951.48
			242,951.48
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			242,951.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			242,951.48
			242,951.48
		Balance per Cash Book is :-	242,951.48
		Difference is :-	0.00

Signatory 1:

Name TINA CONNELL Signed T. Connell Date 15/12/25

Signatory 2:

Name Signed Date

Date: 12/12/2025

Brandon Town Council Current Year

Page 1

Time: 09:58

**Bank Reconciliation Statement as at 30/11/2025
for Cashbook 4 - Unity - Sav A/C 20507732**

User: GC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity - Sav A/C 20507732	30/11/2025		428,804.09
			<u>428,804.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>428,804.09</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	<u>0.00</u>
			<u>428,804.09</u>
		Balance per Cash Book is :-	428,804.09
		Difference is :-	0.00

Signatory 1:

Name TINA CONNELL Signed Tinelle Date 15/12/25

Signatory 2:

Name Signed Date

<u>EAR MARKED RESERVES</u>	30/07/2025	30/09/2025
GENERAL RESERVE	£233,922.32	£239,304.09
EMR 1 -321 New Cemetery	£120,000.00	£120,000.00
EMR 2 -322 New vehicle	£10,000.00	£10,000.00
EMR 3 - 323 Mowers/Equipment	£10,000.00	£10,000.00
EMR 4 - 324 Elections	£5,000.00	£5,000.00
EMR 5 - 325 Playground Equipment	£30,000.00	£30,000.00
EMR 6 - 326 IT Equipment	£4,500.00	£4,500.00
EMR 7 - 327 Projec (+ £10,000 in precept)	£10,000.00	£10,000.00
TOTAL EAR MARKED RESERVES	£189,500.00	£189,500.00
TOTAL IN SAVINGS ACCOUNT	<u>£423,422.32</u>	<u>£428,804.09</u>

INTEREST & VAT ADDED TO GENERAL RESERVE

Jun-25	£2,041.87 INTEREST
Apr/Jun 25	£6,808.17 VAT
Sep-25	£2,389.16 INTEREST
Jul/Sep 25	£2,992.61 VAT
Dec-25	
Oct/Dec 25	
Mar-26	
Jan/Mar 26	