



INTERNAL AUDIT 2025-26

BPC ACTION PLAN

NB: Lines highlighted in Light Blue have been completed

Subject	Requirements	Comment/Recommendation	Actions for the Council	Who	Date Completed
SECTION 1 Financial Regulation and Standing Orders	Are Financial Regulations up to date and reviewed annually?	Comment: council might wish to review the NALC Advice Note – Procurement, 3 February 2026 and ensure any applicable revisions are incorporated at the next annual review.	Review NALC Advice note – Procurement 3 and incorporate revisions if appropriate	Clerk/RFO and FC	March 2026
SECTION 1 Financial Regulation and Standing Orders	Has the Council appointed a Responsible Financial Officer (RFO)?	Comment: council might wish to review Financial Regulation 1.5 and ensure that there is clarity on the appointment of the Clerk as RFO.	Review Financial Regulation 1.5 and ensure clarity if appropriate	RFO/Finance Committee	July 2026
SECTION 2 Budgetary Controls	Verify that budget has been properly prepared and agreed	Comment: whilst council might be able, in extreme circumstances to draw down from its earmarked reserves to provide short-term resources, if general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council is advised to review its level of general reserves and seek to adopt a level equal to 3 months of NRE.	Review Earmarked and General Reserves held and amend level of Earmarked reserves as appropriate	RFO/Parish Council	



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SECTION 7 – Bank Reconciliation	Is bank reconciliation regularly completed and reconciled with the cash book and cover every account?	Comment: Council might wish to note FR 2.6 which states that at least once in each quarter, and at each financial year end, a member other than the Chairperson shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. If such a system is set-up, council might want to ensure that the minutes record that the member so appointed has undertaken this activity, including any exceptions, and that their report is received and noted by the council.	This is already in place. Each month a bank reconciliation is undertaken by Cllr Osben. Ensure that this is minuted clearly each month	Clerk/RFO and Assistant Clerk	
SECTION 9 – Year end procedures	Has the appropriate end of year AGAR7 documents been completed?	Comment: council is advised to review its response to Line 11 – Disclosure note regarding trust funds - and refer to paragraph 2.31 of the Practitioners' Guide 2025 which states that a local council is required to answer 'Yes' or 'No' to whether the figures within the Accounting Statements exclude a trust transactions or balances.	Clarity sought from SALC and Internal Auditor in June 2026. Line 11 completed according to guidance received	Clerk/RFO	June 2026
SECTION 12 – Assertion 10	Is there an adopted council publication scheme and is it reviewed regularly?	The Freedom of Information Act 2000 requires every public authority to have a publication scheme, approved by the ICO, and to publish information covered by this scheme. Council does not appear to have a tailored publication scheme but the Clerk to the Council has confirmed that such a scheme has been produced and will be presented to Council for adoption at its June 2026 meeting.	FOI Publication Scheme submitted to and approved by Parish Council at its meeting on 03 June 2026	Clerk/RFO	June 2026
SECTION 12 – Assertion 10	Has the Transparency Code been correctly applied, and information published in accordance with current	Comment: Council might wish to review its provisions and consider whether it might be able to work towards ensuring compliancy with the	This will be added to the website as part of quarterly financial papers going forward	Clerk/RFO	



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	legislation?	requirements of publishing the following data on its website in accordance with the required timescales: Publish quarterly: Individual items of expenditure that exceed £500 (currently published on an annual basis); Government Procurement Card transactions; Invitations to tender for contracts over £5,000; Details of contracts that exceed £5,000. Publish annually: Details of all land and building assets; Grants to Voluntary, Community and Social Enterprise Organisations; Organisational Chart.			
SECTION 15 – Additional Information	Is there evidence that Minutes are administered in accordance with legislation?	Recommendation: in accordance with legislation, looseleaf minutes should either have agenda items or pages that are consecutively numbered.	Looseleaf minutes to be consecutively numbered from June/July 2026	Assistant Clerk	Consecutive numbering introduced from July 2026
SECTION 15 – Additional Information	Is there a list of members' interests held?	Comment: the Register of Interests for Cllr. Donaldson and Shadrake were missing from the District Council website.	ROI for Cllr Shadrake present on BDC website on 10.06.26 ROI for Cllr Donaldson to follow	Clerk/RFO	June 2026

Name and Address	Lauren White - Brantham Parish Council - Merriam Close Play Park
Phone number	07916 337914
Email	assistantclerk@branthamparishcouncil.gov.uk
Date	13/8/26



	Job Description	Price
1	Oak tree in corner: Option 1 - Reduce by 30% and crown lift to match neighbouring side, and removal of lower epicormic growth Option 2 – Crown lift to match neighbouring side only and removal of lower epicormic growth Fence for access will need to be dismantled prior to our arrival, play area will need to be closed during the day. All waste removed from site.	Option 1: £1200 + VAT Option 2: £780 + VAT

Notes for customers to read			
All stumps left in situ at 12-24” high (depending on their condition) unless specified otherwise, if you have specified to grind the stumps out there will be a pile of grindings mounded up where the stump once was, this will sink in time. If wood has been priced to be logged up, it will be cut to 12” in length, will be no smaller than 7” diameter, and won’t be split or stacked. All waste associated with the specified job will be removed. At the start of the job, you will be asked to go through the job with the Arborists on site and agree on the job specifics. Please make sure any delicate things such as plant pots, furniture or anything precious is moved well out of the way of the working area – we accept no responsibility for any damage caused from things being left in situ. At the end of the job, you will be asked to sign a completion sheet to check you are happy with everything that has been done. Once this has been signed and we have left we will not return free of charge.		£ <i>Excluding VAT</i>	£ <i>Including VAT @ 20%</i>
TPO / Conservation area application £40 + VAT			

DVTS info only**Notes**

Videos – 10/8/26

Equipment

☒	Cabstar	☐	Climbing	☐	Digger	☒	18" 341	☐	Strimmer	☐	RAMs
☐	Ranger	☐	2 nd climbing	☐	Grapple	☐	24" husk	☐	Weedspray	☐	Battery blow
☐	Hilux	☒	Red tag (dirty)	☐	Claw	☐	30" 660	☐	Hi viz	☐	Battery hedge
☐	Extra truck	☐	12mm rig line	☐	Bucket	☐	36" 880	☐	Stop go signs	☐	Arb trolley
☒	Chipper	☐	2 nd rigging line	☐	Soil level	☐	48" 880	☐	Man@ & cones	☐	Stump poison
☐	Plant trail	☐	Full rig inc bollard	☐	Forks	☐	Spare chain	☐	Road sign full	☐	Hedge ext.
☒	16m MEWP	☐	Throwline	☐	Boards	☐	S hedge	☐	Small stump	☒	Pole loppers
☐	23m MEWP	☐	Tow rope	☐	Wheel barrow	☐	M hedge	☐	Big stump	☐	Fencing gear
☐	Bandit	☐	Battery top	☐	Quad bike	☐	Fine hedge	☐	Hilft& terrasa		
☐	TW 230	☐	Battery back	☐	Axe	☐	Pole hook	☐	TW160		
☐	TPO/Cons app	☒	Battery pole saw	☒	Small saws	☐	Brush cutter	☐	Tip trailer		

T&Cs

Please read this carefully before agreeing to the quote formally. If you have any queries, please contact us and we will be happy to provide clarification.

At Dedham Vale Tree Surgery [DVTS] we aim to provide a comprehensive, high-quality service to all our customers. We feel that communication of mutual expectations between ourselves and our clients is key to this and have therefore drawn up the following terms and conditions.

General

Completion dates shall be contingent upon weather conditions. All quotations/estimates are valid for 30 days and include any 'value', monetary or otherwise, the arisings may have, unless stated otherwise. After this period, we reserve the right to withdraw and re-price work, unless otherwise agreed in writing with you. Quotations for felling are based upon the assumption of trees being free from metal, stone, or other hidden obstructions. In the event of a tree being impossible to fell in the normal way, we reserve the right to re-quote accordingly. In order to meet customer deadlines and to ensure the best possible bespoke service, Dedham Vale Tree Surgery Ltd reserves the right to bring in specialist sub-contractors.

What time will the team arrive?

Most jobs are completed efficiently and on time. However, occasionally a job will over-run or the weather will prevent us from working to time. The earliest time the team will arrive is 8.00/8:30 am. However, in the case of smaller contracts, we are not able to estimate an arrival time until late afternoon of the previous day and can only then advise either am or pm arrival. We will of course make every effort to please clients who particularly require a morning or afternoon visit.

Working Hours

On days we expect to have unhindered work from 8.30am on site to 4.00pm, any delay caused, due to factors beyond our control will be recorded and charged as extras.

Delays

Any delays for any reason beyond the control of Dedham Vale Tree Surgery will be recorded and charged as extras, these may include but not limited to, weather, ecology, traffic, planning, protestors, closure of the site etc.

Site Access/Parking

At DVTS we use a range of heavy equipment which require moving to and from the worksite.

Therefore, it is the client's responsibility to allow appropriate access for this as well as adequate parking for the duration of the agreed work. We will show every possible consideration to our clients and their neighbours during the contract period.

Noise Considerations

Clients should be aware that, during the contract period, the use of mechanical equipment with a working noise level above 118dnh is necessary. By signing this agreement, the client is accepting this fact. DVTS only operates such equipment in legal working hours, unless in an emergency situation or if special permission has been granted by the council.

Will my neighbours be affected?

Sometimes it is necessary to have access to a neighbouring property, particularly when branches overhang. It would be very helpful if you could inform them of your intention to carry out work and the date on which it will take place.

Do I need to protect my walls or lawns? Whilst our staff will operate with care and diligence often our work entails the carrying of large amount of material over lawns and past features. Please make sure that vulnerable surfaces (such as white walls, decorative paving or other delicate hard landscaping) are adequately protected (builder's polythene is a good method) and that fragile objects are moved (such as pots etc.). Our staff will be more than happy to move heavier objects for elderly or disabled clients. Lawns tend to recover rapidly but very wet weather can give rise to muddy conditions. We are able to provide boards to protect the lawn. However, this is not a standard procedure and may incur an additional cost. If in doubt, please discuss with our office.

Hard

Whilst our staff will take every reasonable precaution to protect paving, patios, driveways and other hard landscaped surfaces, including the use of protective boards where appropriate, tree surgery often involves the movement of heavy timber, machinery and equipment. Dedham Vale Tree Surgery Ltd cannot accept liability for damage to hard landscaped surfaces where such damage could not reasonably have been avoided while carrying out the contracted works.

Landscaping

Pets

We want your pets to be content and safe during the contract period. If you feel that your pets will be disturbed by noise, please make arrangements for them to be elsewhere during the period of the contract. It is the client's responsibility to ensure the safety of all pets and to prevent them from straying into the working area. Please also ensure the site is free from any pet excrement before work commences.

Stumps

If DVTS is removing a stump for you we will endeavour to grind as much of the stump and roots away as possible. We will not chase every root back from the stump unless by prior costed arrangement with the customer. Its impossible for us to remove every root its best to think of stump grinding as the removal of a roundabout, The roads may still be left in place as such. Stump grinding is normally carried out within a few days of the felling rather than on the same day. We will call you to arrange a convenient time to undertake this work. Stump grindings will be used to backfill the resulting hole as they decompose rapidly. The chippings can be removed from site, but this would incur an additional cost. We will grind the main stump and any large lateral roots in the main area of the stump. If in the process of stump grinding, we uncover buried asbestos waste, material suspected to be buried asbestos waste or other hazardous material, we will cease the excavation immediately. The customer agrees to settle the invoice in full in line with our payment terms on the basis that we shall complete the operation once a specialist contractor has cleared the material. The customer will meet the costs of the clearance of the hazardous material. DVTS reserves the right to not be held responsible for any damage to anything underground, this may include services etc etc. please warn us prior to grinding of anything underground you know of that you wouldn't want us to come in contact with. If you don't know about something underground, we certainly don't so will not be held liable to any damage.

Do I need to treat the stump after felling?

We will aim to leave the stump as low as we can without contacting soil and stone with the chainsaw. Most conifers will cease to grow following felling and will decay naturally. Some deciduous species will send up shoots. We try to avoid the use of chemicals but on request will apply a single treatment to manufacturer's specification. Further treatments (if required) will attract additional cost. Alternatively, we can provide advice on products that can be bought from garden centres that can be used to treat stumps to prevent re-growth. No guarantee can be given as to the efficiency of a pesticide after application, due to conditions beyond our control.

Site Cleanliness/Removal Of Debris

DVTS pride ourselves on leaving every site free from debris and waste associated with arboriculture. However, despite our best efforts, sometimes small amounts of debris may remain particularly in bad weather conditions, high wind and rain etc. Dedham Vale Tree Surgery reserve's the right to refuse to cut through wood that's infested with metal i.e. an old fence or nails etc. We will not risk damaging our equipment.

Environment

During arboricultural operations, we sometimes come across protected wildlife such as nesting birds or dormice. If this happens we will have to stop work immediately so as to not disturb the wildlife and to comply with the Wildlife and Countryside Act 1981. If such circumstance arise DVTS will inform the client immediately and work may have to be postponed/rescheduled.

Protected Trees

Any TPO or protected trees and vegetation should be clearly marked prior to works commencing and are the owners ultimate responsibility to make Dedham Vale Tree Surgery aware of protected trees and vegetation.

Setting Out

In the event of a site clearance it is the clients responsibility to clearly identify all areas being worked on with paint or tape prior to the work commencing.

Insurance Considerations

DVTS hold all relevant qualifications and insurance associated with arboriculture contracting work. Where trees and houses are situated on shrinkable clay soils DVTS cannot be held responsible for any subsidence / heave issues caused by removal of or alterations to existing trees. In this situation we strongly advise clients to consult their home insurance policy before the date of commencing work.

Quotes/Payment

A written quote for the agreed work will be provided by DVTS and submitted via email, prior to the commencement date of the work. An estimate of time required to carry out the planned work may be given, but clients must accept that the actual amount of time needed to complete the work may vary due to numerous factors - although the price quoted will always remain the same. The client by accepting the written quotation therefore agrees to pay DVTS the agreed sum upon completion of the work upon receipt of invoice.

I have read and understood the terms and conditions outlined above and agree to the arranged work being carried out in accordance with these criteria.

Cancellations

- (i) within 24 hours of the due start date for the Services will be charged in full;
- (ii) following the commencement of the Services will be charged in full;
- (iii) between 24 and 72 hours before the due start date for the Services will be charged at 50% of the total Services and equipment cost. The above is at our discretion.

Acceptance of the contract and programming of the work

On acceptance of our quotation (whether verbal or in writing) at binding contract will be formed between us and you (the Contract). You are entitled to a 14-day cooling off period following acceptance of the quotation. However, if within this 14-day cooling off period you instruct us to carry out any of the works contained in our quotation you will have waived your right to this cooling off period. When you accept the quotation, we will start the work planning process which may include dealing with permissions from the Local Authority. We will advise you of the estimated completion date for your work.

Amendments/Cancellation of the Contract

Amendments to, or cancellation of, the Contract must be made in writing. In the event of a cancellation, we may charge a percentage of the quotation to cover any preparatory work already undertaken and any costs already incurred. In the event of a variation to the quotation as a result of:

- a. Amendments to works required prior to arriving on site
- b. Changes in site / ground conditions since the original visit
- c. Additional works requested/required whilst on site

the quotation will be revised accordingly, either electronically in advance or in a hand-written note on the day of work, with the quotation will be revised accordingly, either agreed amendments signed by us and you.

Complaints procedure

In the unlikely event that you have any cause for complaint please contact the office within 7 days. and we will endeavour to correct the situation in a timely manner. This legislation requires us to assess the impact of the works which may result in works being delayed because of nesting birds, roosting bats or similar being present.

Planting

If you have chosen us to plant a tree/trees, we endeavour to obtain good quality plants that comply to BS3936 (Nursery Stock Specification for Trees and Shrubs) which are handled with care and planted to industry standard. It is important however that you look after your new plantings and ensure that they are regularly watered and maintained. Trees and shrubs that fail due to circumstances beyond our control shall not be replaced. Please ask our staff for guidance on how to look after new trees if in doubt.

Underground and overhead services

Although every reasonable effort shall be made to locate the presence of underground services, unless a plan showing the exact location of underground pipes, wires or cables has been forwarded to us by the Owner of the land or his agent prior to the formation of the Contract; we shall be under no liability for any damage caused as a result of work performed under the Contract to such pipes, wires or cables, or for any damage to property resulting there from. and the Owner of the land or his agent shall be solely liable for any such damage. Any charge for the removal of power lines or telephone cables shall be the responsibility of the Owner, unless otherwise agreed in writing with us.

Measurements

All measurements mentioned in any correspondence are approximate.

Insurance

We have £10 million Public Liability Insurance, and a copy of the certificate is available on request. We will operate in accordance with good industry practice, our Health & Safety Policy and Procedures and undertake Site Specific Risk Assessments (the outcomes of which may place constraints on the site whilst works are in progress, ie. you can't access your shed without prior agreement with us.)

Customer Information and Data Protection

Please be reassured that we only use your personal information for the purposes of completing your tree work. Our IT systems are secure, and we don't share your details with anyone unnecessarily. We will share your details with the Local Authority if we need to make an application for permission to undertake the work and whilst it is unlikely, in certain circumstances work might need a licence from the Forestry Commission. Please refer to our customer privacy notice for full details.

Business to Business Customers

If applicable, we will not commence with any work until a purchase order number has been received as confirmation that we are listed as an approved supplier on the purchasing system. Where a purchase order number system is not used, the customer agrees to pay Dedham Vale Tree Surgery Ltd within the agreed payment terms.

Customers must agree that once the work is complete, if they introduce additional payment stages such as any required certification, approval forms or procedures to be satisfied prior to payment, they shall meet the costs of that additional administration time at £50.00 per hour.

Hedging Work

- Reducing/ cutting a hedge: Chainsaws are used to reduce the size of a hedge. Large amounts of removal take time and therefore is reflected in the job pricing.
- Trimming a hedge: Hedge cutters are used to reduce a hedge by a maximum cut diameter of 35mm. The goal of hedge trimming is to neaten the hedge, not reduce the overall size.

Crown Reduction:

This operation reduces the overall size of the crown. To avoid ambiguity, the specified end result will be stated either as the tree-height and branch-spread which are to remain, or the average equivalent in branch length (in metres). End results shall be specified for individual branches if the growth pattern of the tree creates a need for this, or where clearance from a specific object is required

Crown Thinning:

In crown thinning, an even density of foliage is removed to create a well-spaced and balanced branch structure which could, if required, provide an adequate framework for a possible future crown reduction. If the objective is to lessen the overall loading on a defective branch or stem, crown reduction and reshaping should be chosen in preference to crown thinning. The percentage of the leaf-bearing twig structure to be removed in crown thinning should be kept to the minimum required to achieve the objective and, in any case, should not exceed 30%. The percentage shall be stated in the work specification. Material shall be removed systematically from throughout the tree rather than from the inner crown only. Cutting branches back to the main stem will generally be avoided, although structurally weak or hazardous branches shall be removed if there is no alternative.

Crown Lifting:

This operation ensures that the crown clears the ground by the agreed height and that all epicormic growth is removed below the clearance height. The lift will be achieved by the pruning or removal of minor branches rather than the removal of large framework limbs.

Dedham Vale Tree Surgery reserves the right to cancel the contract at any time and for any reason and shall not be liable for any penalties or costs. Reasons for cancellation may be diary error, IT error, client error, third party error, changes in circumstances, misunderstanding, unreasonable or antisocial behaviour of the customer.

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Quotation

Brantham Parish Council

Thornfield Cottage, Windmill Road,
Bradfield, Manningtree, CO11 2QW

Lesley Cherry / Sarah Keys

Prepared by: Ross Cracknell

Date: 30 06 2026

Telephone: 01473 372666

Mobile: 07552 539129

Email: Ross@evolve-businesssolutions.co.uk

Website: www.evolve-businesssolutions.co.uk

EVOLVE BUSINESS SOLUTIONS (EA) LIMITED

Unit 11 Gamma Terrace • West Road • Ransomes Industrial Estate • Ipswich • Suffolk • IP3 9FF

01473 372666 • enquiries@evolve-businesssolutions.co.uk



ABOUT US

Thank you for allowing Evolve Business Solutions (EA) Ltd the opportunity to tender for the supply of your office equipment. Enclosed you will find information about who we are, your personalised financial costings (including the relevant service and maintenance costs), the equipment specifications and details on the 5 Star Accredited Service we offer to all our customers.

At Evolve Business Solutions (EA) Ltd, we ensure that when it comes to choosing a multifunction printer/copier/scanner, we supply the right machine through discussion with you regarding your business and its own unique needs, which helps us to recommend the right model for your organisation.

With the ever changing advances in technology, you will require a partner that can walk you through the available options, some of which could improve your business efficiencies - from the ability to print from a mobile or tablet, to cloud printing or a host of other possibilities which are now readily available.

We operate with outstanding levels of Service with a team who understand the challenges faced by your business on a day-to-day basis.

We are an innovative Konica Minolta "In Partnership" Dealer and supplier of document printing solutions. Our product line ranges from Colour and Black & White multifunction copiers / printers for general office use, to high volume Print Production models for the most demanding of environments. We can also supply Document Archiving & Print Management Software to work alongside the equipment we supply, which may offer real benefits for your business.

Innovation and efficiency is paramount to us, and we offer proven Sales, Service and Supplies capability which is fully supported by the manufacturer.

Our fully trained sales team will ensure competitively priced quotations and provide high quality samples and full colour or black & white demonstrations either on-site or at our Showroom. We serve the whole of East Anglia, Cambridgeshire, & the South East, and also support equipment with key partners across the UK and Europe.



FINANCIAL COSTINGS

To Supply

1 x Konica Minolta Bizhub C250i Colour Copier / Printer / Scanner

Complete with: 25 Pages Per Minute
Automatic Duplex Document Feeder
Duplex Unit
150 Sheet Manual Bypass
2 x Universal Paper Cassettes
Cabinet
Emperon Print Controller
25 – 400% Reduction & Enlargement
52-300 gsm Paper Weight
Printable Paper Sizes A6-SRA3
1.2 m Banner Printing
8 GB System Memory
256 GB Hard Disk Drive

Operating Systems

Windows -7 (32/64), 8/8.1 (32/64), 10 (32/64) 11
Windows Server - 2008 (32/64), 2008, 2008 R2, 2012, 2012 R2, 2016, 2019
Macintosh OS X 10.x and Linux

Scan Back to E-mail, SMB, FTP, Box, USB, WebDAV, DPWS, Network TWAIN scan

as JPEG, TIFF, PDF, Compact PDF, Encrypted PDF, XPS, Compact XPS,

Page Description Language

PCL 6 (XL 3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS

Mobile Printing

Air Print (iOS), Mopria (Android)
Konica Minolta Print Service (Android App)
NFC Authentication and Pairing (Android)
12 Months Manufacturers Warranty

Via a standard lease rental agreement

5-year agreement @ **£35.00** per month

Full Service and Maintenance Agreement

This is an all inclusive charge to cover the cost of all remedial and preventative maintenance, parts and labour, with the exception of plain paper and staples.

Service @ 0.5 Pence Per Black Copy including, parts and labour. (Including Toner)

@ 4 Pence Per Colour Copy including, parts and labour. (Including Toner)

Warranty / Support at reduced rate of £25.00 per month

All prices are subject to VAT E & O.E.



CORPORATE SOCIAL RESPONSIBILITY

Evolve Business Solutions (EA) Ltd believe in maintaining a sustainable environment for our local community, and the contribution it makes to improve environmental and human health globally. We firmly believe it is our responsibility to look after and manage our operations in a responsible way, by reducing, reusing and recycling. This includes parts reuse, recycled plastics, packaging and waste management.

All Konica Minolta products meet the “Energy Star” guidelines, which include Auto Low Power, Automatic Shut-off and Automatic Duplex Printing. These products also meet the “Blue Angel Mark”, which includes strict standards for hazardous substances, emission, waste minimization and the utilization of used products.

We operate a toner cartridge recycling program and can arrange collection of used cartridges from your business via our own personnel, or through the use of recycling bags, which once full will be collected free of charge.

In all areas we look to have as low an environmental impact as possible and will continue to seek ways to reduce this still further to ensure a sustainable future for all.

Please contact us should you wish us to recycle your toner cartridges

Tel: 01473 372666

Email: enquiries@evolve-businesssolutions.co.uk



SERVICE

Fully Trained Workforce

We know that Service is an important factor for you when purchasing equipment for your business, as it is a long term investment, which crucially requires a long term commitment from a trusted business partner, with the ability to respond quickly to your needs by providing an effective resolution to any situation.

All our engineers are fully manufacturer trained to the highest level possible. On regular basis we ensure we do not only keep up to date with new training but do refresher courses ensuring our knowledge on all products is second to none.

With local engineers covering the south of England, and our close relationships with key partners across the UK and into Europe, we are able to offer the supply and servicing of business equipment wherever your offices are located, with the convenience of one central contact point for all your personnel.

Quote

"EBS Service is by far the best we have received as a business in over 20 years of trading"

Benefits

1. Local engineers to you, wherever you're located.
2. All engineers are fully trained by the manufacturer in addition to completing compulsory in-house training sessions to keep them abreast of the very latest in trends, updates and changes in technology. This enables all engineers to service your equipment to the highest and most up to date standards.
3. Average 3 working hour response to all service calls.
4. All engineers carry extensive car stocks to enable them to fix your machine first time, dramatically reducing the chance of any downtime which could effect your business workflows.
5. We operate a remote monitoring software called CS Remote Care system which monitors your networked equipment securely. This software automatically responds to requests from machines in the field which are requesting toner replenishments, alerts us to malfunctions and provides us with meter readings, allowing you to get on with running your business.
6. Our Helpdesk provides rapid telephone support when required in those instances where an engineer may not be needed.
7. Delivery, installation, networking and product training is provided by our knowledgeable personnel to enable you to gain the maximum benefit from the equipment, in areas of functionality most relevant to your own business.





5 STAR KONICA MINOLTA SERVICE

5 Star Konica Minolta Service Accreditation

Konica Minolta UK Ltd authorises a number of Dealers to sell and service its multifunctional products. To ensure that manufacturer-servicing guidelines are adhered to, they operate a 3, 4 and 5 Star service accreditation scheme for their Authorised Dealers.

In order to achieve the 5 Star Accreditation, Konica Minolta requires Dealers to achieve and maintain the requirements of Konica Minolta's 3 and 4 star levels, but with the additional requirements of their CleverPress 3 service accolade.

CleverPress 3 accreditation enables Dealers to sell, support and maintain their high level Production Print products.

Each Dealer achieving this status is audited to very high standards to ensure they have the required support and service structures to enable them to support end users in the demanding environment of Production Print.

Dealers who achieve the 5 Star Accreditation have to supply Konica Minolta UK Ltd with detailed service histories for each of the production print machines installed.

They also have to ensure Technicians are trained to a very high level, which includes advanced network support and colour profiling. Each installation must be accompanied by the correct technical documentation such as network assurance and site survey forms. Dealers must also ensure that they have the capabilities to fully train end users in all aspects of the products' functions and document workflows.



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products and local service – nationwide

Konica Minolta Multi-Function Products
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Solutions Software

Telephone: 01473 372666

Email: enquiries@evolve-businesssolutions.co.uk

Website: www.evolve-businesssolutions.co.uk

EVOLVE BUSINESS SOLUTIONS (EA) LIMITED

Unit 11 Gamma Terrace • West Road • Ransomes Industrial Estate • Ipswich • Suffolk • IP3 9FF
01473 372666 • enquiries@evolve-businesssolutions.co.uk

**bizhub
i-SERIES IS
SMARTER
WORKING**
RETHINK IT



CUSTOMER BENEFITS

Intuitive operability
Operate the bizhub like a smartphone or tablet with fully customised user interface

Mobile connectivity
Print anytime from anywhere with Konica Minolta's innovative mobile technologies

Security
Secure network integration, data encryption, HDD overwrite, and advanced user authentication

Application ecosystem
Enhanced efficiency thanks to Konica Minolta's extensive applications portfolio

Productivity
Reliability, high-speed scanning and printing, combined with powerful finishing functions

Sustainability
Efficient printer fleet management, including automatic consumables delivery, pro-active maintenance and remote setup

OPTIONS

1 ENHANCED FEATURES

- PDF enhancements LK-102v3
- OCR text recognition LK-105v4
- Barcode fonts LK-106
- Unicode fonts LK-107
- OCR A and B fonts LK-108
- Document converter pack LK-110v2
- ThinPrint® client LK-111
- Serverless pull printing LK-114
- Trusted Platform Module activation LK-115v2
- Antivirus LK-116

2 CONNECTIVITY

- Fax board FK-514 x2
- Wireless LAN UK-221
- USB I/F kit EK-608
- USB I/F kit EK-609 OR
- Fiery controller IC-420
- Interface kit VI-516
- Interface board UK-115
- Biometric authentication AU-102 OR
- ID card reader
- Mount kit MK-735

3 OTHERS

- Document feeder DF-632 OR
- Document feeder DF-714 OR
- Original cover OC-511
- Working table WT-506
- 10-Key pad KP-102
- Security kit SC-509
- Keyboard holder KH-102
- Air cleaning unit CU-102

4 MEDIA INPUT

- 1 x Universal tray PC-116 OR
- 2 x Universal tray PC-216 OR
- Large capacity tray PC-416 OR
- Copier desk DK-516x OR
- Large Capacity tray LU-302
- Banner tray BT-C1e

5 MEDIA OUTPUT

OR

Job Separator JS-506

OR

Inner Finisher FS-533

Punch kit PK-519

OR

Staple finisher FS-536

Relay unit RU-513

Staple/booklet finisher FS-536SD

Relay unit RU-513

Punch kit PK-520

LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

FINISHING FUNCTIONALITIES

Corner stapling

Two-point stapling

Two-hole punching

Four-hole punching

Duplex

Combined mixplex/mixmedia

Half-fold

Sheet insertion, report

Letter-fold

Booklet

Offset sorting

Banner printing

DESCRIPTIONS

ENHANCED FEATURES

LK-102v3 PDF enhancements	PDF/A (1b); PDF encryption; digital signature
LK-105v4 OCR text recognition	Searchable PDF and PPTX
LK-106 Barcode fonts	Supports native barcode printing
LK-107 Unicode fonts	Supports native Unicode printing
LK-108 OCR A and B fonts	Supports native OCR A and B font printing
LK-110v2 Document converter pack	Generates various file formats incl. DOCX; XLSX and PDF/A
LK-111 ThinPrint® Client	Print data compression for reduced network impact
LK-114 Serverless pull printing	Secure and Follow Me printing solution requiring no server application
LK-115v2 TPM activation	Trusted Platform Module for protection of data encryption and decryption
LK-116 Antivirus	Bitdefender® Antivirus provides real time scanning of all in-/outcoming data

CONNECTIVITY

FK-514 Fax board	Super G3 fax, digital fax functionality
UK-221 Wireless LAN	Wireless LAN and wireless LAN Access Point Mode
EK-608 USB I/F kit	USB keyboard connection
EK-609 USB I/F kit	USB keyboard connection; Bluetooth
IC-420 Fiery controller	Professional colour print controller
VI-516 Interface kit for IC-420	Fiery controller interface card
UK-115 Interface board for IC-420	Fiery controller interface board
AU-102 Biometric authentication	Finger vein scanner
ID card reader	Various ID card technologies
MK-735 Mount kit	Installation kit for ID card reader

OTHERS

DF-632 Document feeder	Reversing automatic document feeder, capacity 100 originals
DF-714 Document feeder	Dualscan automatic document feeder, capacity 100 originals
OC-511 Original cover	Cover instead of ADF
WT-506 Working table	Authentication device placement
KP-102 10-Key pad	For use instead of touchscreen
SC-509 Security kit	Copy guard function (2 kits required for Dualscan ADF)
KH-102 Keyboard holder	To place USB keyboard
CU-102 Air cleaning unit	Improving indoor air quality by reduced emissions

MEDIA INPUT

PC-116 1x Universal tray	500 sheets, A5-A3, 52-256 g/m ²
PC-216 2x Universal tray	2x 500 sheets, A5-A3, 52-256 g/m ²
PC-416 Large capacity tray	2,500 sheets, A4, 52-256 g/m ²
LC-302 Large capacity tray	3,000 sheets, A4, 52-256 g/m ²
BT-C1e Banner tray	Multipage banner feeding
DK-516x Copier desk	Provides storage space for print media and other materials

MEDIA OUTPUT

FS-533 Inner finisher	50-sheet stapling, 500 sheets max. output
PK-519 Punch kit for FS-533	2/4 hole punching, autoswitching
FS-536 Staple finisher	50-sheet stapling, 3,300 sheets max. output
FS-536SD Booklet finisher	50-sheets staple finisher; 20-sheets booklet finisher; 2,300 sheets max. output
PK-520 Punch kit for FS-536(SD)	2/4 hole punching; autoswitching
RU-513 Relay unit	For FS-536(SD)/FS-537(SD) installation, (Max. 100 sheets output capacity)
JS-506 Job separator	Separation of fax output; etc.

TECHNICAL SPECIFICATIONS

SYSTEM SPECIFICATIONS

Panel size/resolution	10.1" / 1024 x 600
System memory (standard/max)	8,192 MB
System hard disk	256 GB (standard)
Interface	10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n (optional)
Network protocols	TCP/IP (IPv4/IPv6); SMB; LPD; IPP; SNMP; HTTP(S); AppleTalk; Bonjour
Automatic document feeder (optional)	Up to 100 originals; A6-A3; 35-163 g/m ² ; RADF or Dualscan ADF available
Paper input capacity (standard/max)	1,150 sheets / 6,650 sheets
Paper tray input (standard)	1x 500 sheets; A6-A3; custom sizes; 52-256 g/m ² 1x 500 sheets; A5-SRA3; custom sizes; 52-256 g/m ²
Paper tray input (optional)	2x 500 sheets; A5-A3; 52-256 g/m ² 1x 2,500 sheets; A4; custom sizes; 52-256 g/m ²
Large capacity tray (optional)	1x 3,000 sheets; A4; custom sizes; 52-256 g/m ²
Manual bypass	150 sheets; A6-SRA3; Custom sizes; Banner; 60-300 g/m ²
Automatic duplexing	A5-SRA3; 52-256 g/m ²
Finishing modes (optional)	Offset; Group; Sort; Staple; Punch; Half-fold; Letter-fold; Booklet
Output capacity (standard)	Max. 250 sheets
Output Capacity (optional)	Max. 3,300 sheets
Stapling	Max. 50 sheets or 48 sheets + 2 cover sheets (up to 209 g/m ²)
Letter fold	Max. 3 sheets
Letter fold capacity	Max. 30 sheets; unlimited (without tray)
Booklet	Max. 20 sheets or 19 sheets + 1 cover sheet (up to 209 g/m ²)
Booklet output capacity	Max. 100 booklets; unlimited (without tray)
Copy/print volume (monthly)	Rec. 16,000 pages; Max. ¹ 130,000 pages
Toner lifetime	Black up to 28,000 pages CMY up to 28,000 pages

Imaging unit lifetime	Black up to 170,000/1,000,000 pages (drum/developer) CMY up to 65,000/1,000,000 pages (drum/developer)
Power consumption	220-240 V / 50/60 Hz; Less than 1.58 kW
System dimension (W x D x H)	615 x 688 x 779 mm (without options)
System weight	Approx. 84.0 kg (without options)

PRINTER SPECIFICATIONS

Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Print Speed A4 (mono/colour)	Up to 25/25 ppm
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating System	Windows 7 (32/64); Windows 8/8.1 (32/64); Windows 10 (32/64); Windows Server 2008 (32/64); Windows Server 2008 R2; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Macintosh OS X 10.10 or later; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin
Mobile printing	AirPrint (iOS); Mopria (Android); Konica Minolta Mobile Print (iOS/Android/Windows 10 Mobile); Mobile Authentication and Pairing (iOS/Android) Optional: Google Cloud Print; WiFi Direct

PRINTER SPECIFICATIONS (OPTIONAL)

Print controller	Embedded Fiery IC-420
Controller CPU	AMD GX-424CC @ 2.4 GHz
Memory/HDD	2,048 MB / 500 GB
Page description language	Adobe PostScript 3 (CPSI 3020); PCL 6; PCL 5c

SCANNER SPECIFICATIONS

Scan speed (mono/colour)	Up to 100/100 ipm in simplex Up to 200/200 ipm in duplex
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX Optional: Searchable PDF; PDF/A 1a and 1b; Searchable DOCX/PPTX/XLSX
Scan destinations	2,100 (single + group); LDAP support

COPIER SPECIFICATIONS

Imaging technology	Laser
Toner technology	Simitri® HD polymerised toner
Copy/print speed A4 (mono/colour)	Up to 25/25 ppm
Copy/print speed A3 (mono/colour)	Up to 15/15 ppm
Autoduplex Speed A4 (mono/colour)	Up to 25/25 ppm
1 st copy out time A4	5.2/6.9 sec.
Warm-up time	Approx. 11 sec. in mono; 13 sec. in color ²
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1–9,999
Original format	A6–A3; Custom sizes
Magnification	25–400% in 0.1% steps; Auto-zooming

FAX SPECIFICATIONS

Fax standard	Super G3 (optional)
Fax transmission	Analogue; i-Fax; Colour i-Fax; IP-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH; MR; MMR; JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,100 (single + group)

USER BOX SPECIFICATIONS

Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure print; Encrypted PDF print; Fax receipt; Fax polling

SYSTEM FEATURES

Security Functions (standard)	ISO 15408 HCD-PP Common Criteria (in evaluation); IP filtering and port blocking; SSL2; SSL3 and TLS1.0/1.1/1.2 network communication; IPsec support; IEEE 802.1x support; User authentication; Authentication log; Secure print; Kerberos; Hard disk overwrite (8 standard types); Hard disk data encryption (AES 256); Memory data auto deletion; Confidential fax receipt; Print user data encryption
Security Functions (optional)	Antivirus realtime scanning (Bitdefender®); Copy protection (Copy Guard, Password Copy)
Accounting (standard)	Up to 1,000 user accounts; Active Directory support (user name + password + e-mail + smb folder); User function access definition
Accounting Functions (optional)	Biometric authentication (finger vein scanner); ID card authentication (ID card reader); Authentication by mobile device (Android/iOS)
Software	PageScope Net Care Device Manager; PageScope Data Administrator; PageScope Box Operator; PageScope Web Connection; Print Status Notifier; Driver Packaging Utility; Log Management Utility

¹ If the maximum volume is reached within a period of one year, then a maintenance cycle must be performed

² Warm-up time may vary depending on the operating environment and usage

- All specifications refer to A4-size paper of 80 g/m² quality.
- The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.
- The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a particular page size (6% coverage of A4). The actual life of each consumable will vary depending on use and other printing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature and humidity.
- Some of the product illustrations contain optional accessories.
- Specifications and accessories are based on the information available at the time of printing and are subject to change without notice.
- Konica Minolta does not warrant that any specifications mentioned will be error-free.
- All brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged.



Evolve Business Solutions

Unit 4 Beamish Hub, 4 Berwick Road,
Ransomes Europark, Ipswich, Suffolk, IP3 9RY

www.evolve-businesssolutions.co.uk/
enquiries@evolve-businesssolutions.co.uk

01473 372666

Giving Shape to Ideas



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	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			