



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 13TH APRIL 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.

ATTENDEES ARE REMINDED THAT THIS MEETING IS OCCURING WITHIN THE PRE-ELECTION PERIOD FOR SUFFOLK COUNTY COUNCIL ELECTION ON 7TH MAY 2026.

Tina Cunnell

Clerk

Brandon Town Council

AGENDA

25/243	Apologies for Absence To receive Relevant Legislation Local Government Act 1972, s85
25/244	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
25/245	To receive a report from RAF Lakenheath To receive and note

25/246	<p>Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meeting on 9th March 2026. Relevant legislation Local Government Act 1974 S12 para 41 (1)</p>
25/247	<p>Chairmans Report To receive and note</p>
25/248	<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>
25/249	<p>Grant Applications Decision required: To consider S137 grants from Abbeycroft Leisure and Brandon Festival</p>
25/250	<p>Reports from County and District Councillors To receive and note reports from District and County Councillors</p>
25/251	<p>Reports from Town Councillors To receive and note reports of project activity or outside bodies attended on behalf of the Council</p>
25/252	<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</p> <p>DC/26/0333/FUL – Land Rear of Coulson Cottage, Coulson Lane, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TB7WVPPDJ4100</p> <p>DC/26/0425/FUL – 18 Wimbledon Avenue – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TC18TBPDJIZ00</p> <p>DC/26/0397/HH – Field Barn, London Road, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBQOL2PDJE600</p>

25/253	<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> <p>Planning Variances To discuss any planning variances</p>
25/254	<p>New Cemetery Report To report on any updates received</p>
25/255	<p>Accounts Decision required: To approve and note payments made in March 2026</p>
25/256	<p>Financial Update To receive and note:-</p> <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for February 2026 • Bank Balances • EMR's
25/257	<p>Committee Structure 2026/27 To agree the following committee structure: -</p> <p>Full Council: Planning will be held within Full Council and any specific meetings required for planning or new cemetery will be stood up as extra Full Council meetings as and when required</p> <p>Events and Community Engagement Committee. Powers to spend the committee budget in line with Financial Regulations</p>
25/258	<p>Model Publication Scheme Decision required: To approve Model Publication Scheme</p>
25/259	<p>Financial Reserves Management Policy Decision required: To approve Financial Reserves Management Policy</p>
25/260	<p>Complaints Procedure Decision required: To approve Complaints Procedure</p>
25/261	<p>Freedom of Information Policy Decision required: To approve Freedom of Information Policy</p>
25/262	<p>Safeguarding Policy Decision required: To approve Safeguarding Policy</p>
25/263	<p>Lone Working Policy Decision required: To approve Lone Working Policy</p>

25/264

Clerks Update

To receive any information received since publication of agenda



RAF Lakenheath report to Brandon Parish Council April 2026.

- U.S. forces recently participated as part of U.S. government efforts to support Norwegian and NATO total defense concepts in Exercise Cold Response. The exercise was a routine Norwegian-led winter military exercise in Northern Norway. The exercise was a significant milestone to demonstrate the readiness of a U.S.-based Marine Air Ground Task Force to swiftly composite and rapidly deploy across the Atlantic, be received by Norwegian forces, and conduct operations that enable larger NATO operations.
- The 48 FW supported both Norfolk and Suffolk Justice Services last month with representation from both the 48th Security Forces Squadron and the Legal Office.
- Representation from the 48th Medical Group attended the West Suffolk Council Civic Dinner on 6 March at West Suffolk College.
- Representation from the 48th Mission Support Group attended the Suffolk County Council Civic Reception at Trinity Park in Ipswich on 24 March.
- The RAF Air Defence Radar Museum visited the 48th Operational Support Squadron on 12 March.
- Volunteers attended Feltwell Care Home on several visits this month to join and engage with the residents.
- There will be a planned demonstration outside Gate 1 from 1-6 April. Base personnel are advised to use Gate 2 during this period, which will be open 24 hours until 2200 6 April. Gate 1 will be closed to all inbound and outbound traffic from 1200 to 1600 on Saturday, 4 April. Base personnel have been advised to plan travel accordingly and allow extra time for base entry/exit. There is an increased potential for traffic congestion on and around the installation during this time.
- The 48 FW is aware of safety concerns raised regarding the plane spotters near the Wangford Road junction on the A1065. This is a matter for the local constabulary and the Wing is aware that policing has taken place in this area recently during peak times of activity. The 48 FW RAF Commander has previously engaged with Suffolk Highways on this issue whom are looking to place signage at the forest entrance where the majority of the parking takes place.
- Chairs of local councils have been invited to the NATO BOWL at RAF Lakenheath on 15 May, alongside local football clubs.

Victoria Quamina

Community Relations Adviser, RAF Lakenheath

01638 523145

48FW.CRA@us.af.mil

2 Apr 2026



FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 9TH MARCH 2026 7.00 P.M.

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

MINUTES

25/216	Apologies for Absence Apologies received from Cllr J Hughes, Cllr S Skinner, Cllr P Wittam.
25/217	Declarations of Interest and requests for Dispensations None.
25/218	To receive a report from RAF Lakenheath Received and noted.
25/219	Minutes of Previous Meetings Cllr Gorringe proposed and Cllr Bland seconded to agree and sign the minutes from the Full Council Meeting on 9th February 2026. RESOLVED
25/220	Minutes of Previous Meetings Cllr Challiss proposed and Cllr Savage seconded to receive and note minutes of the Events Committee Meeting of 5 th February 2026. RESOLVED
25/221	Chairmans Report There was no report as the Chairman did not attend the meeting.
25/222	Public Participation Time No members of public wished to speak.
25/223	Grant Applications No grant applications have been received.
25/224	Reports from County and District Councillors Cllr Lukaniuk as County Councillor reported:- <ul style="list-style-type: none"> • County Elections are back on. • New SEND building in Elveden paid for by Suffolk County Council.

	<ul style="list-style-type: none"> • Bridleway no. 20, closed footbridge behind the Maltings is to be replaced in new financial year. <p>Cllr Lukaniuk as District Councillor reported:-</p> <ul style="list-style-type: none"> • West Suffolk budget now passed.
25/225	<p>Reports from Town Councillors</p> <p>Cllr Watts reported:</p> <ul style="list-style-type: none"> • Massive thank you to Market Place Arts and all involved with Light up the Town. The mural is a huge asset to the Town and the lights in the Church were stunning. • Had a meeting to discuss biodiversity and ecology events for Brandon. • Wellbeing day booked for 25th April which may have a Medicinal plant event or yoga. • Earmarked 20th September for a Harvest Day at the orchard. <p>Cllr Pinnell reported:</p> <ul style="list-style-type: none"> • Been lobbying bus companies for information needed. • Community bus will go to the Harvest Centre on Tuesdays. Concerns raised about cost addressed and has managed to get a small amount of funding. <p>Cllr Bland reported:-</p> <ul style="list-style-type: none"> • Attended the Residents Association meeting along with Cllr's Challiss, Savage and Siebert, which was very well attended. • Attended Civic Concert and Dinner for Chairman of West Suffolk Council. • Meeting with Suffolk County Council Definitive Map Manager with Cllr Savage and the landowners re: the bridlepath which is still subject to a holding objection. • Had a reply from Norfolk CC re: Holbrooks and conditions of planning for the second siding. <ul style="list-style-type: none"> - There had been no additional trains. - Tonnage did not exceed the allowance. - Sludge and dust matter is being pursued with site operator and they will continue to monitor this. • Residents concerned about vehicles using Plum Pudding Lane/Cinema Lane. Suffolk County Council have confirmed in an email it is public footpath no. 2 and not for traffic. <p>Cllr Gorringe reported:-</p> <ul style="list-style-type: none"> • Two defibrillators are now in place on Green Road and the junction of Downham Way and the Paddocks. <p>Cllr Siebert reported:-</p> <ul style="list-style-type: none"> • British Legion are running free breakfast for children on Wednesdays in the Easter holidays and an Easter Egg Hunt during the first week (1st April) and asked if the Council could be involved.

	<p>Cllr Brocklehurst reported:- Received an email from Abbeycroft Leisure re family cooking event at Brandon County Park on 8th to 10th April which is free for people in receipt of free school meals.</p> <p>Cllr Bland further reported that the first mosaic has been installed at the Country Park on the first footpath on the wall behind the café.</p>
25/226	<p>Planning Policy To agree Planning Policy if appropriate.</p> <ul style="list-style-type: none"> • It was suggested item BT5, item 4 wording to change to focus on wording that manages HGV impact, such as ‘the Council will seek to minimise the impact of heavy goods vehicle movements through our town, whilst supporting appropriate employment and industrial development that provides economic benefit to our community.’ <p>Cllr Pinnell proposed and Cllr Siebert seconded to accept the Planning Policy following the amendment - ‘the Council will seek to minimise the impact of heavy goods vehicle movements through our town, whilst supporting appropriate employment and industrial development that provides economic benefit to our community.’</p> <p>RESOLVED</p>
25/227	<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</p> <p>DC/26/0195/HH – The Bungalow, Gas House Drove, Brandon – Re-consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TA4Y2ZPDIHF00</p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were then made on application DC/26/0195/HH:-</p> <ul style="list-style-type: none"> • Lifting roof to two metres. • No material issues. • Slight increase in roof line but neighbour happy with and supports the application. <p>Cllr Bland proposed and Cllr Gorringe seconded, to support the application. RESOLVED</p> <p>Cllr Siebert left the meeting at 7.45pm.</p> <p>DC/26/0099/FUL – Coulson Cottage, Coulson Lane, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9B0BYPDI2T00</p> <p>Cllr Brocklehurst gave an overview of the planning application. The following points were then made on application DC/26/0099/FUL:-</p> <ul style="list-style-type: none"> • Property not listed or in a conservation area. • New property will look similar, modern with thermal qualities. • One neighbour objection – trucks undertaking work.

	<ul style="list-style-type: none"> • Traffic Management Plan has been asked for. • Two bedroom to a four bedroom – limited parking. <p>The Clerk left the room at 7.49pm.</p> <p>Cllr Siebert and the Clerk returned at 7.50pm.</p> <ul style="list-style-type: none"> • Concerns of only two parking spaces. • Vans parking on road near the property. <p>Cllr Lukaniuk proposed and Cllr KostECKI seconded, to support the application. FAILED</p> <p>Brandon Town Council will object to the application stating the Council objects to the planning application due to Highway Safety – Parking.</p>
25/228	<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> <p>DC/26/0325/HH – 44 Spruce Drive, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TB481FPDJ2Q00</p> <p>Cllr Brocklehurst gave an overview of the planning application. No comments were made on application DC/26/0325/HH. Cllr Lukaniuk proposed and Cllr Savage seconded, to support the application. RESOLVED</p> <p>Planning Variances There were no planning variances to discuss.</p>
25/229	<p>New Cemetery Report The Clerk reported having engaged our solicitor they are now talking to West Suffolk to produce the S106 agreement for BNG obligation, once completed we will get more movement on the application.</p>
25/230	<p>Accounts To approve and note payments made in February 2026. Cllr Bland proposed and Cllr Pinnell seconded to approve and note payments made in January 2026. A discussion took place about the cost/amount of the electricity being used at the BRPF yard. This will be monitored and ways to reduce the cost will be investigated. RESOLVED</p>
25/231	<p>Financial Update Received and noted:-</p> <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for January 2026

25/232	<p>Financial Year End arrangements</p> <p>To agree in principle movement of any underspend into appropriate EMR's at the end of the year:-</p> <ul style="list-style-type: none"> • Overhaul Windows OSH – £8,000 • Front Door OSH - £6,000 • Hybrid Equipment for Meetings - £6,000 <p>The Clerk explained about the different projects any underspend could be spent on.</p> <p>A discussion then took place regarding the projects proposed. The following other potential projects were discussed:-</p> <ul style="list-style-type: none"> • OSH Front wall & railings need on the right-side need repairing. • Wrought iron lampposts in the avenue need painting. • Lode fence needs repairing. • Legislation going to parliament in June about hybrid meetings that Council have the ability to conduct hybrid meetings, using electronic voting. <p>It was proposed by Cllr Brocklehurst and seconded by Cllr Lukaniuk to move any underspend into general reserves and, at a later date, sort into EMR.</p> <p>RESOLVED</p>
25/233	<p>Internal Control Report</p> <p>Received and noted Internal Control Report.</p>
25/234	<p>SALC Internal Audit Service – Letter of Engagement</p> <p>To appoint SALC as internal auditor for the period 1st April 2025 – 31st March 2026, by approving the letter of engagement.</p> <p>Cllr Pinnell proposed and Cllr Bland seconded to appoint SALC as internal auditor for the period 1st April 2025 – 31st March 2026.</p> <p>RESOLVED</p>
25/235	<p>To consider quotations for insurance:-</p> <p>Several companies were sent the same criteria and these are the quotes we have received against that criteria:-</p> <ol style="list-style-type: none"> a) £8985.63 per year or 3 year LTA £8136.08 per year b) £11363.64 per year c) £11466.38 per year <p>The following was discussed:-</p> <ul style="list-style-type: none"> • Has the current insurance provider quoted – they have. • All companies that have quoted are used by Councils nationally. • Our current insurance has cost approximately £12,000. <p>Cllr Lukaniuk proposed and Cllr Gorringe seconded to go with company A for the three year term at £8136.08 per year.</p> <p>RESOLVED</p>
25/236	<p>Asset Register</p> <p>The Asset register was reviewed.</p>
25/237	<p>Co-option of Councillors Policy</p> <p>To approve Co-option of Councillors Policy.</p>

	<p>Cllr Challiss proposed and Cllr Savage seconded to approve the Co-option of Councillors Policy. RESOLVED</p>
25/238	<p>Communications Policy To approve Communications Policy. Cllr Challiss proposed and Cllr Bland seconded to approve the Communications Policy. RESOLVED</p>
25/239	<p>Retention of Documents Policy To approve Retention of Documents Policy. Cllr Bland proposed and Cllr Watts seconded to approve the Retention of Documents Policy. RESOLVED</p>
25/240	<p>Data Protection Policy To approve Data Protection Policy. The Clerk explained due to so many recent data breaches, the need for the gov.uk email addresses, which is also part of the audit and not being able to use personal email addresses. Cllr Siebert proposed and Cllr Pinnell seconded to approve the Data Protection Policy. RESOLVED</p>
25/241	<p>Corporate Plan To discuss priorities for next year to feed Corporate Plan. The Clerk explained about the Corporate Plan which was brought before Council last year and how it lays out what our priorities are as a Council. The following was then discussed:-</p> <ul style="list-style-type: none"> • Brandon Commission Report has brought up several strands that are important to residents. • What do Council want to focus on next year? • Underspends that we didn't put into the budget, can we allocate for different work. • Developing tourism/visitor economy, in our community - working with ELVA. • Replace/update maps around town. • Provide benefits to the town people to help the community – look at supporting organisations that support the residents as we can't take on the services ourselves. • Use of Market Hill – Farmers Markets etc. Can put these on, as long as it doesn't clash with the market on a Thursday. • Suggestions to be sent to the Clerk to make a decision on next month or May to get costs back, to start undertaking June.

25/242	Clerks Update The Clerk gave the following update:- <ul style="list-style-type: none">• Community governance: consultation this month.• Peers spoke in February that Town and Parish Councils should have representation on community boards, but a motion was not made. Very important that Town and Parish Council representatives are on these bodies.• Brandon Commission report is full of statistics for us to put forward for grant funding.
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The meeting closed at 8.50 PM

Chairman

Date



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.*

Abbeycroft is a Charitable Trust providing facilities and services to encourage physical activity across 10 communities in Suffolk.
Our community programmes are delivered through our health and wellbeing, active communities and outdoor education functions. These focus on the wellbeing of the community and have used physical activity as a tool to address not only physical health but mental health, loneliness and isolation, food poverty, and anti-social behaviour as well as tackling inequalities.

We are Community focussed generating £12.1 Million of Social Value. All our profits are reinvested into services and initiatives.

We work in partnership with a large number of partners including County and Local Councils, Suffolk Mind, NHS CCG, Public Health Suffolk, Allied Health Professionals, Sport England, Community Leisure UK.

Active Communities run a variety of initiatives and programmes designed to support the Community. These initiatives include working with the elderly and youth to keep active and improve mental and physical wellbeing. Funds have to be raised to support these activities.

9. What area is served by your organisation?

West Suffolk, Babergh & Mid Suffolk and East Suffolk

10. What is the total membership of your organisation?

15,000

11. How many members live in the Town?

700

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

Vice Chair

Rosie Mason,

Finance Director

Lynda Pope,

Trustee

Marie Mills,

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.

C. GRANT REQUEST

14. How much grant are you asking for?

£3,350

15. What is the total cost of the project?

£9,979

16. What will you use the grant for?

Teen Chill Brandon - Youth Club for Years 6 - 11, (aged 10-16) designed to reduce ASB and provide a safe place for young people to meet. Started in 2022 and has grown since then.

Friday evenings 7pm to 9pm throughout the year including School Holidays.

- To engage and encourage young people to come together preventing social isolation and providing a safe place with the support of youth workers and youth support services in a structured session. This improves mental and physical health.
- A reduction in Anti-Social Behaviour and local crime with the idea developed jointly with the Local Police, Councils, Parents and Young People.
- Educating in an informal environment on Teamwork, Cooperation, and other Life Skills.
- Teen Chill has a small admission cost £1 per young person per week to help keep the group sustainable.
- Sessions are open to all but engage young people who may be directly affected by a range of issues including household poverty, unemployment, physical or mental health issues, criminal behaviours they experience themselves or by family members.

- We support those from troubled families who feel that they lack opportunities in their lives. Some young people lack role models within their immediate family or social network, so this provides them with a safe and secure environment to socialise and feel valued.
- We have Partnership connections and liaise with the following: local church groups, District Families and Communities teams, Family Support Practitioners, Local Schools, and we are a Referral partner for CYP sponsored childcare at SCC, and links with criminal exploitation hubs.

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

50 plus

18. Have you applied for funds from other sources? YES

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

Source:	Amount	Success
West Suffolk Thriving Communities	£3,281	Yes
Helen Roll Charity	£3,327	Not known

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

Will be applying to Gosling Foundation and will also be looking for other potential sources.
Simon Gibson Charitable Foundation

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	No
5 – 16 years	Yes
16 – 25 years	No
25 – 65 years	No
65 +	No
All of the above	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

Outputs

- The young people decide and lead their activities, and the variety keeps them coming back bringing their friends too.
- The informal education and additional services provided by the youth workers have led to an improvement in physical, mental and social well-being.
- Working with Local policing teams, who attend on a regular basis, to offer support/listen to the young people. During Locality meetings the policing team have mentioned how positive these sessions are, providing a safe place, reducing the amount of young people on the streets in 'dark hours'.
- A Tuck shop is run by the young people helping them develop skills. Profits have been used to buy Stock and other equipment such as Board Games.
- Although we have had to deal with a few behavioural issues, we have not had to exclude any young people due to bad behaviour.
- Average attendance 40per week, and 50 different young people.
- Regular surveys taken and programme reviewed in response to these.

Activities

- Local groups attend leading to the start a new hobby e.g. Judo.
- Arts and crafts.
- Leisure Centre space used outside which allows them to lead a healthier lifestyle.
- Cooking Lessons.

Future Activities Planned

- Local providers of life skills such as money management, online safety, and sexual health to allow the participants to prepare for later life.
- Excursions e.g. visit to Bowling Alley

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.

<p>Signed: </p>	<p>Date: 13 Feb 2026</p>
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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

Teen Chill Brandon Costings 26/27

Delivery staff costs	3 hours x 3 Staff x 50 weeks	£7,527.00
Operational costs	Leisure Centre used	£0.00
Publicity and marketing costs		£350.00
Training and Project Costs for young people		£800.00
Overheads @15%		£1,302.00
		£9,979.00



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 an organisation dedicated to bringing the community together through an inclusive and engaging event. Each year, we host a free community Festival Day, providing an opportunity for residents of all ages to come together in a welcoming and celebratory environment.

This year, our Festival Day will take place on Sunday, 16th August 2026, at the Remembrance Playing Fields. The event has become a significant highlight of the local calendar, attracting a large number of attendees and offering a diverse range of activities designed to encourage participation from everyone in the community.

Our Festival Day promotes community morale, cohesion, and inclusivity, ensuring that all residents, regardless of age, background, or ability, can take part and feel welcomed. By funding this event, the council will be supporting an established initiative that not only entertains but also strengthens community spirit and engagement.

9. What area is served by your organisation?

Brandon and surrounding areas,

10. What is the total membership of your organisation?

20

11. How many members live in the Town?

16

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

Chairman

Denise Maxim

Treasurer

Karen Aris

Secretary

Sue Annear

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.

We are applying for funding as we need support to cover essential fixed costs such as licences, insurance, and entertainment. As shown in our accounts, we have surplus in our account which is not enough to cover, so this funding will help us meet these necessary high expenses.

C. GRANT REQUEST

14. How much grant are you asking for?

£1000

15. What is the total cost of the project?

£2079

16. What will you use the grant for?

The grant that we are applying for would help us with our fixed costs as above and securing the insurances, entertainment and promotional items need to promote the event so the day is a full success.

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

500/600

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

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

Source:	Amount	Success

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

On the day we have a raffle to raise money for the following year. We also have a number of stalls that come and exhibit and provide activities at the event and they pay nominal fee to be there.

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

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. Currently we are sorting access for the new committee officials due to the previous treasurer has left, we are waiting on our bank to do this request has been made and accepted*

D. STATEMENT IN SUPPORT OF GRANT REQUEST

The Brandon Festival is an annual community event that provides a wide range of activities designed to raise morale and bring people together in a positive and welcoming environment. The festival offers a dedicated day of celebration that helps strengthen community spirit while supporting mental wellbeing across the local population.

By encouraging participation and social interaction, the festival contributes positively to mental health and helps reduce social isolation. It creates opportunities for residents to connect, engage, and feel part of their community, benefiting both Brandon and the surrounding areas.

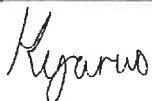
Support and funding from the Council would not only help sustain and develop the festival but would also demonstrate the Council's commitment to community wellbeing. Council backing would allow the event to be more widely promoted and accessible, increasing its reach and impact.

The Brandon Festival is inclusive and designed to benefit people of all ages and backgrounds. It promotes diversity, inclusion, and equality, ensuring that everyone feels welcome and represented. The festival also provides opportunities for collaboration between local organisations, volunteers, and support groups, helping residents become more aware of services and assistance available to them.

Overall, the Brandon Festival delivers clear social and wellbeing benefits by fostering inclusion, promoting mental health awareness, and raising the profile of the local area. Continued support will enable the festival to remain a positive and valuable resource for the whole community.

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: 27/2/26
---	-------------------------

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

Brandon Festival Balance sheet 2024/2025

01/11/24 to 31/10/25

Brandon Festival 2025

INCOME	
Brought forward	£1,405.04
Brandon T/C	£0.00
Donations/Sponsors	£250.00
WSC/Locality Fund	£0.00
Stall Bookings	£370.00
Event Income/Tombola/Raffle	£358.00
Event Donations	£225.00
Public Donations	£100.00
TOTAL FUNDS	£2,708.04

01/11/23 to 31/10/24

Brandon Festival 2024

INCOME	
Brought forward	£378.28
Brandon T/C	£550.00
Donations/Sponsors	£920.00
WSC/Locality Fund	£500.00
Stall Bookings	£360.00
Event Income/Tombola/Raffle	£516.50
Event Donations	£185.00
Public Donations	£137.99
TOTAL FUNDS	£3,547.77

EXPENDITURE	
Insurance	-£530.99
TENS	-£21.00
Marshals	£0.00
First Aiders	-£100.00
	-£651.99
Entertainment	-£1,160.00
Banners/Boards	£0.00
Printing	-£30.00
AJ's/Engraving	£0.00
New TOW Rope	£0.00
Stationary & Sundries	-£63.69
Stall Expenditure	-£57.01
Bank Charges	-£17.50
	-£1,328.20
TOTAL EXPENDITURE	-£1,980.19
SURPLUS	£727.85

EXPENDITURE	
Insurance	-£564.50
TENS	-£21.00
Marshals	£0.00
First Aiders	-£100.00
	-£685.50
Entertainment	-£1,060.00
Banners/Boards	-£238.22
Printing	-£10.00
AJ's/Engraving	£0.00
New TOW Rope	£0.00
Stationary & Sundries	-£22.60
Stall Expenditure	-£126.41
	-£1,457.23
TOTAL EXPENDITURE	-£2,142.73
SURPLUS	£1,405.04

Carry Forward to 2025	£727.85
Cash C/F	-9.66
Bank C/F	£737.51

Carry Forward to 2024	£1,405.04
Cash C/F	136.96
Bank C/F	£1,268.08



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

Please ask for: Tamara Benford-Brown
Direct Line: 01284 757133
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/26/0333/FUL
Consultation Expiry: 8 April 2026 Ext. 14/4/26

Today's date: 16 March 2026

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal Planning application - one dwelling
Location Land Rear Of Colson Cottage Coulson Lane Brandon Suffolk IP27 0HT
Applicant Ms E Coleman

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=TB7WVPPDJ4100>

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 8 April 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.

Tamara Benford-Brown

Tamara Benford-Brown
Senior Planning Officer

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

Please ask for: Connor Vince
Direct Line: 01284 757373
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/26/0425/FUL
Consultation Expiry: 16 April 2026

Today's date: 24 March 2026

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **Planning application - change of use from general industrial (class B2) to health and fitness studio (use class E commercial, business and service)**
Location **18 Wimbledon Avenue Brandon Suffolk IP27 0NZ**
Applicant **Paula Scordis, Aerial Angels UK Ltd**

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=TC18TBPDJIZ00>

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 16 April 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.

Connor Vince

Connor Vince
Senior Planning Officer

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/26/0397/HH
Consultation Expiry: 18 April 2026

Today's date: 26 March 2026

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **Householder planning application - detached cartlodge**
Location **Field Barn London Road Brandon Suffolk IP27 0EL**
Applicant **Mr & Mrs Rought**

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=TBQOL2PDJE600>

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 18 April 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

Accounts for Payment March 2026

Inv. Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
24/02/2026	1230	Brandon Mower Reps.	Service Pedestrian Mower	£112.00	£0.00	£112.00	BACS
01/03/2026	SINV097993	WorkNest Ltd	Health & Safety and H.R.	£4,217.08	£843.42	£5,060.50	BACS
01/03/2026	SINV098188	WorkNest Ltd	Insurance re H & S and H.R.	£246.68	£13.00	£259.68	BACS
13/03/2026	BTC.02.26.001	Conservation Arb.	Remainder of Pollarding in Cem.	£4,315.00	£0.00	£4,315.00	BACS
05/03/2026	2511	CTE Electrical Ltd	Install 3 x Defibs off Street Lights	£1,050.00	£210.00	£1,260.00	BACS
16/03/2026	2533	CTE Electrical Ltd	Install Defib. at Breckland School	£560.00	£112.00	£672.00	BACS
18/03/2026	PF-73225	Big Tyres Ltd	2 x Front Tyres - Gator	£216.00	£43.20	£259.20	BACS
25/03/2026	Proforma	AOS Online	Refuse Sacks	£31.40	£6.28	£37.68	BACS
25/03/2026	Proforma	Garden Machinery Dir.	Strimmer, Blower & 3 Batteries	£1,352.50	£270.49	£1,622.99	BACS
26/03/2026	SKP-2603-0417	Freedom Recycling Ltd	Empty Skip	£230.00	£46.00	£276.00	BACS
20/02/2026	V02441412604	EE	2 x Mobile Phones	£48.60	£9.72	£58.32	Direct Debit
20/03/2026	V02451475684	EE	2 x Mobile Phones	£48.60	£9.72	£58.32	Direct Debit
17/02/2026	INV-23396	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
19/02/2026	M101 LO	BT	Phone OSH	£193.88	£38.78	£232.66	Direct Debit
20/02/2026	M075 46	BT	Phone OSH	£48.09	£9.62	£57.71	Direct Debit
27/02/2026	14081	Evolve Business Sols Ltd	Photocopier - Copies	£141.11	£28.22	£169.33	Direct Debit
02/03/2026	3664625	YU Energy	Electric OSH	£136.35	£6.82	£143.17	Direct Debit
02/03/2026	3664628	YU Energy	Electric BRPF Yard	£264.08	£52.82	£316.90	Direct Debit
02/03/2026	3664623	YU Energy	Electric Pillar 8 Market Hill	£17.78	£0.89	£18.67	Direct Debit
02/03/2026	3664630	YU Energy	Electric Pillar 9 Market Hill	£14.24	£0.71	£14.95	Direct Debit
02/03/2026	3664627	YU Energy	Electric Cemetery Yard	£12.94	£0.65	£13.59	Direct Debit
02/03/2026	3664631	YU Energy	Electric Christmas Tree Pillar	£11.42	£0.57	£11.99	Direct Debit
03/03/2026	3607859	YU Energy	Gas OSH	£161.01	£8.05	£169.06	Direct Debit
16/03/2026		Public Works Loan	OSH Loan	6779.46	0.00	6779.46	Direct Debit
18/03/2026	5319054	Everflow Water	Water OSH	£44.26	£0.00	£44.26	Direct Debit

Accounts for Payment March 2026

23/03/2026		Creative Pension Trust	Pensions - March	£818.39	£0.00	£818.39	Direct Debit
31/03/2026		Unity Trust Bank	Service Charge	£13.45	£0.00	£13.45	Direct Debit
12/02/2026		Aldi	Coffee	£3.75	£0.00	£3.75	CARD
09/03/2026		Unity Trust/Lloyds Bank	Card Payment Fee	£3.00	£0.00	£3.00	CARD
12/02/2026	104919	Thetford Garden Centre	Leaf Rake and Secateurs	£33.32	£6.66	£39.98	BACS
04/03/2026	70570	Chase Timber Products	Rail for Fencing - Thet. Road	£64.08	£12.82	£76.90	BACS
26/03/2026	70818	Chase Timber Products	Stakes for Tree	£10.00	£2.00	£12.00	BACS
10/03/2026	30841	S.A.L.C.	Payroll Service - 6 Months	£252.00	£50.40	£302.40	BACS
12/03/2026	9569024	Suffolk County Council	Street Lighting Main/Energy	£14,082.77	£2,816.54	£16,899.31	BACS
16/03/2026	INV-4623	Andrew Fleet	New Cem. - Architectural Work	£902.50	£180.50	£1,083.00	BACS
19/03/2026	SINV02015991	Ian Smith Group Ltd	A4 Paper	£40.86	£8.17	£49.03	BACS
19/03/2026	GGPNI	Amazon	Mower Blade Sharpener	£41.66	£8.33	£49.99	BACS
19/03/2026	LAEUI	Amazon	Water - Meetings	£3.32	£0.66	£3.98	BACS
19/03/2026	NAEUI	Amazon	Water - Meetings/Safety Goggles	£44.48	£8.90	£53.38	BACS
19/03/2026	ZDULI	Amazon	Fluorescent Starter Switches Yard	£12.25	£2.45	£14.70	BACS
20/03/2026	NF3JI	Amazon	Safety Glasses	£30.32	£6.08	£36.40	BACS
24/03/2026	1040346032	Travis Perkins Ltd	New Lock - Front Door OSH	£19.37	£3.87	£23.24	BACS
27/03/2026	K25245	Ernest Doe & Sons Ltd	Mower Battery & Oil	£116.66	£23.34	£140.00	BACS
30/03/2026	50819	J & D Green	Window Cleaning OSH	£25.00	£0.00	£25.00	BACS
30/03/2026	SI161001	HiQ Tyres & Autocare	Fit 2 x Tyres on Gator	£50.00	£10.00	£60.00	BACS
30/03/2026	1085882290	Stannah Lift Services Ltd	Lift Serviced	£90.00	£18.00	£108.00	BACS
31/03/2026	4421	Dave Green Heating	Service Boiler OSH	£80.00	£16.00	£96.00	BACS
31/03/2026	318747	Fengate Fasteners Ltd	PPE	£34.17	£6.83	£41.00	BACS
31/03/2026	318748	Fengate Fasteners Ltd	PPE, Parts for Fencing Thetford Rd Play Park	£110.06	£22.01	£132.07	BACS
31/03/2026	20260000310	Finevale Service Station	Fuel	£179.13	£35.81	£214.94	BACS
05/04/2026		HMRC	NICS	£3,481.28	£0.00	£3,481.28	BACS

11/03/2026

Brandon Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

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	405,011	405,011	0			100.0%	
1177 Misc Income	28	0	(28)			0.0%	
1180 Room Hire	1,243	1,000	(243)			124.3%	
1190 Interest on Investments	6,790	0	(6,790)			0.0%	
Administration :- Income	413,072	406,011	(7,061)			101.7%	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	298	412	114		114	72.3%	
1130 Office Equipment/Furniture	390	515	125		125	75.8%	
1131 Computer Equipment	873	1,030	157		157	84.8%	
1132 Stationery	479	464	(15)		(15)	103.2%	
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	2,186	1,803	(383)		(383)	121.2%	
1146 Information/Books/Software etc	4	206	202		202	1.9%	
1148 Lift servicing	335	1,030	695		695	32.5%	
1150 Advertising	0	103	103		103	0.0%	
1156 Postage	91	258	167		167	35.4%	
1160 Mileage	73	258	185		185	28.3%	
1165 Photocopier Rental	1,126	1,100	(26)		(26)	102.4%	
1166 Photocopier Charges	620	1,000	380		380	62.0%	
1167 Election Costs	5,900	4,120	(1,780)		(1,780)	143.2%	
1170 Telephone, Internet, Mobiles	2,635	2,850	215		215	92.4%	
4113 Bank Charges	208	165	(43)		(43)	126.2%	
Administration :- Indirect Expenditure	36,218	39,731	3,513	0	3,513	91.2%	0
Net Income over Expenditure	376,854	366,280	(10,574)				
102 Staff							
1201 Staff Salaries (Gross)	127,760	167,843	40,083		40,083	76.1%	
1202 LGA Superannuation	8,899	8,100	(799)		(799)	109.9%	
1203 NI Contributions	34,307	20,141	(14,166)		(14,166)	170.3%	
Staff :- Indirect Expenditure	170,966	196,084	25,118	0	25,118	87.2%	0
Net Expenditure	(170,966)	(196,084)	(25,118)				

Continued over page

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

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	<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>				
104 Grants							
1401 Grants	36,000	36,000	0		0	100.0%	
1402 S137	9,100	10,000	900		900	91.0%	
Grants :- Indirect Expenditure	<u>45,100</u>	<u>46,000</u>	<u>900</u>	<u>0</u>	<u>900</u>	<u>98.0%</u>	<u>0</u>
Net Expenditure	<u>(45,100)</u>	<u>(46,000)</u>	<u>(900)</u>				
201 Cemetery/Town							
2177 Burial Fees	8,400	11,500	3,100			73.0%	
2178 Ashes Interment Fees	4,980	6,500	1,520			76.6%	
2179 Memorial Fees	2,720	3,000	280			90.7%	
Cemetery/Town :- Income	<u>16,100</u>	<u>21,000</u>	<u>4,900</u>			<u>76.7%</u>	<u>0</u>
2101 Cemetery/Town Costs	8,601	10,300	1,699		1,699	83.5%	
2107 New Cemetery Works	6,334	20,000	13,666		13,666	31.7%	
2110 Water Charges Cemetery	222	300	78		78	74.0%	
2111 Electricity	2,895	4,000	1,105		1,105	72.4%	
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	1,067	1,545	478		478	69.1%	
2133 Bus Shelter Cleaning	260	400	140		140	65.0%	
Cemetery/Town :- Indirect Expenditure	<u>19,951</u>	<u>41,190</u>	<u>21,239</u>	<u>0</u>	<u>21,239</u>	<u>48.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,851)</u>	<u>(20,190)</u>	<u>(16,339)</u>				
301 Old School House							
3110 Gas Supply	1,008	4,000	2,992		2,992	25.2%	
3111 Gas Force Contract	0	103	103		103	0.0%	
3113 PAT Testing	116	155	39		39	74.6%	
3114 Electricity (Old School House)	1,547	3,000	1,453		1,453	51.6%	
3117 Water charges OSH	281	412	131		131	68.1%	
3120 Window Cleaning	125	150	25		25	83.3%	
3125 Fire Extinguisher Servicing	365	412	48		48	88.5%	
3178 Old School House Maintenance	3,030	3,000	(30)		(30)	101.0%	
Old School House :- Indirect Expenditure	<u>6,472</u>	<u>11,232</u>	<u>4,760</u>	<u>0</u>	<u>4,760</u>	<u>57.6%</u>	<u>0</u>
Net Expenditure	<u>(6,472)</u>	<u>(11,232)</u>	<u>(4,760)</u>				

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

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	1,236	3,090	1,854		1,854	40.0%	
2122 Fuel & Oil	775	2,266	1,491		1,491	34.2%	
2139 Protective Clothing	527	1,000	473		473	52.7%	
4101 Horticultural	407	515	108		108	79.0%	
4102 Christmas Lighting	2,147	2,060	(87)		(87)	104.2%	
4105 Town Clock Repairs	279	515	236		236	54.2%	
4112 Events	7,326	6,680	(646)		(646)	109.7%	
4114 Project Fund	3,832	10,000	6,168		6,168	38.3%	
General :- Indirect Expenditure	16,528	26,126	9,598	0	9,598	63.3%	0
Net Income over Expenditure	(14,288)	(26,126)	(11,838)				
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	3,945	8,000	4,055		4,055	49.3%	
4208 Cemetery - Trees	4,245	9,000	4,755		4,755	47.2%	
Recreation :- Indirect Expenditure	8,503	20,348	11,845	0	11,845	41.8%	0
Net Income over Expenditure	(7,903)	(20,348)	(12,445)				
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	432,012	427,011	(5,001)			101.2%	
Expenditure	311,712	427,011	115,299	0	115,299	73.0%	
Net Income over Expenditure	120,300	0	(120,300)				
Movement to/(from) Gen Reserve	120,300	0	(120,300)				

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 3 - Unity - Current Acct

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current Acct	28/02/2026		174,265.96
			<u>174,265.96</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			174,265.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			174,265.96
		Balance per Cash Book is :-	174,265.96
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2026
for Cashbook 4 - Unity - Sav A/C 20507732

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity - Sav A/C 20507732	28/02/2026		434,113.47
			<u>434,113.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			434,113.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			434,113.47
		Balance per Cash Book is :-	434,113.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

EAR MARKED RESERVES

	16/06/2025	30/06/2025	30/07/2025	30/09/2025	31/12/2025	28/02/2026	31/03/2026
GENERAL RESERVE	£225,072.28	£227,114.15	£233,922.32	£239,304.09	£241,663.52	£244,613.47	£246,845.47
EMR 1 -321 New Cemetery	£120,000.00	£120,000.00	£120,000.00	£120,000.00	£120,000.00	£120,000.00	£120,000.00
EMR 2 -322 New vehicle	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00
EMR 3 - 323 Mowers/Equipment	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00
EMR 4 - 324 Elections	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00
EMR 5 - 325 Playground Equipment	£30,000.00	£30,000.00	£30,000.00	£30,000.00	£30,000.00	£30,000.00	£30,000.00
EMR 6 - 326 IT Equipment	£4,500.00	£4,500.00	£4,500.00	£4,500.00	£4,500.00	£4,500.00	£4,500.00
EMR 7 - 327 Projects (+ £10,000 in precept)	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00
TOTAL EAR MARKED RESERVES	£189,500.00	£189,500.00	£189,500.00	£189,500.00	£189,500.00	£189,500.00	£189,500.00
TOTAL IN SAVINGS ACCOUNT	£414,572.28	£416,614.15	£423,422.32	£428,804.09	£431,163.52	£434,113.47	£436,345.47

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	£2,359.43 INTEREST
Oct/Dec 25	£2,949.95 VAT
Mar-26	£2,232.00 INTEREST
Jan/Mar 26	VAT



BRANDON

TOWN COUNCIL

Model Publication Scheme

1.Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- a. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- b. To specify the information which is held by the authority and falls within the classifications below.
- c. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- d. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- e. To review and update on a regular basis the information the authority makes available under this scheme.
- f. To produce a schedule of any fees charged for access to information which is made proactively available.
- g. To make this publication scheme available to the public.

2.Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

Adopted: April 2025

Due for review: April 2026



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TOWN COUNCIL

How we make decisions

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3.The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the

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information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

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4.Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information Available

This document is the guide to information available from Brandon Town Council under the model publication scheme, and was adopted on 14th April 2025.

Contact Information:

Tel: 01842 811844 e-mail: tina.cunnell@brandon-tc.gov.uk website: www.brandon-tc.gov.uk Proper Officer: Tina Cunnell, Clerk

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Information to be published	How the information can be obtained	Cost (per sheet)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website Hard copy	Free 25p
N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website Hard copy	Free 25p
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 25p
Location of main Council office and accessibility details	Website Hard copy	Free 25p
Staffing structure	Website Hard copy	Free 25p
Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Website Hard copy	Free 25p
Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy	Free 25p
Finalised budget	Website Hard copy	Free 25p
Precept	Website Hard copy	Free 25p
Borrowing Approval letter	N/A	25p

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Financial Standing Orders and Regulations	Website Hard copy	Free 25p
Grants given and received	Website Hard copy	Free 25p
List of current contracts awarded and value of contract	Website Hard copy	Free 25p
Members' allowances and expenses	Website Hard copy	Free 25p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website Hard copy	Free 25p
Parish Plan (current and previous year as a minimum)	N/A	Free 25p
Annual Report to Town Meeting (current and previous year as a minimum)	Website Hard copy	Free 25p
Quality status	N/A	Free 25p
Local charters drawn up in accordance with DCLG guidelines	N/A	Free
	Hard copy	25p
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Hard copy	Free 25p
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 25p
Agendas of meetings (as above)	Website Hard copy	Free 25p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 25p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 25p

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Responses to consultation papers	Website Hard copy	Free 25p
Responses to planning applications	Website Hard copy	Free 25p
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website Hard copy	Free 25p
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website Hard copy	Free 25p
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 25p

Adopted: April 2025

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Information security (Data Protection) policy	Website Hard copy	Free 25p
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 25p
Data protection (GDPR) policies	Website Hard copy	Free 25p
Schedule of charges (for the publication of information)	Website Hard copy	Free 25p
Class 6 - Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website Hard copy	Free 25p
Asset Register	Website Hard copy	Free 25p
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website Hard copy	Free 25p
Register of members' interests	Website Hard copy	Free 25p
Register of gifts and hospitality	Website Hard copy	Free 25p
Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and/or lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Adopted: April 2025

Due for review: April 2026



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FINANCIAL RESERVES MANAGEMENT POLICY

1. Purpose

1.1 Brandon Town Council is required to maintain adequate financial reserves to ensure its ability to deliver services, manage unexpected events, and comply with proper financial practices. Guidance from the Smaller Authorities Proper Practices Panel (SAPPP) / JPAG Practitioners' Guide recommends that all smaller authorities adopt a formal Reserves Policy and periodically review the level and purpose of all reserves. There is no statutory minimum or maximum level of reserves; however, councils may only hold revenue reserves for reasonable working capital needs or for specific, earmarked purposes.

This policy sets out how Brandon Town Council will determine, manage, and review both its General Reserves and Earmarked Reserves.

1.2 It is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that agreed procedures are adhered to for their establishment and use.

2. Types of reserves

2.1 Reserves are categorised as general or earmarked.

2.2 Earmarked Reserves are funds set aside for specific, known or anticipated future expenditure. They help ensure that the Council can:

- Meet project commitments
- Manage long-term asset maintenance
- Plan responsibly for capital projects
- Spread large costs over multiple years

Earmarked Reserves must not be used to fund ongoing operational expenditure.

2.3 General reserves are funds which do not have any restrictions as to their use. These reserves can be used to:



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- Smooth the impact of uneven cash flows
- Offset the budget requirement if necessary
- It can be held in case of unexpected events or emergencies.

3. Earmarked Reserves

3.1 Establishing and Managing Earmarked Reserves

When creating or reviewing an Earmarked Reserve, the Council will identify:

- a) The amount of the reserve
- b) The purpose and justification
- c) Expected use and timeframe
- d) Management, control, and review arrangements

All Earmarked Reserves will be:

- Recorded and monitored by the Responsible Financial Officer (RFO)
- Reviewed at least twice per year by Full Council.
- Approved or amended only by Full Council.

4. Annual Review of Reserves

The Council's Internal and External Auditors will review the level and justification of reserves annually. In addition, Brandon Town Council will undertake the following each year:

- A formal review of all reserves during budget setting
- An assessment of financial risks to determine whether reserve levels are adequate
- Publication of reserve levels in the annual accounts and budget reports

5. Governance and Reporting

The RFO will maintain an up-to-date schedule of reserves.

Transfers to and from reserves must be approved by Full Council.

Reserves must be used only for the purposes for which they were established, unless Full Council formally resolves otherwise.

All use of reserves will be transparent and reported within financial statements.



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6. Current level of financial reserves

6.1 The level of financial reserves held by the Council will be agreed by Full Council when setting the budget and precept for the forthcoming financial year.

6.2 The current level of general reserves to be held by the Council is no less than 6 months running costs of the council. For the 2026/27 Financial Year this shall be no less than £241,264.50.

6.3 The current level of earmarked reserves held by the council is shown in the schedule attached to this document

6.4 At the end of each Financial Year, any underspend to be moved into appropriate reserves, leaving a minimum bank balance of £40,000.00.

7. Current Financial Service Provider

7.1 The current financial service provider is Unity Trust. The credit rating and reputation of the provider is considered by Full Council during the discussions held regarding the level of financial reserves.

7.2 The Council may consider other providers as appropriate to achieve the best return on their investments. The credit rating and reputation of the provider must be relevant to local government policies and best practice.



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1. General Reserve

Reserve Name	Purpose	Current Balance	Notes
General Reserve	Supports cashflow, emergencies and unforeseen expenditure	£244,613.47	Reviewed annually; replenished during budget setting if used

2. Earmarked Reserves

Reserve Name	Purpose	Current Balance	Notes
New Cemetery	Work being undertaken on proposed new cemetery	£120,000	
New Vehicle	Eventual replacement of vehicle	£10,000	Capital Planning
Mowers & Equipment	Replacement of mowers or equipment	£10,000	Capital Planning
Elections	Funds for election costs	£5,000	
Playground Equipment	Replacement of Play equipment	£30,000	Capital Planning
IT Equipment	Replacement of IT Equipment	£4,500	Capital Planning
Projects	Funding for projects	£10,000	Flexible use



Complaints Procedure

Brandon Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the town. If anyone is dissatisfied with the standard of service you received from this Council, or unhappy about an action or lack of action by this Council, this complaints procedure sets out how a complaint may be made to the Council and how the Council will try to resolve complaints. It is the Council's intention to operate a complaints procedure which ensures the satisfactory resolution of complaints from members of the public as swiftly as is practicable.

1.0 DEFINITION OF A COMPLAINT

- 1.1** For the purposes of this procedure a complaint is defined as “**an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Council or their staff affecting a customer or group of customers.**”
- 1.2** This complaints procedure does not apply to:
- complaints by one Council employee to another
 - complaints between a Council employee and the Council as employer
 - complaints against Councillors; these are covered by the Code of Conduct.
- If a complaint about a Councillor is received it will be referred to the District Council Monitoring Officer.

There is no difference between a 'formal' and an 'informal' complaint, both are expressions of dissatisfaction that require a response.

2.0 RESPONSIBLE OFFICERS

- 2.1** Complaints will be dealt with the by Clerk or their assistant in the absence of the Clerk. They will ensure that they receive, record and deal appropriately with any complaints received.
- 2.2** Complaints made against the Clerk or their assistant will be referred immediately to the Chair of the Council.

3.0 RECEIPT OF COMPLAINTS

- 3.1** Complaints may be made about the Council's procedures or administration to the Clerk in writing or by emailing the Clerk: The contact details are set out below.



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- 3.2 Complaints made via a third party may be accepted if it is considered that the complainant is not able to complain personally due to age, mental or physical infirmity or other special circumstances. If it is considered that the complainant is capable then their permission must be sought before pursuing the complaint and response to the complaint should be made to them.

4.0 INVESTIGATION & RESPONSE TO COMPLAINTS

- 4.1 Wherever possible the Clerk will try to resolve complaints immediately. If this is not possible, the Clerk will normally try to acknowledge complaints within five working days.
- 4.2 The Clerk will investigate each complaint, obtaining further information as necessary from the complainant and/or from staff or members of the Council.
- 4.3 The Clerk will notify the complainant within 20 days of the outcome of the complaint and what action (if any) the Council proposes to take as a result of the complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is the complainant will be kept informed)
- 4.4 The response informing the complainant of the outcome of the investigation will always include a reiteration of the original complaint (as it is understood by the Clerk) and a full description of the results of the investigation.
- 4.5 If the complainant is dissatisfied with the response to the complaint, he/she may ask for the complaint to be referred to the Chairman/Vice Chairman of the Council and (usually within eight weeks) will be notified in writing of the outcome of the appeal of the original complaint.

5.0 REMEDIES FOR COMPLAINTS

- 5.1 When a complaint is found to be justified then consideration will be given to the question of an appropriate remedy which may involve suitable recompense.
- 5.2 If a complainant is dissatisfied with the response to their complaint, the matter may be referred to the Chair of Council for appeal.

6.0 RECORDING COMPLAINTS

- 6.1 The Clerk will keep a record of complaints received.



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- 6.2** The Clerk will report to the Full Council all complaints received in confidential closed session. The report will include a brief description of each complaint and details of action taken to resolve each complaint. The individual complaints will only be identified in closed session.
- 6.3** The complaints procedure will be published on the Council's website.
- 6.4** All complaints received will be reported to the Council on an annual basis. The report will include a brief description of each complaint. The individual complainants will not be identified.

Complaints should be directed to:

The Town Clerk
Brandon Town Council
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA
Telephone: 01842 811844
Email: clerk@brandon-tc.gov.uk
office@brandon-tc.gov.uk



Freedom of Information Policy

The Freedom of Information Act 2000 came into force on 1st January 2005 enabling greater access to information that is held by public authorities.

The Freedom of Information Act gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places several obligations on public authorities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information, and subject to exemptions, must be supplied with that information.

For a full list of exemptions and further information relating to the Act, see the Department for Constitutional Affairs website, or the Information Commissioner's website. Individuals already have the right of access to information about themselves under the Data Protection Act 1998.

As far as public authorities are concerned, the Freedom of Information Act will extend this right to allow public access to all types of information held. Every public authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the way it intends to publish the information, and whether a charge will be made for the information.

The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Most routinely published information provided by the Council is available from this website. If after using the search facilities you are still unable to access the information you require, please submit a Freedom of Information request to the contact details below.

Your request must be made in writing. This can be in any written form, such as a letter, fax, or email. The request must state your name and address for correspondence and describe the information required.

Freedom of Information requests will generally be dealt within 20 working days of being received, although this timescale can be extended in certain circumstances.

You may request that the information be supplied in any form, however the Council will consider the cost of supplying the information in this form before complying with your request. You may ask for a copy of the information sought, or for permission to inspect the records containing the information.

The Council will provide the information in the form requested unless it is unreasonable to do so. The Council will charge the full cost for disbursements such as copying and printing. A fees notice will be sent to you that will put a hold on the 20 days for responding to your initial request until the fee is paid.

If after three months the fee is unpaid, it will be assumed that you no longer require the information.

Contact details:

The Town Clerk
Brandon Town Council
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA
Telephone: 01842 811844 Email: office@brandon-tc.gov.uk



Safeguarding Policy

Introduction

Brandon Town Council acknowledges that everyone who uses facilities for which we are responsible, or who may be involved in Council-led activities, should be treated with dignity and respect, and should be protected from harm.

The purpose of this policy is to ensure that procedures are in place, and that people are clear about their roles and responsibilities, in respect of children, young people and vulnerable adults who use facilities for which we are responsible or are involved in Council-led activities

This policy applies to anyone directly or indirectly employed by Brandon Town Council including volunteers.

POLICY

We recognise the serious issue of the abuse of children, young people and vulnerable adults, whatever form it may take, and we accept our responsibility for ensuring that all people are safe whilst on premises for which we are responsible or involved in Council-led activities.

We will seek to safeguard and protect all children, young people and vulnerable adults in the following ways;

- By managing premises for which we are responsible and Council led activities in a way which promotes safety and prevents abuse
- By recognising that we need to have particular care for people whose vulnerability is increased by situations, by disability, or by reduction in capabilities, whether this is temporary or permanent.
- By recruiting staff, volunteers and Town Councillors safely, ensuring all necessary checks are made.
- We undertake to respond without unnecessary delay to any allegation, complaint or cause for concern that a child, young person or vulnerable adult may have been harmed whilst on premises for which we are responsible or during Council-led activities, and to challenge the abuse of power of anyone in a position of trust.
- Whilst it is not the responsibility of any council staff member/councillor and/or volunteer to determine if abuse is taking place, it is their responsibility to report concerns to the Designated Officer or the agencies (the Children's Services department at the local authority and the police) that need to know so that enquiries can be made and appropriate action can be taken
- We require all hirers of premises for which we are responsible to demonstrate good safeguarding practice and to respect the provisions contained in this policy, a copy of which will be displayed on the Council website.
- It is expected that any organisation which has their staff working on Town Council



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land will ensure that their staff are recruited safely and that it is appropriate for them to work in an area where children, young people and vulnerable adults may be present. The responsibility will lie with the organisation to ensure that staff on council land are appropriately checked.

- Safeguarding requirements will be included in Risk Assessments for any proposed Council-led activity or event.

Designated Officer – Town Clerk

The designated officer handles any safeguarding issues and oversees the policy's implementation. The designated officer will always be the initial point of contact for all staff, councillors and volunteers with concerns or if abuse has been disclosed. Necessary steps can then be taken to ensure the safety of the child, young person or vulnerable adult.

Definitions of Abuse:

- **Abuse** covers any form of physical, emotional, mental, and sexual abuse, including bullying, including a lack of care that leads to injury or harm. For vulnerable adults, abuse may also be financial.
- **Neglect** is where people fail to meet a child's or vulnerable person's basic physical/psychological needs and is likely to result in serious impairment of their health or development, e.g., failure to ensure that a child is protected from unnecessary risk of injury or exposing them to undue cold.
- **Physical Abuse** is where physical pain or injury is caused, e.g., hitting, shaking, biting, etc.
- **Sexual Abuse** is where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videos.
- **Emotional / Mental Abuse** is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status, e.g., bullying (including cyber and text bullying), constant criticism, and unrealistic pressure to perform.

Use of Video and Photography

The use of photographs and images of young people will be controlled to prevent possible misuse. In general, agreement will be sought from parents or guardians that images can be used as appropriate.

Responding to Allegations

If a person discloses abuse by someone else:



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- Stay calm, take the allegation seriously.
- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate
- Only ask questions for clarification, do not ask leading questions, and do not attempt to investigate.
- Alleviate feelings of guilt and isolation, while passing on no judgment. Reassure them that they did the right thing by talking to you.
- Advise that you will try to offer support, but that you MUST pass the information on, do not offer to keep secrets.
- Record the facts as you know them.
- Refer the allegation immediately and directly to the appropriate person. If an employee or volunteer is implicated, refer to their Line Manager. If a manager or another young person is implicated, refer directly to the Town Clerk. If the Town Clerk is implicated, refer to the Chair. All allegations must be referred to, no matter how insignificant they may seem to be, or when they occur.
- Try to ensure that no one is placed in a position that could cause further compromise.

As soon as possible after the incident or disclosure occurred:

- Write down notes, dates, times, facts, observations, and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- Immediately contact the Social Services Department at Suffolk County Council. Ask for a duty officer and indicate that you wish to discuss a matter of child / vulnerable person protection. Ask for the name of the person with whom you are speaking. Do not filter out or withhold any information. Ask if there is anyone else who should be informed.
- Prepare a confidential file. Record all notes, conversations, and advice from Social Services. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Store information in a secure place with limited access to designated people, in line with data protection legislation.
- Follow the advice from Social Services; take no other action unless advised to do so by Social Services. Do not attempt to investigate any matters – this is not the role of the Town Council.

Responding to concerns about a child's welfare where there has been no specific disclosure or allegation.

All members, employees, volunteers, and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Town Clerk. The Town Clerk will, if appropriate, make a referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- unexplained bruises, marks, or injuries on any part of the body e.g., cigarette burns, bite marks.



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- bruises which reflect hand marks or fingertips (from slapping or pinching)
- an injury for which the explanation seems inconsistent, or which has not been treated adequately.
- sudden changes in behaviour, including becoming withdrawn or aggressive, severe temper outbursts.
- reluctance to get changed, e.g., for swimming.
- neglected in appearance, dirty or 'smelly'.
- constant hunger, sometimes stealing food from others.
- Inappropriate dress for the conditions.
- fear of parents or carers being approached for an explanation.
- flinching when approached or touched.
- neurotic behaviour, e.g., hair twisting, rocking.
- being unable to play.
- fear of making mistakes.
- self-harm.
- fear of being left with a specific person or group of people, lack of trust in adults.
- sexual knowledge is beyond their age or developmental age.
- sexual drawings or language.
- saying they have secrets they cannot tell anyone about.
- not allowed to have friends.

Contact Details for Social Services, the Police and NSPCC:

Customer First – for Adults and Children: Telephone: 0800 9171109

Suffolk Police:

Telephone: 101 or in an emergency 999



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NSPCC Child Protection Helpline: Telephone: 0808 800 5000

NSPCC Help for children and young people Telephone: 0800 1111

Confidentiality

Members, employees, volunteers, and contracted service providers must not discuss allegations of abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse, the matter should be shared with the Town Clerk so that appropriate risk assessments may be undertaken.

Prevention

Any sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children, young people, or vulnerable adults should have their own equivalent Child Protection and vulnerable adult policies, or failing in this, must comply with the terms of this policy. This requirement will be written in the contract. If this is not met, the contractor will be deemed to be in breach of their contract.

This policy will be reviewed annually; to confirm its continuing accuracy and relevance and will be amended and reissued as may be found necessary.



LONE WORKING POLICY

Introduction

The following policy and procedure aim's to minimise risks for staff working alone in their fixed base and working away from their fixed base. Under the Health & Safety Act 1974 and the Management of Health and Safety Work Regulations 1999 it is the duty of Brandon Town Council to assess risks to lone workers/volunteers and take steps to avoid or control risk where necessary. Employees of the Council have responsibilities to take reasonable care of themselves, and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

Lone Working/Lone Workers

These are people who work by themselves without close or direct supervision:

At a fixed base (office or other):

- a) Only one person working on the premises
- b) Working separately from others
- c) Working outside of normal hours

Away from their fixed base:

- a) Staff member who is required to travel alone to and from a fixed base to another base or to attend meetings etc.

Potential Risks to Lone Workers

- a) Open access and unlocked doors – accessible to the public, contractors etc
- b) Being taken ill whilst at work
- c) Lack of training regarding Health & Safety procedures
- d) Hazards in the workplace
- e) Remote areas
- f) Parking arrangements – poorly lit and isolated areas

Assessing the Risk

Before drawing up and recording the assessment of risk, it must be established:

- a) Whether the work can be done by a lone worker
- b) What arrangements will be in place to ensure an individual is not exposed to unnecessary and unacceptable risk?

When recording an assessment of risk, the following should be taken into consideration:

- a) Environment – location, security, access/egress
- b) Context – nature of the task
- c) History – have there been any accidents/incidents in the past?

All available information should be taken into account and updated as and when necessary. If there is a reason for doubt about the safety of a lone worker in a given situation then consideration should be given for making other arrangements to complete the task.



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Safety Guidelines

For staff working in a fixed base:

- a) Familiarise the layout of the building including fire exits and escape routes
- b) Keep doors locked that allow direct access to the building/office you are working in
- c) Do not open the door to unexpected visitors. In the case of contractors, ask for identification. If still unsure check with the contractor's employer/head office
- d) Have contact numbers at hand to be able to contact relevant person(s) immediately, should you feel ill, intruder in the building etc
- e) Park as near as you can to the building
- f) A risk assessment to be put in place to assess potential risks

For staff working away from their fixed base:

- a) Staff should inform relevant person(s) from the Council of their movements including how long they are going to be away from their base and when they will return, along with any relevant information regarding where and at what time, visits will be made and to whom. Telephone numbers should also be stated
- b) Leave details of venues including contact numbers
- c) Take a mobile with you (if applicable)
- d) Avoid meetings in isolated places. If this cannot be avoided then either ask someone to go with you or make sure you always notify the Town Manager when you arrive and when you leave.

Responsibility

Employees' Responsibility and Personal Safety:

- a) To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work
- b) Always maintain a line of communication on a regular basis with the office or call the emergency telephone to identify and minimise risk(s).

Always report any accidents/incidents to the Town Clerk or the Office. This will allow for a full investigation to take place to assess any further potential risks and identify any additional safety procedures.

Adopted: April 2026
Due for review: April 2029



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Employer's Responsibility

- a) To take reasonable care for the health and safety of staff by identifying and assessing potential risks to ensure that staff are safe at all times
- b) Always maintain a line of communication on a regular basis with staff to identify and minimise risk(s)
- c) Ensure staff receive all relevant training and information available
- d) Equip staff with a mobile phone (if applicable) to ensure a system of maintaining contact

Employees/Volunteers exempt from working alone in certain situations

- a) Young persons under instruction in a fixed base (example work experience, helping with Council tasks etc)
- b) When working with substances hazardous to health

Policy Review

This policy will be reviewed annually by the Council to ensure that it is relevant to working practice.

Adopted: April 2026
Due for review: April 2029

