

Brantham Parish Council

Donations for the year ending 31 March 2025 using the General Power of Competence*

Recipient	Reason for request	Amount Requested	Actioned	Funded Elsewhere	Minute no.
Village Hall Brantham	Purchase of new tables	£233	£233		PC 05.24.09
Manningtree & District Community Bus	Contribution towards bus costs	£500	£250		FC 05.24.06
Brantham Cricket Club	Contribution towards running costs	£500	£250		FC 06.24.05
Brantham Open Spaces Group	Purchase of leaf blower	£150	£0	£150	FC 06.24.06
Acacia Court Community Garden	Extra long hose	£100	£0	£120	FC 09.24.05

Subtotal of expenditure incurred in 2024-25 to date			£733
Donations budget for 2024-25			£3,000
Funding carried over from 2023-24			£151
Donations over/underspend for 2024-25			£2,418

* The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. At its Annual Parish Council Meeting of 10 May 2023 the Parish Council resolved that it fulfilled the eligibility criteria set by the SoS (Localism Act 2011 s8) and that it was enabled to use the General Power of Competence (GPC)

PAPER 2

BYPASS NURSERIES
LAPEL ST. MARY
TEL: (01473) 310604
VAT REG No: 102 0569 21

Mrs Ann Sheila Clark
1 Holly Cottages
East End
East Bergholt
COLCHESTER
CO7 6XG
19399

REG 11-09-2024(WED) 14:37
C01 MC#01 000067

1 BULBS	19.99
1 BULBS	19.99
SUB TOTAL	39.98
10%	
% DISCOUNT	-4.00
2 No	
TOTAL	35.98
CARD	35.98

THANK YOU
PLEASE CALL AGAIN

Hello Sarah,

Here is a copy of the receipt for the daffodils, that the Cubs planted in Bergholt Rd, just off the roundabout on both sides of the road.

We hope that the Parish Council are happy to pay for these again this year.

Please make cheque payable to
1st Brantham Cub Scout Pack.

Many Thanks.

Sheila Clark

PAPER 3

From: Andrea Dickinson

Sent: Tuesday, October 15, 2024 16:41

To: clerk@branthamparishcouncil.co.uk <clerk@branthamparishcouncil.co.uk>

Subject: Brantham Bowls Club

Referring to our application for a grant and your recent email reply, please read a letter from our treasurer:

Brantham Bowls Club are celebrating their 90th year in 2025. The club was first established by the factory workers in Brantham. In later years the club was amalgamated with Brantham Leisure Centre.

The club currently has 33 full members and 7 associate members.

Our members work tirelessly to maintain the club and to provide a facility for the use of the local community. This includes:

- Maintaining the green which involves regular cutting (up to 3 times a week during the summer) scarifying, spiking, treating for/preventing disease, watering, daily swishing/brushing of the green.
- Maintaining, repairing, and purchasing the necessary machinery required to keep the green.
- Maintaining the surrounding area flowerbeds, containers, grass, benches.
- Maintaining the club house, toilets, equipment sheds x 3, changing rooms x 2, inside and out.
- Maintaining hedges, that surround the green.
- Maintaining wooden fencing around the green and small car park.
- Maintaining the car park next to the green, clearing weeds etc.
- Raising the funds to enable the above to be carried out is extremely difficult.

The members make every effort to encourage new membership and offer an open session every Saturday morning from April to September for the people in our community to come along and have a go for just £2 which includes tea and biscuits. Members give up their time to show any newcomers the game of bowls. Bowls is open to all ages and abilities. It can benefit peoples physical and mental wellbeing.

Being a part of the BLC we have to contribute a sum to them each year to go towards insurance, water, electric and the use of their facilities when they are open. This last year the cost to our members for this was £2146.80.

Our membership fees alone cannot cover the cost to the BLC, therefore we spend numerous hours/days thinking of ways to raise money to cover what is needed to keep our club going!

As initially said, we are hoping to celebrate our 90th Anniversary next year and are looking at ways we can fund this. We are still to confirm exactly how we celebrate and are considering the following:

1. Host a game against Suffolk County Bowls match. This would include providing a meal/refreshment.
2. Purchasing pendants to give visiting teams during the year.
3. Purchasing Badges celebrating the 90th year that can be put onto our club shirts.
4. Small Towels with Logo (small towels are usually used for bowlers to wipe their bowl before playing)
5. Photo Album past & Present
6. The production of our Annual Fixture books to include some of the history & photo's.

A sub committee is being set up to arrange the Celebrations.

We would be extremely grateful for the Parish Council to consider helping us with funding to Celebrate our 90th Year, to keep our club going and continue to be a part of the community of Brantham.

The club would of course provide evidence of how any money was spent.

Kind regards,

Sue Stone

Hon Treasurer

BRANTHAM PARISH COUNCIL

Policy/Statutory Documents Review schedule

POLICY	VERSION NUMBER	REVIEW DATE
STAFF-RELATED POLICIES – REVIEW NOVEMBER		November 2024
Dignity at Work Policy	1	
Disciplinary Policy & Procedure	1	
Pay Policy	1	
Sickness & Absence Policy	2	
Appraisal Policy	2	
Grievance Procedure	1	
Homeworking Policy		
PUBLIC-FACING POLICIES – REVIEW FEBRUARY		February 2025
Protocol for reporting at meetings	2	
Persistent or Vexatious Correspondence/Complaints Policy	1	
Equality & Diversity Policy	1	
Complaints Policy	2	
Filming & Recording Policy	2	
Publication Scheme (including Brantham PC scheme)		
FINANCE POLICIES – REVIEW MAY		May 2025
Grants & Contributions	2	
Online Banking Policy	1	
General Reserves Policy	1	
		September 2025
PROCEDURAL POLICIES – REVIEW SEPTEMBER		
CCTV Policy	1	
Data Protection Policy	1	
Health & Safety Policy	2	
Social Media Policy	2	
Subject Access Request Policy		
Subject Access Request Procedure		
Document and electronic data retention policy	1	

STATUTORY DOCUMENTS – REVIEW MARCH	VERSION NUMBER	REVIEW DATE
Standing Orders	3	March 2025
Finance Regulations	3	
Internal Control Statement	3	
Risk Register	3	
Asset Register		
Committees & Sub Committees etc Terms of Reference	4	



Homeworking Policy

Brantham Parish Council

ADOPTION DATE:	TBC
MINUTE NO.	TBC
VERSION NO.	1
REVIEW DUE BY:	TBC

Policy

The Council recognises the advantages of home-based working although it doesn't suit everyone, and some job roles may not be appropriate to undertake at home.

This policy describes the working arrangements and expectations that will apply if you work from home.

Scope of this policy

This policy applies to all staff who are home-based whether full time, part time or fixed term. It does not apply to office-based or village-based staff who work from home on an ad-hoc basis.

Safe working environment

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that you work in a safe manner and that you follow all health and safety instructions issued by us.

You must complete and submit a 'Home Based Workers Risk Assessment' to the Clerk. This is a checklist for you to identify any possible hazards in your home working area. Following completion of the checklist, measures may need to be taken to control any risks identified. This checklist should be completed annually, or more frequently if there are any changes to your arrangements such as new equipment or changes to your home-office space.

You must complete and submit a workstation risk assessment and ensure that this remains up-to-date. If you have any questions about the risk assessment, or if you identify any potential risks when carrying out the assessment, you should refer these to the Clerk in the first instance.

Some of the most important considerations include: -

- If possible, an area should be set aside from the rest of your living space to ensure that you are able to work from home without distractions,
- Your home office should have adequate space for you to work safely and comfortably,
- Your desk should be large enough to accommodate your equipment and paperwork,
- You should have sufficient storage and your workspace should be organised so equipment is close to hand,
- Your work area should be well lit, with natural lighting if possible,
- Equipment and sockets should be situated to avoid potential trip hazards, and,
- You must also ensure that you visually check the cables of any electronic equipment supplied to you regularly (and at least every 6 months) and report any defects.

We reserve the right to visit you at home at agreed times for work-related purposes, including health and safety matters and to inspect, service or repair equipment (e.g. for PAT testing).

Facilities and equipment

The council will provide you with the following equipment for you to work from home and we will maintain and replace these items when necessary.

- Desk (if required)
- Office chair (if required)
- Filing cabinet (if required, which will be lockable for those staff who hold personal data)
- Printer/scanner
- Laptop computer
- Photocopier
- Mobile telephone or SIM card

It is your duty to ensure that proper care is taken of the equipment provided to you and to let the Clerk know of any need to maintain or replace the equipment. Should the risk assessment identify any further equipment that is necessary, please discuss this with the Clerk.

All equipment provided by the council is for you to work safely and effectively at home and cannot be used for

personal use by you or your family.

All equipment will belong to the council, and you will be required to return it to us promptly should you leave our employment. If we are unable to make suitable arrangements, we may collect the equipment and any documents before your last day.

Hours of work

As a home-based worker, your contract of employment will specify the hours when we expect you to be at work and contactable by telephone or email. There may be times during the working day when you are not available in which case these should be flagged to the Clerk (or the Chair of the Council) with prior authorisation.

You must be mindful to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,
- At least one complete day each week when no work is done.

Potential conflicts of interest

During your hours of work, the council expects that your work environment enables you to work effectively and that you are not distracted by domestic matters. It is not appropriate to combine homeworking with caring for a dependant.

If there is an emergency and you need to attend to a non-work matter, then you should notify the Clerk (see the Dependant Leave Policy).

Data protection

As a home-worker you are responsible for keeping all documents and information associated with the council secure at all times. Specifically, homeworkers are under a duty to:

- Keep filing cabinets and drawers locked when they are not being used,
- Keep all documentation belonging to us in the locked filing cabinet at all times except when in use,
- Set up and use a unique password for the laptop computer, and,
- Ensure that documents are saved to the server rather than the laptop computer's hard drive.

Furthermore, the laptop computer and other equipment provided by us must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose.

If you have a telephone conversation where you are discussing confidential work matters, you should ensure that such calls take place in privacy to avoid inadvertent breach of confidentiality.

Visits to work premises

On occasions you may need to attend other locations for training, performance assessment meetings, team briefings etc. This will normally not be frequent, and the dates and times of such visits will be agreed in advance.

Insurance, mortgage or rental agreements

Whilst our Employer's Liability Insurance extends to home-based staff, and any council equipment installed in your home will also be covered, you should ensure that any agreement with your landlord or mortgage lender allows you to work from home, and that your house buildings and contents insurance will not be invalidated by you working from home.

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



Paper submitted by the Clerk to the Council at the Parish Council meeting on 23 October 2024

A briefing paper for Finance Committee on the Budget Preparation for 2025-26

INTRODUCTION

The budget is a key part of the Council's plans and must tie in with its policies. The Council needs to budget for a number of reasons:

- To plan its future activities
- To provide an opportunity to monitor progress during the year by comparing what it actually spends against what it plans to spend
- To assist the council in setting its precept
- To provide the framework authority for expenditure under various headings.

PRECEPT – what is the precept and its legal basis

The precept is the parish council's share of the council tax. The precept demand goes to the billing authority. The district council or equivalent, which collects the tax for the parish council.

Section 50 of the Local Government Finance Act 1992 specifies the calculation of the budget requirement for local precepting authorities. In accordance with the Accounts and Audit Regulations 2015, the Parish Council must also ensure that its financial management is adequate and effective and that it has a sound system of internal control.

During the process of calculating the precept. Council should be mindful that the sums it sets must be sufficient to cover the following:

- Next year's expenditure, including an allowance for contingencies
- Outstanding expenditure in previous years
- Expenditure that is anticipated to be incurred before the precepted sum becomes available
- Payments to a sinking fund, capital fund or a renewal and repairs fund
- Comparisons between expenditure and income

Risks associated with the setting of the budget

1. Risk 1 – Capping of Parish Council precepts

Whilst capping is possible in the future, the Department for Levelling Up, Housing and Communities published in December the Provisional Local Government Finance Settlement for 2024-25, that whilst there will be council tax referendum limits for principal councils, there is again an exemption for town and parish councils. This means we can continue to set precepts without a referendum.

Risk Assessment – Low likelihood and low impact

2. Risk 2 – Sustainability of village amenities

The continuing operation of amenities in the parish relies upon efforts of the parish council to raise income whilst controlling costs. There are times and circumstances when the Parish Council will need to rely on external funding or where the parish council itself will be asked for financial assistance. With the continued growth of the village of Brantham there will be a greater call on the current facilities as well as the need for improved or a wider range available to the population. There is an expectation that, as in the previous year, the parish council will be expected to undertake a number of services that are no longer offered by either the District or the County ie. hedge clearance, gully and gutter clearance etc.

Risk Assessment – Medium likelihood and medium impact

3. Risk 3 - Personnel costs

Council must be aware that it needs to comply with employment law and pension legislation. Annual pay awards and performance reviews should be built into budgets for future years. In addition, if any new employees “opt-in” to the local government pension scheme, there will be higher staff costs through employer contributions to the pension scheme. The Clerk is currently the only member of staff enrolled in a NEST pension scheme with employer contribution on qualifying earnings only at 6% for 2024-25. The breakdown of the budget to be set shows the staff costs covered by the budget and any associated employment costs (including unknown annual pay increase for 2024-25)

Risk Assessment – Medium likelihood and medium impact

4. Risk 4 – Asset Replacement Reserve

Council should consider allocating on an annual basis a sum to be made as a contribution to an Asset Replacement Reserve to allow a reasonable sum to be maintained for the replacement of the assets held by the Council on a rolling basis. Currently the Council has no reserves for recreational equipment or property maintenance. New equipment over the last couple of years has been funded from Neighbourhood CIL monies held by the Parish Council.

Risk Assessment – Medium likelihood and medium impact

5. Risk 5 – Failure to contribute to General Reserves

The Parish Council currently has no held general reserves. The Council should ensure that such reserves are held in accordance with Proper Practices which states that one of the key stages in determining the budget is to “provide for contingencies and consider the need for reserves.” As with any financial entity, the Parish Council must ensure that it has sufficient reserves (both general and earmarked) to finance both its day-to-day operations and future plans. However, it should be remembered that given that the majority of its funds are generated from taxation/public reserves, it needs to ensure that such reserves are not excessive.

Risk Assessment – Medium likelihood and High impact

6. Failure to manage Restricted Reserves (CIL Funds)

A portion of CIL income is paid to the Parish Council to be spent by the Parish Council on offsetting the impacts of development in the area. These sums must be held in a designated reserve (restricted reserve) to support the expenditure on facilities and services to ensure that there is the capacity to sustain such growth. Over time this will lead to a reduction in the total reserve available and all associated revenue costs will need to be brought into the revenue budgets funded by the Precept. Such reserves have a time limit in which expenditure must be incurred.

Risk Assessment – Medium likelihood and medium impact

PRECEPT DEMAND

The Starting point for the preparation of the Draft Budget involves a review of recent trends in respect of receipts and payments along with known associated costs for new assets and anew expenditure incurred. Council has previously run with the presumption that any increase in Precept shall be in line with inflation with an explanation for departure from such a trend.

Please see the attached Budget spreadsheet for first indication of precept demand for 2025-26. This may be subject to change when details on Tax Base are released.

TAX BASE

To date BDC have not issued a detailed an indicative tax base this is anticipated in November 2024.

Tax Base for 2025-26 TBC	Tax Base for 2024-25 £998.16	% Change TBC	Status TBC
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Reserves – Earmarked, Restricted and General

Council should be mindful of guidance given within the Practitioners Guide to Proper Practices to be applied in the preparation of Statutory Annual Accounts and Governance Statements (March 2024) which states that “The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves.”

As with any financial entity, the Parish Council must ensure that it has sufficient reserves (both general and earmarked) to finance both its day-to-day operations and future plans. However, it should be remembered that given that the majority of its funds are generated from taxation/public reserves, it needs to ensure that such reserves are not excessive.

Earmarked reserves

Earmarked and Other Reserves – none of the above in any way affects the level of Earmarked and/or Capital Receipts Reserves (EMR/CRRs) that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and intended purposes, and their level should be subject to regular review and justification (at least annually) and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from Internal and/or External Auditors.

Restricted Reserves

Neighbourhood CIL is passed to Parish Councils by BDC where development is taking place. The amount will be 15% or 25 % depending on whether the community has an adopted Neighbourhood Development Plan (NDP). Brantham does not have an adopted NDP.

The CIL regulations 2010 as amended state that the parish council must spend the CIL income they received from the District on either:

- The provision, improvement, replacement, operation or maintenance of infrastructure

Or

- Anything else that is concerned with addressing the demands that development places on an area

Providing CIL is spent in accordance with the above, CIL monies may be used to provide seed or match funding with other income streams and/or may be spent collaboratively with other parish councils, community interest companies or other providers to make the most efficient use of funding to benefit the community.

General Reserves

The generally accepted recommendation with regard to the appropriate minimum level of a general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. This (subject to planned surplus or deficit) is effectively the precept less any loan amounts included in the precept for capital projects and transfers to earmarked funds.

Council is therefore encouraged to adopt as a General Reserve the level that is appropriate to its size and situation and plan its Budget so as to ensure that the adopted level is maintained.

Current General Reserve	Level under 3-month equivalents to be held for contractual duties	Variance £
£0	£15,909	TBC

The General Reserve Fund will be determined at 31 March 2025 (the end of the Financial Year) and Council is encouraged to ensure that it meets the 3-moth rule as outlined above.

Current Earmarked Reserves stand at:

Earmarked Reserves (Designated Reserves)				
	Opening Balance	Movement	Reasoning	Current balance

	01.04.24			
Computer/Office Equipment	500			500
Parish Poll/Election	2000			2000
Legal Expenses	9,169			9169
Roads	10,000			10,000
Lighting	5,772			5,772
Horticulture	935			935
Limecrest Fund	20,419			20,419
Village Hall Projects	30,000			30,000
CIL Funds	67,603	+18,024	Income/Expenditure	85,627
TOTALS	146,350			164,374

PAPER 8

BPC ANNUAL BUDGET 2025-26

VERSION 1
DATE OF ADOPTION: TBC
MINUTE NO. TBC
Updated:

CATEGORY	BUDGET 2022-23	ACTUAL 2022-23	BUDGET 2023-24	ACTUAL 2023-24	UPDATED BUDGET 2024-25	BUDGET 2025-26
EXPENDITURE						
SALARY/CONTRACT						
Clerk/RFO	17,900	17,269	18,000	19,601	24,000	25,100
Assistant Clerk					2,770	9,048
Litter Pickers	6,000	5,696	6,500	5,903	12,000	12,340
Employers PAYE & NI	4,000	4,734	5,000	6,117	7,000	8,000
Clerk's Pension	750	1,044	1,000	1,210	1,500	1,315
Payroll costs	350	192	350	192	350	350
TOTAL	29,000	28,935	30,850	33,022	47,620	56,153

NOTES

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ADMINISTRATION							
Audit	700	592	700	797	800	800	
Hall Hire	400	265	500	488	570	580	
Insurance	5,500	3,290	5,500	5,268	5,500	6,125	5
Office Allowance - Clerk & Assistant Clerk	240	200	240	246	315	480	6
Petrol/travel costs	50	0	50	62	50	50	
Postage	60	87	70	85	100	50	7
Telephone - VL and GiffGaff SIM	300	100	300	0		177	8
Stationery	300	98	300	125	300	300	9
Website/Email	500	400	500	204	500	338	10
Training	1,000	143	500	642	500	1,500	11
GDPR costs	50	35	50	35	50	35	12
Miscellaneous	1,000	638		1,365			
Staff recruitment	200	0	200	0	200		13
Election costs	1,000	0	1,500	204	500		14
Councillor expenses	200	0	200	0	200	100	15
Purchases (i.e. office equipment)		0	200	0	200	200	16
ZOOM subscription	180	180		0			
Accounting software		0		288	300	295	17
Microsoft subscription		0		102	110	124	18
TOTAL	11,680	6,040	10,810	9,910	10,195	11,154	
SUBS/GRANTS/DONATIONS							
SALC Subscription	850	886	850	808	850	850	19
SLCC Subscription	197	111	197	144	120	288	20
Donations	1,900	2,099	1,500	1,650	2,700	2,500	
Brantham Open Spaces support			1,200	318	1,200	1,200	
TOTAL	2,947	3,096	3,747	2,921	4,870	4,838	

SERVICES							
BDC Litter bin emptying	1,800	1,420	2,000	1,792	2,830	2,970	21
Litter purchases	500	162	900	62	1,000	0	
Playground Inspection	300		300	0	300	192	22
General Village Maintenance	9,960	3,283	7,000	2,257	2,500	3,000	23
Playground equipment/repairs	1,000	40,136	4,000	101	1,500	1,500	
BLC Grounds Maintenance	4,000	3,984	4,000	2,942	480	480	
GPL Play area rent	10	10	10	10	10	10	
Horticulture	170	0	200	36	200		24
SCC Street Light contract Maintenance	2,250	1,004	2,400	1,217	1,400	1,140	25
Village Hall Maintenance Grant	3,000	3,000	3,000	3,117	5,000	5,000	
TOTAL	22,990	52,999	23,810	11,532	15,220	14,292	

OTHER							
CCTV Costs				590	400	290	26
SID/SID Maintenance	100	0	100	0	1,000	500	27
Defibrillator Maintenance	250	53	250	127	500	500	28
Parish Plan activities/support		0		310	2,500	500	29
Projects/CIL	332	0	1,586		30		
Miscellaneous		10,149		7,936			
VAT		10,247					
TOTAL	682	20,449	1,936	8,963	4,430	1,790	

TOTAL EXPENDITURE	67,299	111,519	71,153	66,348	82,335	152,142
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CIL FUNDED PROJECTS							
Village Hall Toilet updates						2,915	30
Skate Park						45,000	31
Recreational equipment/Assets				33,234		10,000	32
Village Assets i.e. bins etc						1,000	
Donations						5,000	33

TOTAL				33,234		63,915
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FUNDED BY:

Precept	53,728	53,728	57,581	57,581	63,636	77,204
Bank Interest	30	223	30	1,615	1,877	1,200
Rent (BMCIC)	1,650	1,388	1,650	1,801	1,650	1,650
Annual Insurance repayment from BMCIC				975	2,221	2,222
Highcliff Lease	5,000	5,000	5,000	5,000	5,460	5,460
Braiswick road contribution					150	150
VAT reclaimed	1,500	8,024	1,500	5,887	2,000	
Recycling	300	182	300	493	300	300
Scouts Ground Rent	1	1	1	0	1	1
Private Road contribution	40	40	40	40	40	40
CIL reserves	5,000	12,482	5,000		5,000	63,915
CIL Grant (BDC)				3,883		
miscellaneous		4,433		291		
TOTAL	67,249	85,501	71,102	77,567	82,335	152,142

Funded by CIL

CIL not included within budget as it is to be used to fund infrastructure needed to mitigate development coming forth from growth in the village

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Actual	Actual	Actual	Actual	Actual	Actual	Actual to September 2024
CIL Receipts							
CIL Expenditure							

NOTES

- Clerk's salary 24 hours per week x 52 weeks Current salary scale SCP 24-28. Pay award for 23/247 flat rate £1925 pro-rata. 1
- 24/25 anticipate same again
- Assistant Clerk post employed on contract of 9 hours per week. Build in additional hours to 12 per week. Current salary scale 10-11. 2
- Build in incremental point. Anticipate pay award of flat rate £1925 pro-rata
- Litter pickers - 24-25 salary £12 per hour. Anticipate increase of £1 per hour. 3

Paid on qualifying earnings (at estimated 20.05ph above) £6240 for 24-25	4
Based on costs for 24-25 +5%	5
£26pm for Clerk and £14pm for Assistant Clerk	6
Should be a reducing cost due to online banking facility (i.e reduced need to post cheques)	7
£6pm - GiffGaff SIM, £8.75pm Virtual Landline	8
Costs for paper, printer ink etc	9
Onesuffolk subscription - £50, 12 mailboxes for 12 months - £288	10
Cllrs to continue training as part of continual professional development and assistant Clerk to undertake training for development	11
No indication that this will increase	12
Likely no cost. Advertising via SALC is free. Other adverts can be included on social media or in The Bugle for zero cost	13
Election unlikely, should costs for an election be incurred this could be drawn from general reserves	14
Amount reduced to reflect lack of expenses expenditure in the past	15
Possible a printer may need to be purchased for Assistant Clerk. All other equipment currently sound	16
Based on 23-24 invoice + anticipated inflationary increase of 2.3%	17
Microsoft Business standard (£10.30pm)	18
Based on 24-25 figures	19
Cost increase as fee is no longer shared with Tattingstone Parish Council	20
Based on 24-25 invoice + anticipated increase of 5%	21
Based on letter with detailed cost received September 2024	22
Total cost in 23-24 £2256.50. Projected cost in 24-25 £3000	23
Horticulture projects to be funded from reserves	24
Based on invoice in March 2024 of £1112 + CPI 2.3%	25
3 x SIM cards with Smarty at £9pm each	26
Possible new batteries/posts needed	27
Replacement batteries/pads	28
Possible costs for future events	29
12.5% of total costs - may vary dependant on funds available from Babergh CIL bid	30
12.5% of possible costs of £180,000. Hope for contribution from Babergh CIL and other fundraising	31
Possible recreation equipment necessary in the future	32
Possible future project requests like RST project funded this year.	33