

Paper 1 submitted by the Clerk to the Council at the Parish Council meeting on 07 October 2026

Parish Clerk's Report – October 2026

a) To review actions from the previous meeting

MINUTE NO.	ACTION	Ongoing/ Dismissed
PC 09.26.07	Create harassment policy <i>Completed – on agenda for discussion</i>	Dismissed
PC 09.26.10	Add comments for planning applications to BDC website <i>Completed</i>	Dismissed
PC 09.26.13	Tree planting – Canvas whole area of Temple Pattle for feedback on planting new trees on the green. <i>Completed – correspondence received below</i>	Dismissed
PC 09.26.13	Begin to circulate questionnaire as per the communications plan <i>Completed</i>	Dismissed
PC 09.26.14	Assistant Clerk to meet with Cllr Chamberlain to get an update on the NP. Set a new date for a meeting for the NP Steering Group. <i>To be completed</i>	Ongoing
PC 09.26.16	Review and update the Community Emergency Plan, with support from Cllr Clark, and consider arrangements for recruiting and maintaining a list of community volunteers. <i>To be completed</i>	Ongoing

b) To receive the reports of items actioned under delegated powers and correspondence of note

- A significant amount of my work this month has been focused on the search for Noah Woods, including supporting the Parish Council's response and dealing with the subsequent work and correspondence arising from this.
- Alongside this, the everyday work of the Parish Council has continued, including responding to correspondence and enquiries, progressing ongoing projects and dealing with routine administration.
- Worked with a local resident and District Councillor Alastair McCraw to establish who is responsible for the public open space at Bailey Court.
- Met with Rev Chris from Brantham Church to discuss positive ways for the Church to integrate with and contribute to the local community, and how we might encourage greater links with village organisations and residents.
- Weekly attendance at the Meet the Clerk sessions at the Community Café

Correspondence to note:

Date rec'd	Who	Subject	Action
------------	-----	---------	--------

26.08.26	BDC	Email confirming that a broken bench at Cattawade Street green area will not be replaced by BDC as they cannot confirm ownership	Noted
29.08.26	BLC	Email noting that a number of cars were parked along New Village and in front of the Leisure Centre related to a Village Hall event	Noted
Sept 26	AW	Letter from Anglian Water ref. proposed works to piping at Brantham Leisure Centre.	Forwarded to BLC team who highlighted queries which have now been resolved.
20.09.26	Resident	Email from resident highlighting fallen tree branches from public open space at Bailey Court. Email queries ownership and responsibility.	Referred resident to Concord as the Management Company believed responsible. They have noted they do not manage this piece of land and noted a possible dispute between Granville)developers and BDC over this. Advised resident to contact Granville however, phone number is no longer active. Referred to AMcCraw for discussion with planning enforcement at Babergh District Council.

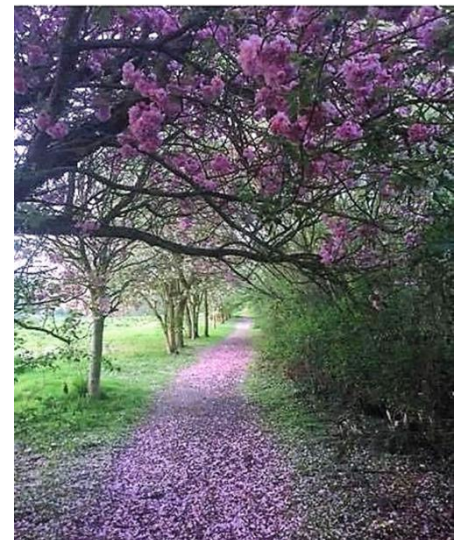
a) To receive correspondence for consideration and agreement of next steps

From:
Sent: 12 September 2026 18:31
To: Sarah Keys <clerk@branthamparishcouncil.gov.uk>
Subject: Temple Pattle trees

Dear Sarah, the proposed tree planting in Temple Pattle needs very careful thoughts relative to scale and final size. The existing three oaks will in another 50 years, be massive so there is a need to think of the future. I seek to remind you and the PC of the fantastic display in the spring of the flowering trees of the bridleway destroyed by Taylor Wimpey I would suggest that it should be replicated by the same variety of tree which I think was flowering cherry.

There aren't many more uplifting sights than a tree breaking into blossom; heralding the start of spring and putting the dark days of winter behind us, flowering trees deserve a starring role in any park or garden. Flowering cherries and crabapples are perennially popular - and with good reason - but there are many other fascinating species to explore...

Such as Japanese Cherry Blossom Tree | *Prunus errulata* 'Kanzan' there are many other varieties but please first and foremost think final growth height and diameter Many will recall this bridleway and the wanton destruction by TW with the consent of the corrupt DC.
Sincere regards



From:
Sent: 14 September 2026 10:00
To: clerk@branthamparishcouncil.gov.uk
Subject: Tree Planting on Temple Pattle Green. Comments.

14/09/26
Sarah Keys
Brantham Parish Clerk.

Dear Sarah,

Re- proposed (6-8) tree planting on Temple Pattle Green.

I am not opposing tree planting on Temple Pattle Green and am sure this would be an attractive addition to the village and enhance biodiversity. However, I am probably stating the obvious, but care does need to be taken in selecting the variety of trees with consideration to soil type, maturity size, maintenance needs, height and spread of branches and roots. Also, the potential problems of future heavy leaf fall. Moreover, as young trees, they would need to be staked and protected from vandalism. Planting in autumn would be preferable, or (if not) early spring. Even then, considering recent hot summers, they might need regular watering in year one/two to become established and survive.

Thank you for your consideration of these matters,

Kind regards,

From:
Sent: 18 September 2026 10:27
To: clerk@branthamparishcouncil.gov.uk
Subject: Proposal tree planting on Temple Pattle Green

Agree re the plan. I'm assuming you will already consider this but native species and a mix would be ideal.

Kind regards,

From:
Sent: 23 September 2026 17:14
To: clerk@branthamparishcouncil.gov.uk
Subject: A positive note

Hi Sarah

Regarding the suggested area of tree planting on the green at Temple Pattle, Grimwade Close etc I believe this is a great location and will enhance the space in years to come.

I would also like to thank you and the parish team for the effort made last week at the village hall during the sad search for Noah.

Regards

Councillor Anti-Bullying, Harassment and Intimidation Policy

Purpose

Brantham Parish Council is committed to ensuring that its Councillors can carry out their democratic duties without being subjected to bullying, harassment, intimidation, abuse or threatening behaviour.

Councillors may be required to deal directly with members of the public, attend meetings and events, visit sites, represent the Council and communicate with residents and organisations on Council business. They should be able to do this without feeling threatened or intimidated.

The Council recognises that disagreement, criticism and challenge are a normal and important part of local democracy. This policy is not intended to prevent people from questioning or criticising Councillors or decisions of the Council.

However, disagreement does not justify abusive, threatening, intimidating or harassing behaviour.

Scope

This policy applies when a Brantham Parish Councillor is acting on behalf of, or carrying out duties for, the Parish Council.

This includes:

- attending Council meetings or events;
- carrying out Council-authorized work or visits;
- representing the Council at external meetings;
- speaking with residents or organisations about Council business;
- dealing with contractors or other organisations on behalf of the Council; and
- communicating about Council business by email, telephone, social media or other means.

It applies to behaviour from members of the public, residents, other Councillors, community groups, contractors and anyone else interacting with a Councillor in connection with their Council role.

What is unacceptable behaviour?

Unacceptable behaviour may include:

- threatening or aggressive behaviour
- shouting, swearing or abusive language directed at a Councillor
- personal insults or deliberately humiliating or degrading comments
- threatening a Councillor, their family or property
- repeated unwanted contact
- deliberately intimidating or confronting a Councillor
- stalking, following or loitering around a Councillor
- abusive or threatening emails, messages or social media posts
- encouraging others to target or abuse a Councillor
- publishing personal information in a way that facilitates harassment or intimidation

- repeated behaviour which is intended, or reasonably likely, to make a Councillor feel intimidated, unsafe or unable to carry out their role.

A single serious incident may be enough to require action. A series of less serious incidents may also become unacceptable where they form a pattern of behaviour.

The Local Government Association recognises that abuse, harassment and intimidation can undermine councillors' ability to participate in public life and recommends that concerns about behaviour which makes a councillor feel uncomfortable or unsafe are taken seriously.

Legitimate criticism and complaints

The Council recognises the right of residents and others to:

- disagree with Council decisions
- question Councillors
- challenge Council policies
- make complaints
- express strong opinions
- campaign against decisions of the Council.

Strong criticism does not, by itself, amount to bullying or harassment.

Anyone wishing to make a complaint about the Council, its administration or services should follow the Brantham Parish Council [Complaints Policy](#).

Complaints should be made through the Council office rather than to individual Councillors. The Complaints Policy sets out the informal and formal complaints process.

Making a legitimate complaint does not, however, give anyone the right to abuse, threaten or intimidate a Councillor.

Reporting an incident

A Councillor who experiences bullying, harassment, intimidation or threatening behaviour should report it to the Clerk or Chair of the Parish Council as soon as reasonably practicable.

Where the concern relates to the Chair, it should be reported to the Vice-Chair.

The report should include, where possible:

- what happened
- when and where it happened
- who was involved
- any witnesses
- copies or screenshots of relevant messages or communications
- details of any previous related incidents.

Councillors should not feel that they have to deal with repeated or escalating behaviour on their own.

Immediate threats or criminal behaviour

Date adopted:

Next review due:

Where a Councillor believes that they or another person is in immediate danger, they should contact the police by calling 999.

For non-emergency incidents, Councillors should contact the police through 101 or the appropriate online reporting service.

The Council will support Councillors in reporting serious incidents to the police where appropriate.

The Local Government Association recommends that councillors report behaviour which makes them feel unsafe or uncomfortable and highlights threats, stalking, excessive abusive communications and discriminatory abuse as matters which may require police involvement.

Action by the Council

When an incident is reported, the Council will consider:

- whether there is an immediate safety concern
- whether the police or another organisation should be contacted
- whether evidence should be retained
- whether there have been previous related incidents
- whether reasonable steps can be taken to protect the Councillor
- whether the matter should be dealt with under another Council procedure.

Depending on the circumstances, reasonable measures may include:

- directing communications through the Clerk rather than an individual Councillor
- requiring communications to be in writing
- arranging for two people to attend a meeting or site visit
- making appropriate arrangements for public meetings
- limiting contact where behaviour has become abusive or excessive
- reporting abusive online content
- referring the matter to the police, SALC, the Monitoring Officer, or the Council's professional or legal advisers.

Any action taken will be proportionate to the circumstances.

Incidents involving another Councillor

Where the alleged behaviour involves another Brantham Parish Councillor, the matter may need to be dealt with under the [Councillor Code of Conduct](#) and referred to the Monitoring Officer.

The Council will seek appropriate advice where it is unclear which procedure should be followed.

The Council's existing Complaints Policy also makes clear that complaints about an individual Parish Councillor should be directed to the Monitoring Officer rather than dealt with through the Council's normal complaints procedure.

Meetings and public events

The Council expects everyone attending its meetings and events to behave respectfully.

The Chair may take appropriate action where a person becomes abusive, threatening or intimidating towards a Councillor or another person at a Council meeting.

This may include asking the person to stop, requiring them to leave the meeting or taking other action permitted under the Council's Standing Orders and meeting procedures.

The Council will distinguish between robust debate and behaviour which prevents a meeting from being conducted safely and properly.

Online behaviour

This policy applies to online abuse connected with a Councillor's Council role.

Councillors should retain screenshots or other evidence of abusive or threatening communications where it is safe and practical to do so.

The Council may report inappropriate content to the relevant platform and, where appropriate, to the police.

Recording incidents

The Council will keep an appropriate record of incidents reported under this policy.

Records may include:

- the date and nature of the incident
- the person reporting it
- the person involved, where known
- action taken
- any further action required.

Recording incidents allows the Council to identify patterns of behaviour and assess whether further action or protection is required.

Information will be handled in accordance with the Council's data protection and document retention requirements.

Support for Councillors

The Council recognises that bullying, harassment and intimidation can affect a Councillor's wellbeing and their willingness or ability to continue carrying out their public role.

Councillors are encouraged to seek support from the Chair, Vice-Chair, Clerk or another trusted Councillor.

The Council will consider what practical support or additional safety measures may be appropriate.

Relationship with other policies

This policy should be read alongside:

- Brantham Parish Council [Complaints Policy](#)
- Councillor [Code of Conduct](#)
- Standing Orders
- Social Media Policy;
- Health and Safety Policy;
- Data Protection Policy; and
- any relevant lone-working or risk-management arrangements.

Date adopted:

Next review due:

This policy does not replace those procedures.

In particular, the Complaints Policy remains the appropriate route for complaints about the Council, its administration or services, while complaints about the conduct of a Councillor are referred to the Monitoring Officer as set out in that policy.

Review

This policy will be reviewed annually, or sooner if there is a significant incident, relevant change in legislation or guidance, or the Council considers that changes are required.

The Council will have regard to relevant guidance from the Local Government Association and National Association of Local Councils when reviewing the policy.

The integrity of the Council's finances is to be protected by two of the three signatories checking and reviewing the invoices for payment for which they will have seen an original copy.

Within the Council's Financial Regulations (5.15) – expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred (i.e. under contractual agreements)

The authority is to be determined by; * the council for all items over £5000; * a duly delegated committee for all items over £1000 * the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

Accounts submitted for payment – Current Account *(SUBJECT TO ADDITIONS)*

Payee	Detail	Method	NETT	VAT	TOTAL

Accounts Paid since 01 September 2026

Payee	Detail	Method	NETT	VAT	TOTAL
Parish Council staff costs	Salaries, Office Allowance, Pension payments – July & August 2026	BACS	4217.34		4217.34
BMCIC	Grounds Maintenance Payment - July & August 2026	BACS	80.00		80.00
Microsoft	Monthly Subscription Charges	DD	11.34	2.27	13.61
Virtual Landline	Phone number for Parish Council	DD	7.29	1.46	8.75
Smarty.co.uk	CCTV SIM Cards	DD	27.00		27.00
Lloyds Bank	Bank Charges	BACS	8.50		8.50
Village Hall Brantham	Hall Hire (inv. 2103)	BACS	72.00		72.00
Dependable Dave	Grounds Maintenance (Inv. 2597)	BACS	60.00		60.00
Doxzoo	Tree planting letters printing	DC	22.24	0.79	23.03
NBB recycled Furniture	Bench for Anita Rose Memorial Garden	DC	370.00	74.00	444.00
Kathy Osben	Memorial Garden costs	BACS	978.69		978.69
PKF Littlejohn	External Audit costs	BACS	420.00	84.00	504.00
Whybrow	Legal Costs	BACS	900.00	180.00	1080.00
SALC	Annual Payroll provision (inv. 31779)	BACS	414.00	82.80	496.80
Community Action Suffolk	Parish Council Insurance	BACS	1232.51		1232.51

Receipts allocated since 01 September

Who	Detail	Method	Amount
Cash deposit	Memorial Garden donations	DEP	290.57
Babergh District Council	Precept 2 of 2	BACS	46,027.00
Kathy Osben	Donation for memorial bench at Anita Rose Memorial Garden	BACS	444.00
Inspiring Vets (Highcliff Vets)	Quarterly rent	BACS	1365.15
BMCIC	Quarterly Rent	BACS	412.50
Lloyds Bank	Bank Interest	BACS	116.49

Presented by:..... **Sarah Keys, Responsible Finance Officer**

Countersigned by:..... **Chair to the Parish Council**

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.

Brantham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		189,963.55
	ADD Receipts 01/04/2026 - 30/09/2026		147,573.73
	SUBTRACT Payments 01/04/2026 - 30/09/2026		337,537.28
	Cash in Hand 30/09/2026 (per Cash Book)		60,219.61
B			
	Cash in hand per Bank Statements		277,317.67
	Petty Cash 30/09/2026	0.00	
	Current Account 30/09/2026	5,001.00	
	Deposit Account 30/09/2026	272,286.16	
B	Salaries Account 30/09/2026	30.51	
	Less unrepresented payments		
	Plus unrepresented receipts		
B	Adjusted Bank Balance		277,317.67
	A = B Checks out OK		

Brantham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

06 October 2026 (2026-2027)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Payroll costs					414.00	-414.00	-414.00 (N/A)
16	Audit				800.00	839.00	-39.00	-39.00 (-4%)
17	Hall Hire				720.00	333.00	387.00	387.00 (53%)
18	Insurance				5,214.00	3,505.88	1,708.12	1,708.12 (32%)
19	Office Allowance				312.00	156.00	156.00	156.00 (50%)
20	Petrol/Travel				50.00		50.00	50.00 (100%)
21	Postage				25.00	25.95	-0.95	-0.95 (-3%)
22	Telephone				84.00	43.74	40.26	40.26 (47%)
23	Stationary				200.00	8.95	191.05	191.05 (95%)
24	Website/Email				600.00	510.20	89.80	89.80 (14%)
25	Training				1,000.00	383.50	616.50	616.50 (61%)
26	GDPR costs				40.00	47.00	-7.00	-7.00 (-17%)
27	Miscellaneous							(N/A)
28	Staff recruitment							(N/A)
29	Election costs							(N/A)
30	Councillor expenses				100.00		100.00	100.00 (100%)
31	Office Purchases				200.00	224.23	-24.23	-24.23 (-12%)
55	Microsoft 365				124.00	112.14	11.86	11.86 (9%)
58	Scribe accounting				484.00		484.00	484.00 (100%)
74	Bank Charges					53.84	-53.84	-53.84 (N/A)
80	Canva							(N/A)
SUB TOTAL					9,953.00	6,657.43	3,295.57	3,295.57 (33%)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	CIL					3,283.80	-3,283.80	-3,283.80 (N/A)
41	Horticulture							(N/A)
56	BDC CIL							(N/A)
67	Legal costs		3,034.00	3,034.00		4,316.50	-4,316.50	-1,282.50 (N/A)
76	Horticultural spend							(N/A)
77	Village Hall Reserves							(N/A)
82	Computer/Office Costs							(N/A)
83	Election costs							(N/A)
84	Roads							(N/A)
85	Lighting							(N/A)
86	Village Hall Projects							(N/A)
SUB TOTAL			3,034.00	3,034.00		7,600.30	-7,600.30	-4,566.30 (N/A)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	92,054.00	92,054.00					(0%)
2	Bank Interest	1,500.00	698.75	-801.25				-801.25 (-53%)
3	Braunwick Road Contribution	150.00	150.00					(0%)

Brantham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

06 October 2026 (2026-2027)

4	Highcliff Lease	6,800.00	2,730.30	-4,069.70	-4,069.70 (-59%)
5	VAT Reclaimed				(N/A)
6	Recycling	300.00	634.00	334.00	334.00 (111%)
7	Scouts Ground Rent	1.00		-1.00	-1.00 (-100%)
8	Private Road Contribution	40.00		-40.00	-40.00 (-100%)
9	Wayleaves				(N/A)
48	BMCIC Rent	1,650.00	825.00	-825.00	-825.00 (-50%)
49	Miscellaneous Income				(N/A)
59	BMCIC Insurance repayment	2,273.37	2,273.37		(0%)
60	LPF Hire deposit		150.00	150.00	150.00 (N/A)
75	LPF Hire	500.00	200.00	-300.00	-300.00 (-60%)
78	Memorial Bench				(N/A)
SUB TOTAL		105,268.37	99,715.42	-5,552.95	-5,552.95 (-5%)

Other items

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
44	SID Maintenance				500.00		500.00	500.00 (100%)
45	Defibrillator Maintenance				500.00		500.00	500.00 (100%)
51	Parish Plan				1,000.00	29.59	970.41	970.41 (97%)
61	LPF Hire deposit							(N/A)
64	Contingency/Unanticipated spen		984.57	984.57	9,440.00	1,458.69	7,981.31	8,965.88 (94%)
66	Christmas event supplies				100.00		100.00	100.00 (100%)
71	Seasonal Displays				500.00		500.00	500.00 (100%)
SUB TOTAL			984.57	984.57	12,040.00	1,488.28	10,551.72	11,536.29 (95%)

Services

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
35	BDC Litter bin emptying				3,500.00	4,536.00	-1,036.00	-1,036.00 (-29%)
36	Litter purchases							(N/A)
37	Playground inspection				180.00	196.59	-16.59	-16.59 (-9%)
38	Playground equipment/repairs				1,500.00	298.38	1,201.62	1,201.62 (80%)
39	BLC Grounds Maintenance				480.00	240.00	240.00	240.00 (50%)
40	GPL Play area rent				10.00	10.00		(0%)
42	SCC Street lighting				1,278.00		1,278.00	1,278.00 (100%)
43	Village Hall Maintenance Grant							(N/A)
47	Village Grounds Maintenance				3,000.00	1,350.00	1,650.00	1,650.00 (55%)
53	CCTV Costs				850.00	162.00	688.00	688.00 (80%)
SUB TOTAL					10,798.00	6,792.97	4,005.03	4,005.03 (37%)

Skate Park Project

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
73	Skate Park		43,232.74	43,232.74				43,232.74 (N/A)

Brantham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

06 October 2026 (2026-2027)

SUB TOTAL	43,232.74	43,232.74		43,232.74 (N/A)
------------------	------------------	------------------	--	------------------------

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Clerk/RFO Salary				26,120.00	11,879.80	14,240.20	14,240.20 (54%)
12	Litter Picker Salaries				13,832.00	4,742.32	9,089.68	9,089.68 (65%)
13	Employers PAYE & NI				10,644.00	6,000.83	4,643.17	4,643.17 (43%)
14	Staff Pensions				6,424.00	4,061.14	2,362.86	2,362.86 (36%)
62	Assistant Clerk - Salary				6,000.00	2,207.04	3,792.96	3,792.96 (63%)
79	VH Manager				4,500.00	2,164.00	2,336.00	2,336.00 (51%)
SUB TOTAL					67,520.00	31,055.13	36,464.87	36,464.87 (54%)

Subscriptions/Grants/Donations

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	SALC subscription				903.00	918.18	-15.18	-15.18 (-1%)
33	SLCC Subscription				300.00	253.00	47.00	47.00 (15%)
34	Donations				2,500.00	1,605.00	895.00	895.00 (35%)
50	Brantham Open Spaces Group				1,200.00	307.74	892.26	892.26 (74%)
57	BDC CIL Grants							(N/A)
81	Village Events		607.00	607.00	2,000.00	809.67	1,190.33	1,797.33 (89%)
SUB TOTAL			607.00	607.00	6,903.00	3,893.59	3,009.41	3,616.41 (52%)

Summary

NET TOTAL	105,268.37	147,573.73	42,305.36	107,214.00	57,487.70	49,726.30	92,031.66
V.A.T.					2,731.91		
GROSS TOTAL		147,573.73			60,219.61		

PAPER 6: A briefing paper for Councillors on the Budget Monitoring Exercise Quarter 2 for 2026-27

Introduction

The budget is a key part of the Council's plans and must tie in with its policies.

Budget monitoring - reasoning

In accordance with council's own adopted Financial Regulation clause 4.10, the agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against that which was planned for the year under review.

It is the duty of the Responsible Financial Officer (RFO), appointed by the council as a statutory officer, to administer the council's financial affairs in accordance with all Acts, Regulations and proper practices and to ensure the accounting control systems are observed and financial management information is provided to council.

Quarterly reports are provided to council with the aim of:

- Monitoring financial performance, helping to identify potential issues or inefficiencies throughout the year
- Refining budgeting and forecasting processes over time
- Gaining an informed understanding of financial performance as affected by various factors
- Creating more accurate and flexible budgets that better anticipate council's future needs and adapt to different circumstances
- Streamlining variance reporting required for Year-End

QUARTER 2 – Period ending 30 September 2026

Budget reports within Scribe produce a budget monitoring report based on the annual figures.

This provides a comparison between budgeted and actual expenditure per quarter. The reports are presented to council to promote informed decision-making and enhanced financial transparency.

Council is advised to refer to Paper 9 for numerical details of the actual-to-budget monitoring process and to note the figures in that report alongside this narrative report.

This report identifies unexpected variances in income and expenditure and any possible mitigation necessary.

Expenditure:

As of 30 September 2026, marking the end of the second financial quarter of the 2026-27 budget year, Brantham Parish Council's spending is £57,488 against a budget of £53,607. This represents a variance of £3881 (approximately 7%), demonstrating that overall expenditure remains generally aligned with the budget. Whilst individual budget lines may show variations due to the timing of expenditure and income throughout the year, the Council's overall budget is performing well.

In accordance with guidelines issued by Proper Practices, reports on variances in income and expenditure exceeding 15% of the budget (except variances of less than £200) will be reported to council.

Council should note, however, that this is a relatively crude calculation since many budgeted Council costs are annual payments and do not easily fit a quarterly schedule.

However, in accordance with guidelines issued by Proper Practices, reports on variances in income and expenditure exceeding **15%** of the expected budget will be reported to council.

Current spending in budget areas is as follows:

	Budget line	Total Budget for year	Anticipated spend at Q2	Actual Spend at Q2	Variance at Q2
1	Administration	9953	4977	6657	+34%
2	Other Items	12,040	6020	1488	-75%
3	Staff costs	67,520	33,760	31,055	-8%
4	Services	10,798	5399	6793	+26%
5	Skate Park	0	0	0	
6	Subs/Grants/Donations	6903	3452	3894	+13%

Variances exceeding 15% explained:

- 1. Administration:** This budget line shows some overspend. However, this is mostly due to the timing of invoice payments, for example much of the insurance payments have been made for the year. As the budget is set on an annual basis, comparing actual expenditure against an expected quarterly profile can result in apparent variances where expenditure falls earlier or later than anticipated, even though it remains within the overall annual budget.
Council should note that the actual spend includes an annual spend of £414 on payroll costs. Unfortunately this year's budget had not included this cost and actual spend will therefore be slightly over anticipated as a result. This budget line will be included in budget-setting for next year so that this does not occur again.
- 2. Other items:** This budget line shows a significant underspend, largely because there has been minimal expenditure has been incurred against it to date.
Members should note that quarterly financial monitoring does not always reflect the timing of the Council's expenditure, as some costs are incurred later in the financial year.
Payments and receipts in the Contingency/unanticipated spend line include costs for the creation of the Memorial Garden and an annual payment of £100 to Canva to support the creation of promotional materials. This was not anticipated as a spend but will be included as an administration cost in future budgets.
- 3. Services:** Expenditure against this budget line is currently 26% higher than anticipated. Members should note that the annual invoice for litter bin emptying has now been paid and this was significantly higher than anticipated due to higher costs from Babergh District Council. I have also queried the basis of this invoice as I do not believe that their list of bins in Brantham tallies with the one held by the Parish Council. I am currently awaiting a response on this query. Other payments made in this budget line are largely in line with anticipated spend.

Earmarked Reserves:

Annual budget setting does not generally include expenditure from earmarked reserves, and therefore there is no anticipated spend against which this expenditure can be compared. However, Council should note that a significant proportion of the legal costs incurred this year will be covered under the terms of the lease with BMCIC, and there are sufficient funds held in reserves to meet any remaining costs. It is recommended that Council review the earmarked reserve at year-end to determine whether a further allocation should be made to cover potential legal costs in future years.

Income:

The Council's total income budget for the year is £105,268.37, comprising a precept of £92,054 and additional anticipated income of £13,214.37. As at the end of the first quarter, total income received amounts to £99,715. This figure is significantly higher than would normally be expected at this stage of the financial year due to the receipt of £43,184.42 in funding relating to the Skate Park project. Excluding this project-specific income, the Council's income is broadly in line with expectations for the first half of the year.

Summary at period ending 30 September 2026

Variances during this quarterly reporting period are expected due to the routine patterns of expenditure spread over the financial year, resulting in some budget headings being outside the specified tolerances. However, it is important to note that these variances are neither unexpected nor cause for concern. The budget is performing well for this time of the year. There are no concerns that the council should be aware of at this time.

Recommendation at period ending 30 September 2026

Council is recommended to approve the summary of Budget to Actual figures at the period ending 30 September 2026.



BRANTHAM
Parish Council

Brantham Parish Council
Thornfield Cottage
Windmill Road, Bradfield
CO11 2QW
01206 645111

clerk@branthamparishcouncil.gov.uk
www.branthamparishcouncil.gov.uk

CIL SPENDING REVIEW FOR THE YEAR ENDING 31 MARCH 2026

Neighbourhood CIL is governed by the CIL regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAP and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation).

The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1st January each year.

1. CIL Resources available

CIL Funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2018-19	£2,556.87		£2,556.87	SPENT
2019-20	£104.01			SPENT
	£3,258.75		£5,919.63	SPENT
2020-21	£3,258.67			SPENT
	£2,681.48		£11,859.78	SPENT
2021-22			£11,859.78	
2022-23	£9,734.69			SPENT
	£7,747.54	£10,123.64	£19,218.37	SPENT
2023-24	£53,848.41			14.04.28
	£28,861.09	£34,323.89	£67,603.98	13.10.28
2024-25	£24,987.32			08.04.29
	£24,987.32	£13,318.00	£104,260.62	08.10.29
2025-26		£7,713.90	£96,546.72	
	Committed	£88,526.00	£8,020.72	Balance after committed funds
Totals	£112,051.51	£154,005.43		

2. Projects completed as bids against the Neighbourhood CIL pot

The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out.

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Minute number	Start date	Current Position
Bench for Brantham Open Space	£0		None	£820.83	FC 08.25.06	Dec-25	Complete
Village Hall Toilet Refit	3296.00	Unknown	Neighbourhood CIL	£3,296.00	FC 06.24.07	Nov-25	Ongoing

Neighbourhood Plan	15000.00	£15,000	Unknown to date	£1,435	PC 07.25.12	Jul-25	Ongoing
Dog litter bin	2500.00	162.07	None	162.07			
RST - Jetty improvements	4500.00	£8,000	Unknown to date	£1,500	FC 03.26.10	2026	Completed
BMCIC	500.00	£700	Unknown	£500	FC 05.26.08	Jul-26	Completed
TOTAL				£7,713.90			

3. Projects identified as potential bids against the Neighbourhood CIL Pot

The following projects have been identified as valid bids against the Neighbourhood CIL pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Minute number	Start date	Current Position
Play equipment replacement/repair	2500.00	Unknown	None	£2,500	FC 06.24.07	Ongoing	no projects identified
Skate Park at LPF	None allocated	£180,000	Neighbourhood CIL (BDC), and external funding	£40,000	FC 01.25.07	Summer 2025	Bid submitted to BDC
Neighbourhood Plan	15000.00	£15,000	Unknown to date	£13,565	PC 07.25.12	Ongoing	Project underway
Scout Hut Repairs	1000.00	£1,000	Unknown to date	£1,000	FC 12.25.04	Ongoing	Project underway
50% Year 1 PCSO Funding	26165.00	£26,165	None	£26,165	PC 01.26.11	TBC	In discussion with EBPC and Suffolk Police

Items highlighted in GREY will be identified as on an "as and when demand" as the parish continues to grow

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding		Additional consultation required	Further information
Village Hall	None allocated	Unknown	Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding	Unknown		Consultation with Brantham residents and PC needed	
Crossing on A137	None allocated	£150,000	S106 /locality funding	Unknown		Community Consultation needed	
Other major projects	None allocated	Unknown	To be determined			Subject to consultation	

New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)			
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish			



BRANTHAM
Parish Council

Donations for the year ending 31 March 2026 using the General Power of Competence*

Recipient	Reason for request	Amount Requested	Actioned	Funded Elsewhere	Minute no.
Brantham Indoor Bowls Club	Carpet Bowls Mat storage unit	£425	£425.00		FC 05.26.07
Brantham Angling Club	Otter Fencing	£4,500	£500.00		FC 05.26.07
BLC on the Run	Participant medals and event signage	£500	£500.00		PC 06.26.09
We Care Wildlife Rescue	Car racks for paddleboards	£500	£500.00		FC 09.26.11
Lawford Buggy Club	Equipment Purchase	£2,910	£250.00		FC09.26.11

Subtotal of expenditure incurred in 2025-26 to date			£2,175.00
Donations budget for 2026-27			£2,500.00
Funding carried over from 2025-26			£0.00
Donations over/underspend for 2026-27			£325.00

* 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)