



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 14TH APRIL 2025, STARTING AT 7.00 P.M.

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

Tina Cunnell

Clerk

Brandon Town Council

AGENDA

1	Apologies for Absence To receive
2	Declarations of Interest and requests for Dispensations To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
3	To receive a report from Sqn Ldr Eaton – RAF Lakenheath To receive and note
4	Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meeting on 10th March 2025
5	Minutes of Previous Meetings To receive and note minutes of the Planning Committee Meeting of 7 th April 2025

6	Chairmans Report To receive and note																									
7	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																									
8	Reports from County and District Councillors To receive and note																									
9	Reports from Town Councillors Reports of project activity or outside bodies attended on behalf of the Council																									
10	Accounts Decision required: To approve and note payments made in March 2025																									
11	Grant Applications Decision required: To consider S137 grant from Fledgelings Preschool Brandon																									
12	Income & Expenditure Statement against budget for February 2025 To receive and note																									
13	<p>New Cemetery Decision required: To consider and agree if fencing should be installed at this time on the new cemetery site Decision required: To agree if appropriate, if previously resolved a quote to install post and rail fencing on the new cemetery site to mark boundaries, including preparation work and disposal (all quotations exclude VAT)</p> <table border="1"> <thead> <tr> <th>Company</th> <th>Material</th> <th>Clearance</th> <th>Installation</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Inc. in install</td> <td>£5593.64</td> <td>£5135.00</td> <td>£10728.64</td> </tr> <tr> <td>B</td> <td>Inc. in install</td> <td>-</td> <td>£7200.00</td> <td>£7200.00</td> </tr> <tr> <td>C</td> <td>£1477.50</td> <td>£300.00</td> <td>£1600.00</td> <td>£3377.50</td> </tr> <tr> <td>D</td> <td>£6750.00</td> <td>Inc. in install</td> <td>£1800.00</td> <td>£8550.00</td> </tr> </tbody> </table>	Company	Material	Clearance	Installation	Total	A	Inc. in install	£5593.64	£5135.00	£10728.64	B	Inc. in install	-	£7200.00	£7200.00	C	£1477.50	£300.00	£1600.00	£3377.50	D	£6750.00	Inc. in install	£1800.00	£8550.00
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14	Approve Council Committee Structure for 2025/26 Decision required: To agree standing committees. The Chair of committees will be elected at the first meeting of the committee																									
15	Model Publication Scheme Decision required: To adopt Model Publication Scheme																									

16	Norfolk and Suffolk Devolution Consultation To review comments received and agree https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution
17	Lingheath and Atmere Charities Decision required: Nominate a Trustee
18	Clerks Update To receive any information received since publication of agenda



FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 10TH MARCH 2025 7.00 P.M.

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

MINUTES

1	<p>Apologies for Absence Apologies received from Cllr P Ridgwell, Cllr S. Skinner. The Clerk reminded the Councillors that apologies need to be sent in writing to the Clerk or Chair.</p>
2	<p>Declarations of Interest and requests for Dispensations None.</p>
3	<p>To receive a report from Sqn Ldr Eaton – RAF Lakenheath Sqn Ldr Eaton was unable to attend the meeting but sent in a report that was noted.</p>
4	<p>Minutes of Previous Meetings Agree and sign the minutes from the Full Council Meetings on 10th February 2025. A query was made on the minutes, which would be amended. Resolution Record No: BTC/151/10/Mar/25 RESOLVED</p>
5	<p>Minutes of Previous Meetings To receive and note minutes of the Planning Committee Meeting of 3rd March 2025 Received and noted.</p>
6	<p>Chairmans Report Chairman gave a verbal update about the memorial garden project, that he had received from the secretary at the Brandon Remembrance Playing Fields. Which included the following:-</p> <ul style="list-style-type: none"> • Trees have been taken down and stumps removed, apart from one large stump on the edge of the ditch. • Main area has been cleared, with a few bits on fishing lake side of the roadway to do. • Next step is to level off the area and build up banks, around the edges.

	<ul style="list-style-type: none"> • Local company will be delivering 200 tonnes of topsoil, to build up the area. • Ditch area near the allotments will be cleared, to help with drainage. • Rachel from Brandon in Bloom has a done a preliminary drawing, for tree planting proposal and design area. • Planting window has been missed for this year. Planting will now be next autumn. • Banks will be seeded and glassed, including wildflower plants. • £2000 has been spent on clearing the area. • Estimated £1500 for the banking, grassing and seeding.
7	<p>Public Participation Time The meeting was adjourned.</p> <p>A resident commented on the following:-</p> <ul style="list-style-type: none"> • Thanks for agreeing to live stream the new cemetery meetings. • Returning wildlife to the new cemetery site since clearing the land. • Found old documents from 2012 show the planning application had virtually been granted on the new cemetery. Requested application to be progressed. • Found old documents and plans on the bypass from 2009/10. Requested Council progress. Chairman explained this project was unlikely to happen in the current economic climate. <p>Meeting re-opened.</p>
8	<p>Reports from County and District Councillors</p> <p>Cllr Lukaniuk, firstly thanked staff for the new trees on Victoria Avenue and commented on the loss of Mr G's. Town Councillors agreed it's a loss of an important amenity.</p> <p>As County Councillor, he then reported:-</p> <ul style="list-style-type: none"> • He had met with an engineer re the parapets on the bridge. County are seeking cheaper quotes. • St Peters Approach has now been asphalted. <p>As District Councillor, he reported:-</p> <p>All District Councillors will be making a decision on 18th March, as to their preference for a Unitary Council, there are three options as follows:-</p> <ul style="list-style-type: none"> • Unitary Council for the whole of Suffolk • Two Unitary Councils, Eastern Suffolk and Western Suffolk • Eastern Suffolk, Ipswich and Felixstowe on their own and West Suffolk on its own. <p>There will then be a six-month consultation on forming the details of the Unitary Council.</p>
9	<p>Reports from Town Councillors</p> <p>Cllr Challiss reported that a Pride event is on in the Church Institute at the weekend.</p> <p>Cllr Pinnell reported on his time at Breckland School last week. The children were all concerned about Mr G's closing.</p>

	Cllr Brocklehurst reported that Brandon in Bloom have a litter pick on 22 nd and 23 rd March. RBL putting on refreshments on the Saturday.
10	<p>Accounts</p> <p>To approve and note payments made in February 2025. Resolution Record No: BTC/152/10/Mar/25 RESOLVED</p>
11	<p>Grant Applications</p> <p>To consider S137 grant from 1st Brandon Scout Group A representative from Brandon Scout Group gave an overview as to why they had put in a grant application. A number of Councillors asked questions and thanked the scouts for all they do. Cllr Pinnell proposed and Cllr Wittam seconded that £4000 be granted to 1st Brandon Scout Group. Resolution Record No: BTC/153/10/Mar/25 RESOLVED</p>
12	<p>Income & Expenditure Statement against budget for January 2025</p> <p>Received and noted.</p>
13	<p>SALC Internal Audit Service – Letter of Engagement</p> <p>To appoint SALC as internal auditor for the period 1st April 2024 – 31st March 2025, by approving the letter of engagement. The Clerk explained that we have asked SALC to undertake our audit this year. It will be an in-depth audit, to learn what we have to do to progress ourselves as a quality Council. Resolution Record No: BTC/154/10/Mar/25 RESOLVED</p>
14	<p>Defibrillators</p> <p>To consider adding to the current program of AED's</p> <ul style="list-style-type: none"> • Purchase and site four defibrillators via funds from 'project ' allocation. • Set up and manage a network to fundraise and maintain. • Provide facilities for training. <p>Cllr Gorringe gave an overview;-</p> <ul style="list-style-type: none"> • Looking to purchase four more defibrillators. • More defibrillators are needed in the East of Brandon. • Agreed in principle with the owner of the shop on Thetford Road to have one installed. • Looking for £5,000 out of the project fund. £3,000 for the machines and £2,000 for spares. • Training on how to use the defibrillators with East Anglian Air Ambulance is free. <p>There was further discussion about the following:-</p> <ul style="list-style-type: none"> • Who resets the defibrillators if used and the process in doing so. • The clerk suggested a cascade system for the defibrillators. • Cllr Brocklehurst reported Breckland School have also agreed in principle to have one installed on the outside of their building. • Suffolk Highways need to be contacted to see if the defibrillators can be attached to Street Lights for the electric supply.

	<p>Cllr Brocklehurst proposed and Cllr Hughes seconded that £5,000 be used from the projects fund, out of next year's budget, to purchase four defibrillators for £3,000 and use £2,000 for the spares. Resolution Record No: BTC/155/10/Mar/25 RESOLVED</p>
15	<p>Permissions for No Cold Calling Zone signs To allow permission for 2 x NCCZ Signs to be erected on Swallow Drive, Brandon. Future requests to be dealt with by Town Clerk. Delegate powers to Town Clerk to manage future requests. The Clerk commented that any requests that are made, would be emailed to the Councillors, for information. Resolution Record No: BTC/156/10/Mar/25 RESOLVED</p>
16	<p>New Cemetery Committee Recommendations to Full Council To accept new plan. Cllr Brocklehurst commented we are still working with our original contactor who have provided further plans, for the frontage and hedging on boundaries for biodiversity. This is to be attached to the planning application. Resolution Record No: BTC/157/10/Mar/25 RESOLVED</p>
17	<p>TRO Update To review and approve questions for the public consultation https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=3nXBblzbHkyJx7vuLJCvglCkAqMO3wBCuGnv8IQ_NWpUMkk2WFJCMEtXSUVRMkFNSkVSUTZVT1hLQS4u&Token=e04b82b52ce845748273b578f05f11d3 The Clerk:-</p> <ul style="list-style-type: none"> • Thanked Mrs Prior for compiling the form and the Councillors for their comments. • The Clerk explained about all the ways the public consultation will be published, apart from going in the town magazine and the cost of paper, this will be zero cost to the Council. • Put out for the month of April. • Councillors to have stand on the Market, to help promote consultation. <p>Resolution Record No: BTC/158/10/Mar/25 RESOLVED</p>
18	<p>Brandon Creative Forum To allow Brandon Creative Forum to hang decorative lamps down Victoria Avenue and approval to decorate the railings at Old School House from 29th November 2025 into the new year of 2026 Resolution Record No: BTC/159/10/Mar/25 RESOLVED</p>
19	<p>Clerks Update The Clerk gave the following update:-</p>

	<ul style="list-style-type: none">• Light up the Town was very successful with positive feedback being received. Hope to work with CPP Market Place in the future. Thanks to Councillors and staff for stewarding.• Progressing with the new cemetery.• Information board for The Orchard to arrive end of March.• BRPF had a meeting in Council Chamber which was attended by Natural England, Environment Agency and Norfolk and Suffolk Councils. Ali is to take them on a walk around Brandon next time, to show them, heritage and environmental sites that maybe of interest.• Now focusing on financial year end, internal and external audits to follow.• Asbestos, building surveys and 5 yr fixed wiring tests have gone out for contract re health and safety and should be completed by the next meeting.• Annual Town meeting to be a separate meeting from the AGM, on 1st May, to invite people who had received grants to give feedback on how the money has been spent.
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The meeting closed at 8.12 PM

Chairman

Date



BRANDON

TOWN COUNCIL

PLANNING COMMITTEE MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE, BRANDON

MONDAY 7TH APRIL 2025 11.00 A.M.

Present: Councillors: Brocklehurst (Chair), Gorringe, KostECKI, Lukaniuk. Minute Taker: Prior

MINUTES

1	<p>Apologies for Absence None.</p>
2	<p>Declarations of Interest and requests for Dispensations None.</p>
3	<p>Minutes of Previous Meetings Agree and sign the minutes of the Planning Committee meeting held on 3rd March 2025. Resolution Record No: BTCP/160/07/Apr/25 RESOLVED</p>
4	<p>Public Participation Time No members of the public were present.</p>
5	<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/25/0434/EIASCR – Brandon Fields Estate, Brandon Fields, Brandon – Screening Opinion Cllr Gorringe proposed and Cllr KostECKI seconded that no comment needed to be made, as the committee had no objections. Resolution Record No: BTCP/161/07/Apr/25 RESOLVED – SUPPORT</p> <p>DC/25/0423/HH – 104 Rowan Drive, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SSWW3PPDIFC00</p>

	<p>Cllr Gorrington proposed and Cllr Lukaniuk seconded that the application is supported. Resolution Record No: BTCP/162/07/Apr/25 RESOLVED – SUPPORT</p> <p>DC/25/0505/HH – Gate Lodge Cottage, Mile End, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=STKCAFPDIQR00 Cllr Lukaniuk proposed and Cllr Kosteci seconded that the application is supported. Resolution Record No: BTCP/163/07/Apr/25 RESOLVED – SUPPORT</p>
6	<p>Late Planning Applications Received after Agenda was Published To receive. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published. None.</p>
7	<p>Clerks Update There was no further information received since the publication of the agenda.</p>

The meeting closed at 11.18 A.M.

Chairman

Date

Accounts for Payment March 2025

Invoice Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
12/02/2025	INV-3762	Force FX Supplies Ltd	Hire of Flambeaux - VE Day	£293.75	£58.75	£352.50	BACS
10/03/2025		Brandon Scout Group	S137 Grant	£4,000.00	£0.00	£4,000.00	BACS
01/03/2025	1	Royal British Legion	UKPF - Warm Space Hall/Refresh	£300.00	£0.00	£300.00	BACS
05/03/2025	19649	Life Outdoors	UKPF - Pole for Kestrel Box	£132.05	£26.41	£158.46	BACS
06/03/2025	727087	Ashridge Trees Ltd	UKPF - Plants for Orchard	£95.89	£19.17	£115.05	BACS
11/03/2025		Mrs J Prior	Reim. - Business Cards	£35.23	£7.04	£42.27	BACS
01/03/2025	SINV080546	WorkNest Ltd	Health & Safety and H.R.	£4,094.25	£818.85	£4,913.10	BACS
01/03/2025	SINV080778	WorkNest Ltd	Insurance re H & S and H.R.	£223.00	£13.00	£236.00	BACS
17/03/2025	1212727306	Robert Dyas	UKPF - Kestrel Box for Orchard	£94.99	£19.00	£113.99	BACS
20/03/2025		Brandon Creative Forum	UKPF - Craft - Apple Blossom Day	£345.00	£0.00	£345.00	BACS
20/03/2025	1062	P & M Projects Ltd	UKPF - Jetty Restoration Project	£9,000.00	£0.00	£9,000.00	BACS
26/03/2025	1073	P & M Projects Ltd	UKPF - Community Days	£400.00	£0.00	£400.00	BACS
26/03/2025		Mrs A Barnes	Reim. Refresh. Orchard Vol. Day	£25.00	£0.00	£25.00	BACS
16/02/2025	INV-12286	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
18/02/2025	M023 A5	BT	Phone OSH	£101.22	£20.24	£121.46	Direct Debit
21/02/2025	M088 93	BT	Phone OSH	£166.33	£33.27	£199.60	Direct Debit
22/02/2025	M063 SN	BT	Phone OSH	£40.49	£8.10	£48.59	Direct Debit
28/02/2025	9808	Evolve Buiness Sols Ltd	Photocopier - Copies	£118.64	£23.73	£142.37	Direct Debit
01/03/2025	13109	Cranberry Comms.	Microsoft 365	£119.95	£23.99	£143.94	Direct Debit
01/03/2025	2398603	YU Energy	Electric OSH	£132.72	£6.64	£139.36	Direct Debit
01/03/2025	2398605	YU Energy	Electric BRPF Yard	£340.68	£68.14	£408.82	Direct Debit
19/03/2025	2404241	YU Energy	Electric Pillar 8 Market Hill	£0.47	£0.02	£0.49	Direct Debit
04/03/2025	2431562	YU Energy	Electric Pillar 9 Market Hill	£23.59	£1.18	£24.77	Direct Debit
03/03/2025	2452275	YU Energy	Gas OSH	£197.79	£9.89	£207.68	Direct Debit
14/03/2025		Public Works Loan	OSH Loan	6779.46	0.00	6779.46	Direct Debit

Accounts for Payment March 2025

18/03/2025	4129282	Everflow Water	Water OSH	£51.57	£0.00	£51.57	Direct Debit
20/03/2025	V02329203678	EE	2 x Mobile Phones	£43.20	£8.64	£51.84	Direct Debit
24/03/2025		Creative Pension Trust	Pensions - March	£751.99	£0.00	£751.99	Direct Debit
31/03/2025		Unity Trust Bank	Service Charge	£14.25	£0.00	£14.25	Direct Debit
03/03/2025	SI130177	Weeting Tyres Ltd	Repair Puncture on Gator	£25.00	£5.00	£30.00	BACS
06/03/2025	SI130477	Weeting Tyres Ltd	Fit 2 New Tyres on Gator	£50.00	£10.00	£60.00	BACS
04/03/2025	38332	Edge IT Systems Ltd	Burial Record Search Set Up/Yr 1	£981.00	£196.20	£1,177.20	BACS
06/03/2025	K08221	Ernest Doe & Sons Ltd	Repair Hedge Trimmer	£107.50	£21.50	£129.00	BACS
18/03/2025	K08809	Ernest Doe & Sons Ltd	Service Gator/Replace Drive Belt	£838.68	£167.74	£1,006.42	BACS
12/03/2025	66839	Chase Timber Products	Fence/Gate - Thet Rd Play Area	£1,491.53	£298.31	£1,789.84	BACS
17/03/2025	1085767597	Stannah Lift Services Ltd	Quarterly Lift Service	£124.84	£24.97	£149.81	BACS
18/03/2025	9555570	Suffolk County Council	Street Lighting Main/Energy	£14,225.33	£2,845.07	£17,070.40	BACS
24/03/2025	297040	Fengate Fasteners Ltd	Fencing (working on play equip)	£467.11	£93.42	£560.53	BACS
31/03/2025	297724	Fengate Fasteners Ltd	Trowels/Gloves - Orchard Day	£58.80	£11.76	£70.56	BACS
31/03/2025	29602	S.A.L.C.	Payroll Service - 6 Months	£271.00	£54.20	£325.20	BACS
31/03/2025	6	Brandon Bowling Club	Water BRPF Yard	£99.87	£0.00	£99.87	BACS
31/03/2025	20250000305	Finevale Service Station	Fuel	£81.51	£16.30	£97.81	BACS
05/04/2025		HMRC	NICS	£2,764.45	£0.00	£2,764.45	BACS



BRANDON

TOWN COUNCIL

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

A. YOUR DETAILS

1. Name of organisation in full:

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

3. Daytime telephone number:

4. E-mail address:

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

B. YOUR ORGANISATION

6. Registered charity number (where applicable):

7. Year organisation established:

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

We offer a stimulating and nurturing educational environment for all children aged 2-5 years. All staff have a vast range of qualifications and many years of experience, including the manager currently holding a BA Hons degree in Children's Care Learning and Development. The Manager has a Postgraduate Certificate in Child Development, which she completed at the world renowned Pengreen Child Development Research Centre in Corby. Other staff hold qualifications ranging from a level 6 BA Hons, level 3 and level 3. We had a very highly successful Ofsted report in May 2021 we were praised by Ofsted, that children thrive in this nurturing pre-school, where every child really does matter. Ofsted stated that the staff have good safeguarding knowledge and follow well-established reporting procedures. Fledgelings also has strong ties with outside agencies such as, schools, libraries and Early Years Advisors in the area.

9.

10. What is the total membership of your organisation?

11. How many members live in the Town?

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

Chairman

Treasurer

Secretary

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

Please see attached documents of Fledgelings constitution and Fledgelings latest accounts.

C. GRANT REQUEST

14. How much grant are you asking for?

£2916.60

15. What is the total cost of the project?

£8,750

16. What will you use the grant for?

The grant will create a larger outside play area. Outdoor play is crucial in early years for physical, social, emotional, and cognitive development, fostering a love for nature and promoting well-being through activities like running, climbing, and exploring.

Physical Development:

Gross Motor Skills: Outdoor play provides ample opportunities for children to develop essential gross motor skills like running, jumping, climbing, and balancing, which are crucial for physical coordination and agility.

Physical Activity: Encouraging outdoor play promotes physical activity, which is vital for children's overall health and well-being, helping to combat sedentary lifestyles and reduce the risk of obesity

Vitamin D: Spending time outdoors exposes children to sunlight, which is essential for Vitamin D production, which is crucial for bone health and overall well-being

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

100 plus

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

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

Source:	Amount	Success
Victor Lukanik (County Councillor)	£2916.60	Under review
District Councillors	£2916.60	Under Review

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

Fledgelings is fundraising through clothes collections (weight of clothes), children's dress up day (donation tin available), Fledgelings is looking into organising a quiz night and a raffle.

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

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

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

D. STATEMENT IN SUPPORT OF GRANT REQUEST

Fledgelings is a not-for-profit registered charity that offers high quality education for children ages 2-5 years of age. Fledgelings struggles on a day to day basis to meet the financial requirements of the Early Years Foundation Stage (statutory framework for early years provision). Fledgelings is an inclusive Preschool that offers creative environments where all children, regardless of their background, abilities, or needs, feel valued, respected, and supported to participate fully in learning and development. As a not-for-profit charity Fledgelings does rely on the generosity of the Town council, the community, parents and businesses to be able to continue offering such high quality education for the future adults of Brandon Town and the surrounding areas.

Sensory Development:

Outdoor environments offer a rich variety of sensory experiences, stimulating children's senses and promoting their development

Social and Emotional Development:

Social Skills:

Outdoor play provides opportunities for children to interact with their peers, learn to share, cooperate, negotiate, and resolve conflicts, fostering important social skills.

Self-Confidence and Independence:

Playing outdoors allows children to explore, take risks, and develop a sense of independence and self-confidence

Emotional Regulation:

The freedom and space of outdoor play can help children learn to regulate their emotions and cope with challenges in a supportive environment.

Empathy and Understanding:

Engaging in group activities and observing others in outdoor settings can help children develop empathy and understanding for others

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: *AM Cheekins*

Date: 4th April 2025

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@brandontc.co.uk

Pre-school Learning Alliance

Model Pre-school Constitution 2011



1.0 Name

- 1.1 The name of the pre-school is Fledgelings Pre-school Bando and is referred to in this Constitution as "the Pre-school". The Pre-school is a body in membership of the Pre-school Learning Alliance.

2.0 Aims

- 2.1 The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:
- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
 - (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
 - (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

3.0 Powers

- 3.1 To further its aims the Pre-school has the following powers:
- (a) to provide accommodation and equipment;
 - (b) to raise money to pay for the Pre-school's activities;
 - (c) to make such payments as shall be necessary;
 - (d) to fix and collect the fees payable in respect of children attending groups run by the Pre-school;
 - (e) subject to adherence with all applicable legislation, to control the admission of children to the groups run by the pre-school and if appropriate, require parents or guardians to withdraw them;
 - (f) as a member of the Pre-school Learning Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Learning Alliance;
 - (g) to borrow money and to charge the whole or any part of the property of the Pre-school as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land;
 - (h) to hire or acquire assets of any kind;

- (i) to buy, lease or rent any land or buildings and to maintain and equip it for the use of the Pre-school;
- (j) to sell, lease or otherwise dispose of all or any part of the Pre-school's property subject to complying with the provisions of sections 36 and 37 of the Charities Act 1993;
- (k) to set aside funds for special purposes or as reserves against future expenditure;
- (l) to maintain and pay for membership of the Pre-school Learning Alliance;
- (m) to insure the property and assets of the Pre-school against any foreseeable risk and to take out other insurance policies to protect the Pre-school as required;
- (n) to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Pre-school provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty or which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Committee members in their capacity as Committee members of the Pre-school;
- (o) to employ such paid and unpaid staff, agents and advisors as maybe required from time to time;
- (p) to do any other lawful things which are necessary or desirable to enable the Pre-school to achieve its aims.

4.0 Membership

4.1 Membership of the Pre-school is divided into two kinds:

- (a) **Family Membership**
Parents or guardians of all children who attend any group run by the Pre-school wishing to support the aims of the Pre-school. Each family holding Family Membership will count as one Member of the Pre-school and will be entitled to one vote at any General Meetings of Members of the Pre-school.
- (b) **Affiliate Membership**
Affiliate Membership is open to those individuals, organisations or other bodies interested in supporting the aims of the Pre-school. Affiliate Members may join at any time with the agreement of the Committee, but they will not be entitled to become an Affiliate Member until the Pre-school shall have received the subscription (if any) set by the Committee. An Affiliate Member will be entitled to one vote at any General Meetings of the Members of the Pre-school.

4.2 Membership of the Pre-school will cease if the Member concerned:

- (a) gives written notice of resignation to the Pre-school;
- (b) dies or in the case of an organisation ceases to exist;
- (c) fails to pay their membership subscription (if any), or in the case of Family Members fails to pay their Pre-school fees, within two months from the date on which it is due, in which case the Member will cease to be a Member with effect from the date on which the period of two months expires;

- (d) in the case of a Family Member the end of the last term in which any child or children of the Family Member attended any group run by the Pre-school;
- (e) is removed from membership by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings the Pre-school into disrepute or has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Member, the Committee will give the member written notice of the misconduct or failure alleged to have occurred. The Member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to terminate their membership.
- (f) is an Affiliate Member whose membership is not renewed within 12 months of the date the subscription (if any) pertaining to their membership was set and received by the Committee.

4.3 Membership of the Pre-school is not transferable.

4.4 Individual membership status may change if the Member's circumstances change during the year from a Family Member to an Affiliate Member.

5.0 The Committee

5.1 The overall management and control of the Pre-school will rest with the individual members of the Pre-school's management committee ("the Committee"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Pre-school.

5.2 The minimum number of Committee members shall be 5 and the maximum shall be 12, together with up to a further 3 co-opted members. The Committee shall consist of:

- (a) a Chair, a Treasurer and a Secretary ("the Officers"); and
- (b) not less than 2 nor more than 9 other elected Members; and
- (c) if the Committee decides it can co-opt up to 3 further Members on to the Committee at any time after the AGM.

5.3 Not less than 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be Family Members. In the event that this 60 per cent figure cannot be achieved, the Pre-school may elect Affiliate Members to make up the balance of the Committee subject to the Affiliate Members being approved by the Pre-school Learning Alliance.

5.4 Where an individual is elected as a Committee member it is that individual who is the Committee member and charity trustee and no other individual with whom they share Family Membership or Affiliate Membership shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member.

5.5 (a) The Committee members in 5.2(a) and 5.2(b) shall be elected for one year at the Annual General Meeting. Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.

(b) Co-opted members in 5.2(c) may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.

- (c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.
- 5.6 All Committee members will have one vote each at Committee meetings. In the event of a tie the Chair of the Committee has a second or casting vote.
- 5.7 A quorum for Committee meetings is not less than half the Committee, including any two of the Officers.
- 5.8 All Members shall be eligible to stand for election to the Committee, except ordinarily a Member who is a paid employee of the Pre-school. A Member who is a paid employee of the Pre-school may however be eligible for election to the Committee subject to the following conditions being satisfied:
- a) No Committee member may be paid for services provided to the Pre-school that form part of their duties as a Committee member and trustee of the Pre-school;
 - b) Any services which are provided by a Member who is a paid employee to the Pre-school must be the subject of a written agreement between the individual and the Pre-school on such terms as are considered by the Committee to be in the interests of the Pre-school and have been approved by a resolution of the Committee;
 - c) The amount of the remuneration for such services are what is reasonable in the circumstances and do not exceed the amount that is customarily paid by the Pre-school to other persons who are not Committee members for such services; and
 - d) Not more than a minority of Committee members may at any time be the subject of such arrangements with the Pre-school and no such Committee members shall vote on or sit in any Committee meeting at which any matters concerning any such agreement relating to the provision of their services to the Pre-school is considered by the Committee.
- 5.9 Not less than two weeks before the date of the next Annual General Meeting of the Pre-school at which the election of elected Committee members will take place each Member shall be sent a form which any Member wishing to stand as a candidate for election to the Committee must complete and return to the Secretary to indicate their willingness to act as a member of the Committee if elected.
- 5.10 At the Annual General Meeting the prospective new elected members of the Committee will be those candidates receiving the highest number of votes from the Members, up to a maximum of 12 elected Committee members in total. Candidates will need to notify their willingness to stand on the Committee to the Secretary.
- 5.11 At the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Secretary.
- 5.12 The term of office of any Committee member will automatically cease:
- (a) if he or she is not re-elected or re-appointed in accordance with the provisions of this clause 5;
 - (b) if they are disqualified under the Charities Acts from acting as a charity trustee;
 - (c) if they are incapable whether mentally or physically of managing his or her own affairs;
 - (d) if they resign (but only if at least 5 other elected members of the Committee will remain in office);

- (e) if they are removed from the Committee by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings or is likely to bring the Pre-school into disrepute or he/she has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Committee member, the Committee will give him/her written notice of the misconduct or failure alleged to have occurred. The Committee member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to remove him/her from the Committee.

6.0 Proceedings of the Committee

- 6.1 The Committee shall hold at least 2 meetings each year unless the Committee shall decide by simple majority to hold a further meeting or meetings.
- 6.2 Every issue considered at Committee meetings may be determined by a simple majority of the votes cast at the meeting. A written resolution signed by all members of the Committee is as valid as a resolution passed in a meeting.
- 6.3 A Committee member must absent himself or herself from any discussions of the Committee in which it is possible that a conflict of interest may arise between his or her duty to act solely in the interest of the Pre-school and any personal interest (including but not limited to any personal financial interest) which the Committee member may have in the matter under consideration and take no part in any vote on the matter.

7.0 General Meetings

- 7.1 The Pre-school shall in each calendar year hold a general meeting as its Annual General Meeting, in addition to any other general meetings in that year and shall specify the meeting as such in the notice calling it. The Annual General Meeting in each year shall be held at such time and place as the Committee shall decide. All General Meetings other than the Annual General Meeting shall be Extraordinary General Meetings.
- 7.2 Each Annual General Meeting will be chaired by the Chair or in his/her absence another member of the Committee and which shall:
 - (a) receive the accounts of the Pre-school for the previous financial year;
 - (b) receive an annual report from the Committee;
 - (c) elect the new members of the Committee;
 - (d) transact any other business properly put to the meeting.
- 7.3 An Extraordinary General Meeting may be called at any time at the request of the Committee or not less than one quarter of the Members:
 - (a) The Secretary or Chair shall send notice of the date, time and place of each Annual General Meeting and any Extraordinary General Meeting, with a list of items to be discussed, to all Members at least two weeks before the date of the meeting.
 - (b) If the Committee do not call an Extraordinary General Meeting within two months of a proper request to do so, any Member may call the meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.

- 7.4 The quorum for a General Meeting shall be 10% of the Members or 5 Members, whichever is the greater. If fewer attend, a new meeting must be called at a time and place determined by the Committee. If at the adjourned meeting a quorum is again not present 1 hour after the time appointed for the meeting then the Members present shall constitute a quorum.
- 7.5 Proposals may be put to a General Meeting of the Pre-school by the Committee or any Member.
- 7.6 All proposals put to the vote at General Meetings shall be decided by a simple majority of votes cast, except proposals to amend this Constitution or to dissolve the Pre-school which shall require not less than two thirds of the Members present at the meeting to vote in favour.
- 7.7 No amendments may be made to this Constitution without the prior approval of the Pre-school Learning Alliance and where any amendment is to the aims of the Pre-school set out in paragraph 2.1 or to dissolution under paragraph 11; or which would authorise any financial benefit to be received by trustees or to this paragraph 7.7 this shall not take effect without the prior written consent of the Charity Commission. (In this paragraph a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.)
- 7.8 A copy of any resolution amending this Constitution must be sent to the Charity Commission within 21 days of it being passed.

8.0 Property

8.1 If the Pre-school acquires an interest in any property, either as a freehold, lease or licence of any land or buildings, then this property interest will be held by individuals appointed by the Committee to act as holding trustees of the property on behalf of the Pre-school. These holding trustees may be members of the Committee, Members of the Pre-school, Member of staff or any other persons which the Committee may appoint. A holding trustee need not be a Member of the Pre-school. The holding trustees are not charity trustees and appointment as a holding trustee will not of itself make a holding trustee either a Committee Member or Member of the Pre-school. Where holding trustees are required to hold property on behalf of the Pre-school then there shall not be less than 2 or more than 4 of them appointed by the Committee at any time.

8.2 Holding trustees will hold office until:

- (a) death; or
- (b) retirement with the consent of the remaining holding trustees; or
- (c) removal by a resolution of the Committee; or
- (d) removal by operation of the law

but no retirement or removal shall be effective unless there will be at least two remaining holding trustees.

8.3 In the absence of fraud or wilful default the holding trustees are entitled to be indemnified out of the Pre-school's assets against any risks or expenses incurred by them in the exercise of their duty as holding trustees for the Pre-school.

8.4 The Committee may convene a meeting with the holding trustees at any time and shall do so within one month of receiving a request for such a meeting from a majority of the holding trustees acting for the Pre-school, provided that the subject matter of any meeting will be limited to discussing matters relating to the property held by the holding trustees for the Pre-school and its management.

9.0 Finance and Accounts

9.1 The Committee will ensure that the Pre-school complies with the requirements of the Charities Acts as to the keeping of financial records, the auditing of accounts and the preparation and transmission to the Charity Commission of:

- (a) annual reports;
- (b) annual returns; and
- (c) annual statements of account.

9.2 The accounting records shall, in particular, contain:

- (a) entries showing from day to day all monies received and expended and the matters in respect of which the receipts and expenditures took place; and
- (b) a record of the assets held and any monies owed by the Pre-school.

9.3 At each meeting of the Committee the Treasurer shall normally present an up to date written statement of accounts to the Committee.

9.4 All accounting records relating to the Pre-school shall be available for inspection by any member of the Committee at any reasonable time during normal office hours and may be available for inspection by Members at the discretion of the Committee.

9.5 The Pre-school may open one or more bank accounts. All bank accounts will be in the name of the Pre-school.

9.6 Cheques and orders for payment of money from these accounts shall normally be signed by two designated persons, one of whom shall be an Officer. Where the Pre-school is not subject to any conditions of a grant which requires two signatories, the Committee may decide to allow cheques and orders for small amounts set by the Committee to be signed by a single signatory. A duplicate of all bank statements should normally be sent to the Chair.

9.7 The Committee may resolve to set aside income as a reserve against future expenditure but only in accordance with a written reserves policy.

10.0 Minutes

10.1 The Committee will keep minutes of all proceedings at all meetings of the Pre-school and of the Committee. The minutes shall record:

- a) the names of everyone present at the meeting;
- b) the decisions made at the meetings;
- c) where appropriate, the reasons for and any actions arising from the decisions; and
- d) any other material details regarding the meeting.

11.0 Dissolution

11.1 If the Committee resolves that the aims of the Pre-school can no longer be fulfilled, the Committee will convene an Extraordinary General Meeting of the Pre-school to consider the winding up and dissolution of the Pre-school.

- 11.2 If the Extraordinary General Meeting referred to in paragraph 11.1 decides by a two thirds majority of the Members present and voting that the Pre-school should be wound up the Committee in consultation with the Pre-school Learning Alliance shall transfer all of the assets of the Pre-school (subject to the satisfaction of all debts and liabilities of the Pre-school) in accordance with paragraph 11.4.
- 11.3 If at the Extraordinary General Meeting a quorum is not present within 1 hour of the time appointed for the meeting then the meeting will be adjourned to the same day of the next following week at the same time and place. If at the adjourned meeting a quorum is again not present within 1 hour of the time appointed for the meeting then the Members present shall constitute a quorum
- 11.4 If the Pre-school is wound up or dissolved and after all of its debts and liabilities have been satisfied there remains any property or assets these shall not be paid or distributed amongst the Members of the Pre-school but shall be applied in one or more of the following ways:
- (a) transferred to the Pre-school Learning Alliance or, with the agreement of the Pre-school Learning Alliance, to another pre-school established as a charity whose governing instrument prohibits the distribution of income and property to an extent at least as great as is imposed on the Pre-school and whose objects are similar to those of the Pre-school; or
 - (b) in such other manner consistent with the charitable status of the Pre-school as the Pre-school Learning Alliance and the Charity Commission have approved in writing in advance.

12.0 Indemnity

12.1 Subject to the provisions of the Charities Acts, every member of the Committee shall be indemnified out of the assets of the Pre-school against any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Pre-school.

Pre-school Learning Alliance Membership Number 22555

This constitution was approved by the members of (pre-school name):

Fledglings Pre-school Brandon.

at a General meeting held on 3/11/23

Signed (Chair) A. Trell

Signed (Secretary) [Signature]

[Signature] 2024.
13th Nov

Pre-school Learning Alliance
The Fitzpatrick Building
188 York Way
London N7 9AD
Tel: 020 7697 2595
Fax: 020 7700 0319
Email: info@pre-school.org.uk

Fledgelings Pre-School Playgroup
Notes to the Financial Statements Continued
For the year ended 31 July 2024

8. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2024	2023
	£	£
Accountancy fees	1,279	1,236
	1,279	1,236

9. Staff costs and emoluments

Total staff costs for the year ended 31 July 2024 were:

	2024	2023
	£	£
Salaries and wages	127,679	115,792
	127,679	115,792

10. Comparative for the Statement of Financial Activities

The comparative year values on the Statement of Financial Activities are for unrestricted funds.

11. Creditors: amounts falling due within one year

	2024	2023
	£	£
Other creditors	1,221	1,377
	1,221	1,377

12. Movement in funds

Unrestricted Funds

	Balance at 01/08/2023	Incoming resources	Outgoing resources	Balance at 31/07/2024
	£	£	£	£
<i>General</i>				
General	60,837	143,190	(147,854)	56,173
	60,837	143,190	(147,854)	56,173

Fledgelings Pre-School Playgroup
Notes to the Financial Statements Continued
For the year ended 31 July 2024

4. Investment income

	2024	2023
	£	£
Unrestricted funds		
Bank interest receivable	2,507	1,036
	2,507	1,036

5. Costs of charitable activities by fund type

	2024	2023
	£	£
Unrestricted funds		
General Income	5,516	4,610
Support costs	142,338	157,303
	147,854	161,913

6. Costs of charitable activities by activity type

	Activities undertaken directly	Support costs	2024	2023
	£	£	£	£
Support costs				
General Income	5,516	-	5,516	4,610
General Running Costs	-	142,338	142,338	157,303
	5,516	142,338	147,854	161,913

7. Analysis of support costs

	2024	2023
	£	£
General Running Costs		
Management	127,679	115,792
Running Costs	13,380	40,275
Governance costs	1,279	1,236
	142,338	157,303

Fledgelings Pre-School Playgroup
Notes to the Financial Statements
For the year ended 31 July 2024

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

Fledgelings Pre-School Playgroup meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

2. Income from donations and legacies

	2024	2023
	£	£
Unrestricted funds		
Donations received	-	511
Grants received	4,600	38,902
	4,600	39,413

3. Income from charitable activities

	2024	2023
	£	£
Unrestricted funds		
<i>General Income</i>		
Fees Receivable	11,899	9,914
SCC Grant Funding	123,197	106,968
	135,096	116,882
<i>Fundraising</i>		
Fund Raising Events	987	1,532
	136,083	118,414

Fledgelings Pre-School Playgroup
Statement of Financial Activities
For the year ended 31 July 2024

	Notes	Unrestricted funds £	2023 £
Income and endowments from:			
Donations and legacies	2	4,600	39,413
Charitable activities	3	136,083	118,414
Investments	4	2,507	1,036
Total		143,190	158,863
Expenditure on:			
Charitable activities	5/6	(147,854)	(161,913)
Total		(147,854)	(161,913)
Net expenditure		(4,664)	(3,050)
Reconciliation of funds			
Total funds brought forward		60,837	63,887
Total funds carried forward		56,173	60,837

Fledgelings Pre-School Playgroup
Statement of Financial Position
As at 31 July 2024

	Notes	2024 £	2023 £
Current assets			
Cash at bank and in hand		57,394	62,214
		57,394	62,214
Creditors: amounts falling due within one year	11	(1,221)	(1,377)
Net current assets		56,173	60,837
Total assets less current liabilities		56,173	60,837
Net assets		56,173	60,837
The funds of the charity			
Unrestricted income funds	12	56,173	60,837
Total funds		56,173	60,837

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:

.....
Alethea Trenter
Trustee
13 November 2024

Fledgelings Pre-School Playgroup
Independent Examiners Report to the Trustees
For the year ended 31 July 2024

I report to the trustees on my examination of the accounts of the charity for the year ended 31 July 2024.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiners statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Simark & Co
Belmont House
20 King Street
Thetford
Norfolk
IP24 2AP

13 November 2024

Detailed Income & Expenditure by Budget Heading 28/02/2025

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	389,480	389,480	0			100.0%	
1177 Misc Income	27	0	(27)			0.0%	
1180 Room Hire	1,075	1,000	(75)			107.5%	
1190 Interest on Investments	5,178	0	(5,178)			0.0%	
Administration :- Income	395,760	390,480	(5,280)			101.4%	0
1101 Insurances	56	11,600	11,544		11,544	0.5%	
1102 Vehicle Insurance	1,021	1,100	79		79	92.8%	
1110 Audit Fees (External)	40	1,000	960		960	4.0%	
1111 Audit Fees (Internal)	1,575	1,650	75		75	95.5%	
1120 Legal Fees	0	2,500	2,500		2,500	0.0%	
1125 Website Upkeep	310	400	90		90	77.5%	
1130 Office Equipment/Furniture	53	500	447		447	10.5%	
1131 Computer Equipment	1,745	1,000	(745)		(745)	174.5%	
1132 Stationery	386	450	64		64	85.9%	
1133 Payroll	222	550	328		328	40.4%	
1140 Staff Training	473	1,000	528		528	47.3%	
1141 Councillor Training	489	500	12		12	97.7%	
1142 Chairman's Allowance	0	200	200		200	0.0%	
1143 SW/HW Support	467	500	33		33	93.4%	
1144 SALC/NALC	1,372	1,450	78		78	94.6%	
1145 Subscriptions	1,534	1,750	216		216	87.7%	
1146 Information/Books/Software etc	53	200	147		147	26.7%	
1148 Lift servicing	803	1,000	197		197	80.3%	
1150 Advertising	0	100	100		100	0.0%	
1156 Postage	79	250	171		171	31.5%	
1160 Mileage	149	250	101		101	59.8%	
1165 Photocopier Rental	1,116	2,000	884		884	55.8%	
1166 Photocopier Charges	674	2,000	1,326		1,326	33.7%	
1167 Election Costs	3,747	4,000	253		253	93.7%	
1170 Telephone, Fax, Internet	2,490	2,500	10		10	99.6%	
4113 Bank Charges	174	160	(14)		(14)	108.6%	
Administration :- Indirect Expenditure	19,027	38,610	19,583	0	19,583	49.3%	0
Net Income over Expenditure	376,733	351,870	(24,863)				
102 Staff							
1201 Staff Salaries (Gross)	117,647	167,843	50,196		50,196	70.1%	
1202 LGA Superannuation	7,791	5,035	(2,756)		(2,756)	154.7%	
1203 NI Contributions	25,995	20,141	(5,854)		(5,854)	129.1%	
Staff :- Indirect Expenditure	151,433	193,019	41,586	0	41,586	78.5%	0
Net Expenditure	(151,433)	(193,019)	(41,586)				

Detailed Income & Expenditure by Budget Heading 28/02/2025

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	6,779	13,600	6,821	0	6,821	49.8%	0
Net Expenditure	(6,779)	(13,600)	(6,821)				
104 Grants							
1401 Grants	33,000	33,000	0		0	100.0%	
1402 S137	5,900	10,000	4,100		4,100	59.0%	
Grants :- Indirect Expenditure	38,900	43,000	4,100	0	4,100	90.5%	0
Net Expenditure	(38,900)	(43,000)	(4,100)				
201 Cemetery/Town							
2177 Burial Fees	7,200	11,500	4,300			62.6%	
2178 Ashes Interment Fees	4,160	6,500	2,340			64.0%	
2179 Memorial Fees	1,750	3,000	1,250			58.3%	
2180 Locality Grant	3,000	0	(3,000)			0.0%	
2181 Grants Received	12,665	0	(12,665)			0.0%	
Cemetery/Town :- Income	28,775	21,000	(7,775)			137.0%	0
2101 Cemetery/Town Costs	12,631	10,000	(2,631)		(2,631)	126.3%	
2107 New Cemetery Works	2,875	20,000	17,125		17,125	14.4%	
2110 Water Charges (Cemetery/OSH)	277	250	(27)		(27)	111.0%	
2111 Electricity	2,821	4,000	1,179		1,179	70.5%	
2116 Rent for BRPF Yard	0	600	600		600	0.0%	
2117 HR Fees	0	2,500	2,500		2,500	0.0%	
2131 New Equipment	315	1,500	1,185		1,185	21.0%	
2132 Trade Waste	1,027	1,500	473		473	68.5%	
2133 Bus Shelter Cleaning	230	300	70		70	76.7%	
Cemetery/Town :- Indirect Expenditure	20,176	40,650	20,474	0	20,474	49.6%	0
Net Income over Expenditure	8,599	(19,650)	(28,249)				
301 Old School House							
3110 Gas Supply	580	4,000	3,420		3,420	14.5%	
3111 Gas Force Contract	140	100	(40)		(40)	140.0%	
3113 PAT Testing	116	150	34		34	77.1%	
3114 Electricity (Old School House)	1,515	3,000	1,485		1,485	50.5%	
3117 Water charges OSH	362	400	38		38	90.5%	
3120 Window Cleaning	100	150	50		50	66.7%	

Detailed Income & Expenditure by Budget Heading 28/02/2025

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
3125 Fire Extinguisher Servicing	273	400	127		127	68.2%	
3178 Old School House Maintenance	1,508	1,200	(308)		(308)	125.6%	
Old School House :- Indirect Expenditure	4,593	9,400	4,807	0	4,807	48.9%	0
Net Expenditure	(4,593)	(9,400)	(4,807)				
401 General							
4176 Christmas Event Income	332	0	(332)			0.0%	
General :- Income	332	0	(332)				0
2121 Machinery Servicing	759	3,000	2,241		2,241	25.3%	
2122 Fuel & Oil	1,238	2,200	962		962	56.3%	
2139 Protective Clothing	254	500	246		246	50.9%	
4101 Horticultural	484	500	16		16	96.7%	
4102 Christmas Lighting	1,300	2,000	700		700	65.0%	
4105 Town Clock Repairs	254	500	246		246	50.8%	
4112 Events	5,289	6,000	711		711	88.1%	
General :- Indirect Expenditure	9,577	14,700	5,123	0	5,123	65.2%	0
Net Income over Expenditure	(9,246)	(14,700)	(5,454)				
402 Recreation							
4209 Tree/Horticultural Income	150	0	(150)			0.0%	
4276 Sponsorship Income	525	0	(525)			0.0%	
Recreation :- Income	675	0	(675)				0
4202 The Orchard, Coulson Lane	0	250	250		250	0.0%	
4204 Theford Rd Play Area	298	1,000	702		702	29.8%	
4205 Playing Fields	25	2,000	1,975		1,975	1.2%	
4206 Horticultural Work	605	500	(105)		(105)	121.1%	
4208 Cemetery - Trees	7,925	6,750	(1,175)		(1,175)	117.4%	
Recreation :- Indirect Expenditure	8,854	10,500	1,646	0	1,646	84.3%	0
Net Income over Expenditure	(8,179)	(10,500)	(2,321)				
403 Street Lights							
4307 Grant - Street Lighting	14,444	0	(14,444)			0.0%	
Street Lights :- Income	14,444	0	(14,444)				0
4302 Street Lighting Energy	0	40,000	40,000		40,000	0.0%	
4303 Street Lights Repairs	0	8,000	8,000		8,000	0.0%	
Street Lights :- Indirect Expenditure	0	48,000	48,000	0	48,000	0.0%	0
Net Income over Expenditure	14,444	(48,000)	(62,444)				

Detailed Income & Expenditure by Budget Heading 28/02/2025

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
Grand Totals:- Income	439,985	411,480	(28,505)			106.9%	
Expenditure	259,340	411,479	152,139	0	152,139	63.0%	
Net Income over Expenditure	180,645	1	(180,644)				
Movement to/(from) Gen Reserve	180,645	1	(180,644)				



BRANDON

TOWN COUNCIL

Brandon Town Council is seeking quotations for the following:

To supply and install 180m of post and rail fencing to the western boundary of the new cemetery site in Brandon. The site is located on land adjacent to Manor Road Brandon. Grid Reference TL 7757 8614

- Posts should be 7ft in height and 4 x 6 inches
- Posts should be set 3 ft into the ground with 4 ft above ground, with a distance of no more than 2.4m apart.
- Two levels of 2 x 4-inch rails for the whole of the 180m run with all wood being creosote treated.
- Front boundary (88m approx.) cleared of low value trees and shrubs with all waste removed.
- Remove damaged and rusted park rail from front boundary (88m approx.) and dispose of waste.

If you require a site visit, please contact the office to arrange this:

Email: office@brandon-tc.gov.uk

Phone: 01842 811844

Quotes should be supplied with costs against each item above and received into the office by **Wednesday 2nd April 2025**.



Standing Committees for Council Year 2025/2026

During the council year of 2024/25 Brandon Town Council had the following standing committees. (Held meetings with chair elected)

- Full Council
- Planning
- New Cemetery
- Events

For the next council year there have been suggestions from Councillors that amendments be made for this set up, which are laid out below for discussion.

- Planning to be incorporated in Full Council with dispensation to hold a separate special Full Council meeting to discuss large or contentious developments should this become necessary.
- New Cemetery Committee to be incorporated into Full Council as moving forward most decisions will need Full Council decision.

Decisions required:

- To agree if appropriate Planning becoming part of Full Council
- To agree if appropriate New Cemetery Committee to become part of Full Council
- To agree Committee list for 2025/26

Working groups will be considered separately as part of council business next year under an appropriate committee.

Councillors to email clerk, as to which committees they wish to represent so this can be recorded at annual Council meeting.



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.

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.

How we make decisions

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 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.

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.

5. 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.

6. 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

Information to be published	How the information can be obtained	Cost (per sheet)
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website Hard copy</p>	<p>Free 25p</p>

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
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
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) Current information only	Website Hard copy	Free 25p
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

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	