

# LONG MELFORD PARISH COUNCIL

The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH  
Tel: 01787 378084 Email: clerk@longmelford-pc.gov.uk



## Full Parish Council Minutes of Meeting

Meeting called for **7:30pm, Thursday 4<sup>th</sup> June 2020**  
Location **Remotely, the Council's business being conducted by video-conferencing due to the COVID-19 pandemic.**

Councillors present **I. Bartlett, M. Clayton, R. Delderfield, J. Ewbank, R. Kemp, C. Michette, R. Michette, J. Nunn (Chair), L. Tipper, D. Watts, J. Watts**

Councillors absent **J. Lines, L. Malvisi**

Also attending **D. Lovelock (Parish Clerk), P. MacLachlan (Parish Council RFO)**

**The Chair opened the meeting at 7:30pm. The following Agenda items were addressed.**

- 20/06-1 Apologies for Absence**  
The Clerk advised that no apologies for absence had been received.
- 20/06-2 Declarations of Interest and Requests for Dispensation**  
No declarations of interest were received from Councillors.  
The Clerk advised that no requests for dispensation had been received.
- 20/06-3 Confirmation of the Accuracy of Minutes**  
*Resolved – That the minutes for the last Full Parish Council Meeting, held on 5<sup>th</sup> March 2020 and as previously circulated to Councillors, be accepted and signed by the Chair as providing an accurate record.* Signature to be done at a later date due to COVID-19 measures.
- 20/06-4 Public Participation**  
No members of the public joined the meeting or participated in it.
- 20/06-5 Internal Auditor's Report**  
*Resolved – That the Council receives the Internal Auditor's Report and refers its recommendations regarding the risk register and level of fidelity insurance cover to the Finance Committee for consideration in September 2020.*
- 20/06-6 Agreement of Accounts**  
*Resolved – That the Council agrees and adopts the accounts for the 2019/20 financial year ending 31 March 2020.*
- 20/06-7 Agreement of Governance Statement**  
*Resolved – That the Council agrees its compliance with the Governance Statement within Section 1 of the 2019/20 Annual Governance and Accountability Return, and authorises the Clerk and the Chair to sign Section 1.*

- 20/06-8 **Agreement of Annual Governance & Accountability Return**  
*Resolved – That the Council agrees that Section 2 of the 2019/20 Annual Governance and Accountability Return accurately reflects the Council's income and expenditure, and authorises the RFO and the Chair to sign Section 2.*
- 20/06-9 **Approval of Payment Schedule**  
*Resolved – That the Council agrees the payment schedule for June 2020.*
- 20/06-10 **Melford Country Park Management Plan Update**  
Cllr. Ewbank reported on the Country Park Working Group's progress with a draft park management plan, stating that it hoped to present it for consideration by the Full Council at its meeting in July 2020. Councillors thanked Cllrs. Ewbank, Tipper and Bartlett for their efforts regarding this matter. Cllr. Bartlett proposed that the Council make a civic award to Park Ranger Susie Dixon, in recognition of her outstanding service to the local community. This was supported by all present, and it was agreed to bring this forward for formal consideration at the July 2020 Council meeting.
- 20/06-11 **Motion : Approval of Purchase of Additional Grit Bin**  
*Resolved – That the Council purchases a grit bin, to be installed by the old police station at an estimated cost of £190.00 ex VAT.*
- 20/06-12 **Motion : Approval of Contribution Towards Car Park Resurfacing Cost**  
*Resolved – That the Council pays to the church 50% of the quoted cost of resurfacing the Melford Green Car Park, being the sum previously agreed by the Council of £1,190.00 ex VAT.*
- 20/06-13 **Motion : Approval of Purchase of Replacement Cemetery Equipment**  
*Resolved – That the Council purchases replacement cemetery equipment lost to theft from WJ Green, who provided the lowest quote, in the sum of £2,119.82 ex VAT.*
- 20/06-14 **Motion : Approval of Purchase of New Alarm System at the Cemetery**  
*Resolved – that the Council purchases an alarm system from Baldwin Alarms, who provided the lowest quote, in the sum of £634 ex VAT and £118 ex VAT annual maintenance cost.*
- 20/06-15 **Motion : Approval of Purchase of CCTV Upgrade at Melford Country Park**  
*Resolved – That the Council purchases a CCTV system from Baldwin Alarms, who provided the lowest quote, in the sum of £992.39 ex VAT with payment to be made from CIL monies ring-fenced for the Country Park.*
- 20/06-16 **Motion : To Agree the Convening of an Extraordinary Meeting**  
*Resolved – That a remote Extraordinary Meeting of the Full Parish Council be held at 7:00pm, Thursday 11<sup>th</sup> June 2020 in respect of a number of matters for which there was insufficient time to give proper consideration during the current Meeting.*
- 20/06-17 **Details of the Next Meeting**  
The Chair confirmed that the next ordinary Full Parish Council Meeting would be held remotely by videoconferencing at 7:30pm, Thursday 2<sup>nd</sup> July 2020.

There being no further business, the Chair closed the Meeting at 8:38pm.

Signed: \_\_\_\_\_

J. Nunn

Long Melford Parish Council Chair

Date: \_\_\_\_\_

03/07/2020

# Meeting of the Full Parish Council

7:30pm, Thursday 4<sup>th</sup> June 2020

## Agenda Pack

### ITEM No. DOCUMENTS

- 20/06-3 Minutes for the last Full Parish Council Meeting, Dated 5<sup>th</sup> March 2020
- 20/06-5 Internal Auditor's Report (Appendix 1)
- 20/06-6 Accounts for Financial Year to 31 March 2020 (Appendix 2)
- 20/06-7 2019/20 Annual Governance & Accountability Return Section 1 (Appendix 3)
- 20/06-8 2019/20 Annual Governance & Accountability Return Section 2 (Appendix 4)
- 20/06-9 Payment Schedule for June 2020 (Appendix 5)
- 20/06-12 Melford Green Car Park Resurfacing Cost Quote (Appendix 6)
- 20/06-13 Three Quotes for Replacement of Cemetery Equipment, Plus Comparison Schedule (Appendix 7)
- 20/06-14 Three Quotes for New Alarm System at the Cemetery (Appendix 8)
- 20/06-15 Three Quotes for CCTV Upgrade at Melford Country Park (Appendix 9)

# HEELIS&LODGE

## Local Council Services • Internal Audit

### **Internal Audit Report for Long Melford Parish Council – 2019/2020**

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £291,991

Expenditure: £281,842

Reserves: £263,309

#### AGAR Completion:

Section One: **Yes - unsigned**

Section Two: **Yes - unsigned**

Annual Internal Audit Report 2018/19: **Yes – completed and signed**

Certificate of Exemption: **No**

**Proper book-keeping** Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*The Council hold the General Power of Competence and LGAs137 does not apply. The Council use the RBS Alpha accounting software. VAT payments are tracked and identified.*

*The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.*

**Financial regulations** Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place: **Yes**

Reviewed: **9/5/2019 (Ref: 19/010)**

Financial Regulations in place: **Yes**

Reviewed: **9/5/2019 (Ref: 19/011) and 9/1/2020 (Ref: 19/169)**

VAT reclaimed during the year: **Yes** Registered: **No**

General Power of Competence: **Yes**

*The Council adopted the General Power of Competence at their Annual meeting held on 9/5/2019 (Ref: 19/009).*

Contact details : 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125

Email: [heather@heelis.eu](mailto:heather@heelis.eu)

Heather Heelis Dip HE Local Policy PILCM

Lynne Lodge Dip HE Local Policy

*There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.*

## **Risk Assessment**

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: Yes

Data Protection registration: Yes (Ref: Z3274651)

### **Data Protection**

*The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. It is advised that, due to the financial risk associated with the new Data Protection Regulations, this should form part of the Council's Risk Assessment.*

**Recommendation:** *To include reference to GDPR in the Council's Risk Assessment.*

**Recommendation:** *To update the Risk Register now online banking is being used.*

Privacy Policy published on website: Yes

*Insurance was in place for the year of audit. A review of the insurance was undertaken at a meeting held on 1/8/2019 (Ref: 19/068.e) and quotes considered at a meeting held on 3/10/2019 (Ref: 19/110).*

*The Risk Assessment was reviewed at a meeting held on 4/7/2019 (Ref: 19/055). Internal Controls were reviewed on 29/8/2019 (Ref: 19/08) and 5/3/2020 (Ref: 20/03-15). Councillor reviews were carried out on 11/9/2019 and 29/1/2020.*

*The Council have effective internal financial controls in place. Cheque stubbs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.*

*The Council appointed the RFO at a meeting held on 3/10/2019 (Ref: 19/190).*

*The Council resolved to move to online banking at a meeting held on 4/7/2019 (Ref: 19/058).*

Fidelity Cover: £300,000

*The level of Fidelity cover is just below the recommended guidelines of year end balances plus 50% of the precept.*

**Recommendation:** *To review the level of Fidelity cover at the end of the 2020-2021 financial year if there is an increase in reserves or the precept.*

## Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: **No**

Website: [www.longmelford-pc.gov.uk](http://www.longmelford-pc.gov.uk)

*The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.*

Under **The Local Audit (Smaller Authorities) Regulations 2015 9(6 & 7)** a smaller council having certified itself as an Exempt Authority must publish on their website:

Under **The Accounts & Audit Regulations 2015 15(15)** councils must publish on their website:

a) external audit report

*2019 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

b) notice of period for the exercise of public rights

*Published – Yes*

Period of Exercise of Public Rights

Start Date **17/6/2019**

End Date **26/7/2019**

## Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £138,132 (2019-2020)

Date: 10/1/2019 (Ref: 18/151)

Precept: £145,000 (2020-2021)

Date: 9/1/2020 (Ref: 19/166)

*Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

<b>Income controls</b>	<p>Precept and other income, including credit control mechanisms</p> <p><i>All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.</i></p> <p><i>Cemetery fees for 2019-2020 were reviewed on 7/3/2019 (Ref: 18/189) and for 2020-2021 on 5/3/2020 (Ref: 20/03-14).</i></p>						
<b>Petty Cash</b>	<p>Associated books and established system in place</p> <p><i>A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.</i></p>						
<b>Payroll controls</b>	<p>PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment</p> <p>PAYE System in place: Yes</p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. Payroll arrangements is outsourced. All supporting paperwork is in place and P60s have been produced as part of the year end process. The Council are part of the LGPS pension scheme.</i></p> <p><i>It is noted that the Council undertook a review of salaries at a meeting held on 7/3/2019 (Ref: 18/190).</i></p>						
<b>Asset control</b>	<p>Inspection of asset register and checks on existence of assets Cross checking on insurance cover</p> <p><i>A separate asset register is in place. The Annual review was undertaken at a meeting held on 4/7/2019 (Ref: 19/056). Values are recorded at cost value/insurance value. The total value of assets are recorded at £208,493.81. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.</i></p>						
<b>Bank Reconciliation</b>	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.</i></p> <p><i>Bank Balances at 31/3/2020 were confirmed as:</i></p> <table> <tr> <td><i>Lloyds Current</i></td><td><i>£177,976.14</i></td></tr> <tr> <td><i>Ipswich BS</i></td><td><i>£85,688.24</i></td></tr> <tr> <td><i>Co-op</i></td><td><i>Account closed (9/8/2019)</i></td></tr> </table>	<i>Lloyds Current</i>	<i>£177,976.14</i>	<i>Ipswich BS</i>	<i>£85,688.24</i>	<i>Co-op</i>	<i>Account closed (9/8/2019)</i>
<i>Lloyds Current</i>	<i>£177,976.14</i>						
<i>Ipswich BS</i>	<i>£85,688.24</i>						
<i>Co-op</i>	<i>Account closed (9/8/2019)</i>						

**Reserves**

General Reserves are reasonable for the activities of the Council  
Earmarked Reserves are identified

*The Council have adequate general reserves (£142,192) and have identified earmarked reserves (£121,117) in their year end accounts.*

*The Council adopted a general reserve policy of 60% of the precept at a meeting held on 9/1/2020 (Ref: 19/165).*

*2020 year end earmarked reserves were resolved at a meeting held on 5/3/2020 (Ref: 20/03-10).*

**Year-end procedures**

Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts. The 2018-2019 accounts have been restated for the 2020 AGAR.*

**Sole Trustee**

The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

**Internal Audit Procedures**

*The 2019 Internal Audit report was considered by the Council at a meeting held on 4/7/2019 (Ref: 19/054).*

*Heelis & Lodge were appointed as Internal Auditor at a meeting held on 6/2/2020 (Ref: 19/190).*

**External Audit**

*The External Auditor's report was considered at a meeting held on 5/3/2020 (Ref: 20/03-10).*

*There were no matters arising from the External Audit.*



### **Additional Comments/Recommendations**

- The Annual Parish Council meeting was held on 9/5/2019, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- To ensure any handwritten amendments to the minutes are initialled by the presiding Chairman (Ref: 9/5/2019 – item 19/013).
- I would like to take this opportunity to thank the RFO and Clerk for producing a well constructed and thorough set of documents for the internal audit.
- To ensure the year of the meeting is also recorded in the minutes (Ref: 6/2/2020).
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the RFO for his assistance during the course of the audit work



**Heather Heelis**  
**Heelis & Lodge**  
20 April 2020

# HEELIS&LODGE

Local Council Services • Internal Audit

[www.heelisandlodge.co.uk](http://www.heelisandlodge.co.uk)

## INVOICE

**To:**

Long Melford Parish Council  
The Parish Offices  
Cordell Road  
Long Melford  
Suffolk  
CO10 9EH

Invoice No: HL9084

Date: 20 April 2020

Details	Quantity	Amount (£)	Total (£)
To carry out Year End Internal Audit for the year ended 31 March 2020	1	300.00	300.00
Total			300.00

Please make cheques payable to: Heelis & Lodge

Terms – 30 days

Thank you.

HEELIS&LODGE

Contact details : 52 Parkway, Wickham Market, Suffolk, IP13 0SS

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Long Melford Parish Council  
Summary Income and Expenditure Statement, balance Sheet and Bank Reconciliation  
for the year to 31 March 2020

25/05/2020: 12:33

Actual to 31 March 2019		Actual to 31 March 2020	2019/20 Budget	Budget variance
127,648.00	Precept	138,132.00	138,132.00	0.00
60,904.11	Other income	153,858.70	23,710.00	130,148.70
<b>188,552.11</b>	<b>Total income</b>	<b>291,990.70</b>	<b>161,842.00</b>	<b>130,148.70</b>
71,672.58	Staff	70,071.20	70,140.00	68.80
930.00	Other employment related costs	8,158.25	1,340.00	-6,818.25
15,236.51	Office administration	17,437.74	18,895.00	1,457.26
4,201.80	Burial services	4,417.07	4,150.00	-267.07
0.00	Street lighting	82,790.75	7,000.00	-75,790.75
13,739.55	Country Park LNR	12,604.69	10,350.00	-2,254.69
11,141.52	Public toilets	33,573.84	33,650.00	76.16
6,431.06	Public places	34,006.36	2,501.00	-31,505.36
15,977.49	Grants	2,581.25	6,200.00	3,618.75
3,960.32	Events	12,148.18	12,850.00	701.82
6,310.70	Projects	4,053.05	400.00	-3,653.05
<b>149,601.53</b>	<b>Total expenditure</b>	<b>281,842.38</b>	<b>167,476.00</b>	<b>-114,366.38</b>
<b>38,950.58</b>	<b>Surplus/Deficit for year</b>	<b>10,148.32</b>	<b>-5,634.00</b>	<b>15,782.32</b>
<b>Balance sheet as at:</b>				
<b>31-Mar-19</b>		<b>31-Mar-20</b>		
8,185.06	VAT Control	3,800.11		
0.00	Other Debtors	0.00		
159,798.43	Lloyds Bank (see reconciliation below)	177,955.14		
85,287.66	Ipswich BS (See reconciliation below)	85,688.24		
630.00	Co-operative Bank (Account closed)	0.00		
<b>253,901.15</b>	<b>Total current assets</b>		<b>267,443.49</b>	
566.68	Creditors	746.97		
173.77	Accruals	1,350.00		
0.00	Neighbourhood Plan Grant recoverable	2,037.50		
<b>740.45</b>	<b>Total current liabilities</b>		<b>4,134.47</b>	
<b>253,160.70</b>	<b>Total assets less current liabilities</b>		<b>263,309.02</b>	
<b>Represented by:</b>				
<b>31-Mar-19</b>		<b>31-Mar-20</b>	<b>Movement</b>	
202,346.78	General Funds	142,192.21	-60,154.57	
29,194.00	Phase 2 Street Lights Fund	0.00	-29,194.00	
0.00	Phase 3 Street Lights Fund	7,500.00	7,500.00	
21,619.92	2018/19 Community Infrastructure Levy Fund	21,619.92	0.00	
0.00	2019/20 Community Infrastructure Levy Fund	64,337.10	64,337.10	
0.00	Earmarked Section 106 monies	19,665.45	19,665.45	
0.00	Church Drive Fund	500.00	500.00	
0.00	2023 Election Fund	500.00	500.00	
0.00	War Memorial Repair Fund	500.00	500.00	
0.00	Defibrillator Fund	5,494.34	5,494.34	
0.00	Neighbourhood Plan Projects Fund	500.00	500.00	
0.00	Melford in Bloom Fund	500.00	500.00	
<b>253,160.70</b>	<b>Total General and Earmarked Funds</b>	<b>263,309.02</b>	<b>10,148.32</b>	
<b>Bank reconciliations at 31 March 2020</b>				
	<b>Lloyds Bank</b>	177,976.14		
	Less outstanding cheques	-21.00		
	Plus receipts not cleared	0.00		
	<b>Net balance at 31 March 2020</b>		<b>177,955.14</b>	
	<b>Ipswich Building Society</b>	85,688.24		
	Less outstanding cheques	0.00		
	Plus receipts not cleared	0.00		
	<b>Net balance at 31 March 2020</b>		<b>85,688.24</b>	

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### Long Melford Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address



## Section 2 – Accounting Statements 2019/20 for

### Long Melford Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	214,210	253,160	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	127,648	138,132	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	60,904	153,859	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	71,673	70,071	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	77,929	211,771	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	253,160	263,309	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	245,716	263,643	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	129,790	208,494	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*(Signature Required)*

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

*(Minute Reference Required)*

Signed by Chairman of the meeting where the Accounting Statements were approved

*(Signature Required)*

**June 2020 payments schedule**

Presented to the Parish Council meeting dated 4 June 2020

**Delegated decisions since the last meeting**

1. Following email consultation with, and approval from, councillors all online payments during the period 18 March 2020 to 4 June 2020 were made by a majority approval. During this period no councillor indicated an objection to any proposed payment
2. Following consultation with, and approval from, councillors a Nationwide Building Society 95-day notice savings account was opened
3. A Zoom online meeting subscription has been purchased at an annual cost of £119.90 + VAT

**June 2020 payments for authorisation**

Payee	Description	Amount	VAT Accrual	Net Payment
Long Melford Parish Church	Donation towards cost of car park resurfacing	1,428.00	0.00	£1,428.00
Alan Sawyer	May expenses	128.96	10.11	£118.85
Sudbury Town Council	Making Christmas lights safe	52.06	8.68	£43.38
Long Melford Open Spaces	Maintenance charges for 1 April to 30 Sept 2020	2,500.00	0.00	£2,500.00
MMC Locksmiths and Security	Replace broken lock and fit chain to notice board	50.00	0.00	£50.00
Sudbury Office Supplies	Office stationery	66.98	11.17	£55.81
Grown in Suffolk	Planting, care and installation of MIB plants	2,060.00	0.00	£2,060.00
Long Melford URC	Room hire	121.50	0.00	£121.50
Stuart Poole	Melford in Bloom	492.99	0.00	£492.99
Dial a Tyre	Barrow puncture repair	18.00	3.00	£15.00
VR Electrical	Defibrillator installation at Chadburn Rd and Scutchers	440.00	0.00	£440.00
		<b>£7,358.49</b>	<b>£32.96</b>	<b>£7,325.53</b>

**Payments due prior to next meeting**

Direct debit and standing orders approved by the Council in March 2020

June 2020 salary, pension and HMRC payments

Contractual payments arising from prior decisions of the Council

Payments arising from decisions of the Council on 4 June 2020

The payments above were authorised at the Parish Council meeting dated 4 June 2020

Councillor Signature:



**A J Smith**  
Surfacing Contractors

Oldfields  
Bradfield Combust  
Bury St Edmunds, IP30 0LS

01284 828164  
07773 343454  
VAT REG. NO. 115 3903 37

REPAIR WORKS AT THE GREEN CAR PARK, LONG MELFORD

New Tarmac access - installation of steel edging and edging kerbs, repair pot-holes with Tarmac  
And supply and lay Tarmac Planings

Total cost of all Materials, Plant & Labour	£ 2380.00
Vat	£ 476.00
	<u>£ 2856.00</u>

## Quote From R and R Garden Machinery

----- Original message -----

From: Simon Ranson <simon@randrgardenmachinery.co.uk>

Date: 14/05/2020 23:14 (GMT+00:00)

To: alansawyer9 <alansawyer9@gmail.com>

Subject: Machinery quote

Please find quote as requested.

1 x Still FS240CE Brushcutter - £690.00

1 x John Deere JS63V Mulch Mower - £780.00

1 x Stihl HLA85 Promo Kit 260-330-CM - £680.00

Telescopic L/reach Hedgecutter

C/W 2 x AP200 Batteries & - £140.00 (Half price)

AL300 Charger

Batt. SNs

1 x Stihl HSA94T Hedgecutter 30" - £492.00

(Battery)

1 x AP Belt bag with connecting cord - £135.00

If required for l/reach then adaptor  
required to use with battery belt.

1 x Stihl AP Power transfer adaptor. - £40.00

All prices inclusive of VAT.

Many thanks

Simon Ranson

**NOTE** Highlighted item is not the item asked for, all other items are in line with other quotes. R and R were asked for quote regarding other hedge cutter but were not forthcoming.

**Total excluding VAT £2,365.60**



W J GREEN LTD  
LADY LANE INDUSTRIAL ESTATE  
HADLEIGH  
SUFFOLK  
IP7 6BQ

Page 1 of 2

## Quotation

Tel: 01473 823839 Fax: 01473 824999  
VAT Reg. No: GB-282 7373 36

LONG MELFORD PARISH COUNCIL  
THE PARISH ROOMS  
CORDELL ROAD  
LONG MELFORD  
SUFFOLK  
CO10 9EH

Quotation number 330931  
Quotation Date 11/05/2020  
Our order reference 330931  
Your order reference A Sawyer  
Account number LONG014

Qty	Description	Price	Disc %	Amount	VAT Rate	VAT
	ALAN, PLEASE FIND HERE ITEMS WE DISCUSSED ON THURSDAY.					
1.00	STIHL FS240CE BRUSHCUTTER SN.	556.7500	0.00	556.75	20.00	111.35
1.00	JOHN DEERE JS63V MULCH MOWER FIXED WH SN.	627.9500	0.00	627.95	20.00	125.59
1.00	STIHL HLA65 BATTERY H/TRIMMER - SHELL SN.	233.5400	0.00	233.54	20.00	46.71
1.00	AP200 LI-ION BATTERY SN.	110.8400	0.00	110.84	20.00	22.17
1.00	STIHL AL300 QUICK CHARGER	55.4100	0.00	55.41	20.00	11.08
1.00	STIHL HSA94T HEDGETRIMMER 30" SN.	389.5000	0.00	389.50	20.00	77.90
1.00	AP BELT BAG WITH CONNECTING CORD IF REQUIRED FOR L/REACH THEN ADAPTOR REQUIRED TO USE WITH BATTERY BELT	112.5000	0.00	112.50	20.00	22.50
1.00	STIHL AP POWER TRANSFER ADAPTER	33.3300	0.00	33.33	20.00	6.67

ALL MACHINES ASSEMBLED & READY TO USE

IF ANY FURTHER INFO REQUIRE PLEASE  
CALL ROY ON 07488 276489

### Payment Details

You can make direct payments to our bank account  
Sort code: 20-44-51  
Account number: 20940674

Net

VAT

Total

W J GREEN LTD  
LADY LANE INDUSTRIAL ESTATE  
HADLEIGH  
SUFFOLK  
IP7 6BQ

Page 2 of 2

## Quotation

Tel: 01473 823839 Fax: 01473 824999  
VAT Reg. No: GB-282 7373 36

LONG MELFORD PARISH COUNCIL  
THE PARISH ROOMS  
CORDELL ROAD  
LONG MELFORD  
SUFFOLK  
CO10 9EH

Quotation number 330931  
Quotation Date 11/05/2020  
Our order reference 330931  
Your order reference A Sawyer  
Account number LONG014

Qty	Description	Price	Disc %	Amount	VAT Rate	VAT
-----	-------------	-------	--------	--------	----------	-----

Account Name: W J GREEN LTD

Please quote reference: LONG014

VAT Rate	Description	Net Amt	VAT Amt		
1 20.00%	VAT Standard Rate	2,119.82	423.97	Net	2,119.82
				VAT	423.97
				Total	2,543.79

# TOMLINSON GROUND CARE

## HORTICULTURAL AND GARDEN MACHINERY SALES AND SERVICE

Hall Orchard, Buxhall, Stowmarket, Suffolk. IP14 3DL

Telephone 01449 736060 or Mobile 07879 601679 Fax 01449 737070

E-mail: [paul@tomlinsongroundcare.co.uk](mailto:paul@tomlinsongroundcare.co.uk)

Web Site: [www.tomlinsongroundcare.co.uk](http://www.tomlinsongroundcare.co.uk)



JOHN DEERE

19<sup>th</sup> May 2020

Mr A Sawyer  
Cemetery Manager  
Long Melford Parish Council 07970 293003  
Long Melford  
Suffolk

Dear Alan,

Further to your email please find the attached information

To supply	£
John Deere JS 63V mulching mower	689.00
Stihl FS240CE brush cutter	611.00
Stihl HLA 65 36v Li-Ion L/Reach hedge cutter	268.77
Stihl AP200 battery	127.56 each
Stihl AL 300 charger	63.77
Stihl HSA94T hedge cutter	448.00
Recommended with AR1000 back pack battery	590.40
AL500 charger	109.00
AP Adaptor	36.44
AP Holster with connecting cable	123.00
Battery Belt	39.63

The above prices include vat but are subject to manufacturer's price increases

If I can be of any further assistance please do not hesitate to contact me

Yours sincerely

Paul Wright

**Note Total excluding VAT £2,485.25**

**Addendum to Agenda Pack Appendix 7 (20/06-13)**

<b>Replacement Cemetery Equipment Quotes</b>		<b>Prices Ex Vat</b>	
<b>Qty &amp; Description</b>	<b>WJ Green Ltd</b>	<b>R &amp; R Garden Machinery</b>	<b>Thomlinson</b>
1no. STIHL FS240CE BRUSH CUTTER	£556.75	£575.00	£611.00
1no. JOHN DEERE JS63V MULCH MOWER FIXED WH	£627.95	£650.00	£689.00
1no. STIHL HLA65 BATTERY H/TRIMMER	£233.54	£566.67	£268.77
1no. AP200 LI-ION BATTERY	£110.84	£58.33	£127.56
1no. STIHL AL300 QUICK CHARGER	£55.41	FOC	63.77
1no. STIHL HSA94T HEDGE TRIMMER 30"	£389.50	£410.00	£448.00
1no. AP BELT BAG WITH CONNECTING CORD	£112.50	£112.50	£123.00
1no. STIHL AP POWER TRANSFER ADAPTER	£33.33	£33.33	£36.44
<b>Total Ex VAT</b>	<b>£2,119.82</b>	<b>£2,405.83</b>	<b>£2,367.54</b>

The Cemetery Manager is recommending that the quote from WJ Green is accepted.  
The Parish Clerk, as the Cemetery Manager's line manager, concurs with this view.



Tel: 01473 743000  
21 Farthing Road Industrial Estate, Ipswich IP1 5AP  
Registered in England and Wales No. 1616398

10<sup>th</sup> May 2020

Holy Trinity Church Grounds Premises  
Rectory Gardens  
Long Melford

CO10 9DT

Mrs Lisa Tipper

[lisatipper72@hotmail.com](mailto:lisatipper72@hotmail.com)

### **Intruder Alarm System – Ref 10960 Issue 1**

Thank you for your hospitality on my recent visit.

**The price of the intruder alarm as per spec 10960 issue1 is £1395.00 plus VAT and includes installation and 12 months warranty, 12-month App subscription, 12 months monitoring and URN from Suffolk police and 1 x 6-month inspection visit.**

Ongoing annual price for annual App subscription/monitoring and 2 x inspection visits inclusive of 1 hour on site which falls due 12 months from installation date is £330.00 plus vat, additional time and batteries due/parts charged accordingly on visit.

Additional proximity fobs are priced at £10.00 each plus VAT if supplied at time of installation, thereafter they will be charged at £15.00 plus VAT.

**Terms: 50% deposit 50% on completion**

### **Regarding cctv to cover gate area into field:**

*As we spoke about I would suggest that although cameras can be wired into trees etc, these don't really provide a long term reliable solution as environments change, I would advise if you wanted cctv coverage in this area the camera be based on the toilet block and faces over the gate area below is a simple quote for a typical system which can be provided:*

*1 x 4 channel nvr unit situated in toilet block area with 2tb hdd set to record 24/7  
1 x 6mp bullet camera installed on toilet block with 2.8-12mm lens and 50m IR  
1 x 19" screen provided desk mounted*

*Existing 240v supplies used, no facility currently supplied for remote access into system  
only local viewing of cctv possible via screen  
Client to provide a space for a desk mounted recording unit and screen to be in toilet block  
area*

**Price for toilet block cctv system £795.00 plus vat**

**Terms: 50% deposit 50% on completion**

I hope this meets with your approval and look forward to receiving your instructions. However, if you have any queries, please do not hesitate to contact me. In the meantime, also enclosed is a copy of our Terms & Conditions.

If you decide to proceed, would you please sign a copy of the enclosed system design proposal and/or the letter and return to us.

We look forward to being of service to you.

Yours sincerely

Robert Dakin  
Technical Director

E. & O.E.

# Baldwin Alarms

Unit 8  
Alexandra Road Ind Est,  
Alexandra Road  
Sudbury, Suffolk  
CO10 2XH



☎ 01787 310411  
💻 [www.baldwinalarms.co.uk](http://www.baldwinalarms.co.uk)  
✉ [mail@baldwinalarms.co.uk](mailto:mail@baldwinalarms.co.uk)

*Specialists in Fire. Security, C.C.T.V. systems, Staff Alarms, Nurse call, Emergency Lighting & Custom design/s for the disabled*

7<sup>th</sup> May 2020

Long Melford Cemetery

## *Intruder alarms.*

As with all My quotations I recommend maximum coverage of the alarm system but also try to keep the costs as minimal as possible. If we are quoting against another company, please let us know so we can match specification as experience has taught me from past not every company recommends full coverage thus making them cheaper and then afterwards they recommend extras costing more in the long run

# Quotations

## Intruder alarm

Device	Location
Control Panel	In Office area
Keypad 1	By Main door
Keypad 2	
Keypad 3	
Contact 1	Main Door
Contact 2	Reuse existing window contacts if still working
Contact 3	
Contact 4	
Contact 5	
Movement Det 1	In office area
Movement Det 2	In Mower area
Movement Det 3	
Movement Det 4	
Movement Det 5	
Movement Det 6	
Movement Det 7	
Movement Det 8	
Movement Det 9	
Movement Det 10	
Internal sounder	In loft area
External Bell Box	As high as possible But this will be sacrificial and monitored
Dummy Bell Box	
key fobs	3 Included
Signalling Options	Not included but is optional see price below.

**Price to supply, install and wire the above system £634.20 + Vat**

The alarm can be connected to a remote monitoring station and under alarm conditions will contact the keyholders and police when needed.

For this option there is a Yearly contract fee of £185.00 this includes rental of the signalling equipment air time fees and central station monitoring fees. We can do this monthly or invoice yearly.



APPROVED INSTALLER

Baldwin Alarms conforms to the "Association of Chief Police Officers Policy" (A.C.P.O.), Code of Practice for Intruder Alarms.  
**D.A. Baldwin(Mr) t/a "Baldwin Alarms"**



Registered Installer

# Baldwin Alarms

Unit 8  
Alexandra Road Ind Est,  
Alexandra Road  
Sudbury, Suffolk  
CO10 2XH



☎ 01787 310411  
💻 [www.baldwinalarms.co.uk](http://www.baldwinalarms.co.uk)  
✉ [mail@baldwinalarms.co.uk](mailto:mail@baldwinalarms.co.uk)

*Specialists in Fire. Security, C.C.T.V. systems, Staff Alarms, Nurse call, Emergency Lighting & Custom design/s for the disabled*

After the first year you will need a service cover contract (this is a requirement if you go for remote signalling) this costs £118.41 a year, this includes a free site visit to service the alarm and check the health of the batteries etc.

I am well aware we are not the cheapest of companies but we do not have any hidden charges and pride ourselves on customer service as a direct result we only cover a 30mile radius of Sudbury so our engineers are never far away should you have an emergency. We are a family run firm so you will never end up on the phone to speaking to 15 different people before you get anywhere.

In case you're interested we also do rental systems which from a financial point of view suit some companies better as other than the installation fee it just a set monthly amount and that includes all parts and labour etc.

All Prices are plus vat  
Terms and Conditions Apply

Many Thanks

Matt Baldwin (Senior Engineer)  
Baldwin Alarms



APPROVED INSTALLER

Baldwin Alarms conforms to the "Association of Chief Police  
Officers Policy" (A.C.P.O.), Code of Practice for Intruder Alarms.  
**D.A. Baldwin(Mr) t/a "Baldwin Alarms"**



Registered Installer





**Est 1982**

## **Camguard Fire and Security**

a trading name of The Security Network Ltd

### **Specialist Installers of Fire & Security Equipment**

Parkes Farm, Aldreth Road, Haddenham, Ely

Cambridgeshire, CB6 3PN

Tel: **0844 247 5064**

Email: [sales@tsng.co.uk](mailto:sales@tsng.co.uk)



Certificate NAC/G/2997



Fire Alarm System  
Services Provider

## **Reference: Security System Quotation**

**Long Melford Parish Council  
The Holy Trinity Crematory Ground  
Rectory Gardens  
Long Melford, Sudbury  
Suffolk  
CO10 9DT**

15-May-2020

Dear Mrs Tipper,

Thank you for inviting us to quote for your an Intruder & Hold-Up Alarm. Our proposals and costs involved are shown on the enclosed specification and quotation.

Camguard Fire and Security is a quality assured installer, assessed and certified to BS EN ISO 9001 by the National Security Inspectorate under the NSI NACOSS GOLD SCHEME, certificate number NAC/G/2997 for the design, installation and maintenance of Electronic Security Systems, including Intruder Alarms, Access Control and CCTV Systems.

On completion and payment for your System and the Maintenance Contract, we are authorised to issue a NSI NACOSS Gold certificate of compliance, which if not already a requirement of your premises insurers, or the Police, could help you obtain favourable discount on your premium. The specification has been drawn up to conform to Monitored Intruder & Hold-Up Alarm to PD 6662 & BS 8243.

To comply with health and safety regulations it will be necessary to isolate the mains supply when fitting fused spurs for the system.

The System is designed to give an automatic warning by an external audible alarm and stroboscopic light; if the system includes monitoring then the Central station will also be alerted. Our external sounders are fully weather resistant and are designed to be aesthetically pleasing and at the same time provide protection, both physically and electronically, from direct attack. They also carry their own rechargeable power source, so should any of the cabling to them be cut it will activate the alarm.

Should you wish to proceed, will you please sign and return the Company copy of the enclosed quotation document and enclose your cheque for the necessary deposit. Alternatively Email it to us and make your payment to the bank details on Page 2, or call us to pay by credit card.

Please ensure that your insurance company or the local planning authority are satisfied with the enclosed Design Proposal. I trust that we have interpreted your requirements correctly, but should you have any queries, please do not hesitate to contact us. Assuring you of the best attention at all times.

Yours sincerely

*Richard Parkes*

Mr Richard Parkes

# Quotation 7014773

## Camguard Fire and Security

Customer Number: **123976**

If you have any queries please contact the Sales Department

Telephone **0844 247 5064** or

E-mail at **Sales.Query@tsng.co.uk**

Administration Centre:

Parkes Farm

Aldreth Road

Haddenham

Ely

Cambridgeshire

CB6 3PN

15-May-2020

VAT Registration Number: **803 1522 77**

### Customers copy - to be retained

**Long Melford Parish Council**  
**The Holy Trinity Crematory Ground**  
**Rectory Gardens**  
**Long Melford, Sudbury**  
**Suffolk**  
**CO10 9DT**

For Installation and Commissioning Work for Systems listed in attached Specification:

Installation Charge      £910.00

VAT @ 20.00%      £182.00

Total Amount      **£1092.00**

For us to reserve our Engineers' time and ensure a timely installation of your system we will require a deposit of **£273.00** to be sent with your Order.  
Payment of your deposit indicates that you accept this specification.  
Bank Details Barclays:  
Company: The Security Network Ltd, Account: 83859134, Sort Code: 20-29-68.

For Standard Maintenance & Monitoring to cover **12** months amount payable every **12** months

Service Charge      £264.00

VAT @ 20.00%      £52.80

Total Amount      **£316.80**

This amount to be paid in advance to cover the Preventative Maintenance to be carried out in the following 12 Months and our Telephone Support 24 hours per day. Call outs and parts are chargeable if not covered by the warranty.

#### Company Acceptance:

Signature: *Richard Parkes*

Date: 15-May-2020

#### Customer Acceptance:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

All of our Terms and Conditions are available overleaf .      The Installation will be warrantied for 12 months.

Every care has been taken in the preparation of the following specification, in line with the requirements of the Company's Quality Management System as required by BS EN ISO 9001.

If the system is connected to a telephone line and a broadband filter is required this will be an additional £35+VAT to have one supplied and fitted.

Please Note - For monitored systems your alarm will be connected to East Midlands Central Station. For systems using Redcare British Telecom will fit a block terminal to your telephone line adjacent to the control panel, we can order this on your behalf and it will be charged (approx £75+VAT) or you can order it directly with British Telecom.

If you require Police response then an additional cheque for £0.00 payable to your local Police Authority will be required to cover their administration fee.

A trading name of: The Security Network Ltd Registered in England No: 4511308  
Registered Address: Parkes Farm, Aldreth Road, Haddenham, Ely, Cambridgeshire CB6 3PN

# System Design Proposal 7014773

# Camguard Fire and Security

## Monitored Intruder & Hold-Up Alarm to PD 6662 & BS 8243

System Grade 2 Notification Option B

Low to Medium Risk Single Self Powered Sounder + single path SP2

Monitoring Grade SP2 Risco GSM Single Path

Serviced twice annually. Parts chargeable

Premises: 128409

Long Melford Parish Council IN

The Holy Trinity Crematory

Ground

Rectory Gardens

Long Melford, Sudbury

Suffolk

15-May-2020

All device positions are referenced from externally facing the main entrance point. Detectors will be fitted at 2.4m height unless otherwise stated. All components meet Environmental class 2 unless otherwise stated.

## Control Equipment

**Loft** entry time 25 secs, exit on final door set, bell duration 5 mins.

Advanced Alarm Control Panel White Polycarbonate housing, 50 Zones, 16 User Codes, 250 event log. Model LIGHTSYS

**Standby Battery** for 12 hours

12 volt 7 amp Battery

**Hall** adjacent to entrance door

Lightsys LCD Keypad with Prox

**Key Fob** programmed for set/unset, part set

Agility / Lightsys Wireless Rolling Code 4 Button Keyfob RP128T8T4RC Quantity: 4.00

**Landing** to expand wireless coverage

Agility / Lightsys Wireless Repeater Module with transformer

**Communications** using GSM to alert keyholders and Police via Monitoring Station

GSM / PSTN Monitoring Station Connection

**Police Admin Charge**

Police URN Fee Alarm

## Detectors

**Entrance Door** single leaf

Risco Grade 2 Contact Flush White

Circuit: 1 Entry Route Final Exit Route EXISTING EQUIPMENT

**Hall Right Hand** front left hand corner projecting towards opposite corner

Risco Digi-Sense Combined Passive Infra Red And Microwave Detector. 15m range, 90deg. Dual Element

Circuit: 2 Entry Route

**Entrance Door**

Risco Shockgard Vibration / seismic Detector. To sense gross attack. Adjustable sensitivity in White. pulse count 2, 4 or 6. Gross attack indication. Range 1m. G3

Circuit: 3 EXISTING EQUIPMENT

**Hall Left Hand** rear right hand corner projecting towards opposite corner

Risco Digi-Sense Combined Passive Infra Red And Microwave Detector. 15m range, 90deg. Dual Element

Circuit: 4

**Hall Left Hand Front Window** centre of frame

Agility / Lightsys Shock Detector. 3m range. To detect gross attack.

Circuit: 5

**Hall Left Hand Front Window** centre of frame

Agility / Lightsys Shock Detector. 3m range. To detect gross attack.

Circuit: 6

**Hall Left Hand Left Window** centre of frame

Agility / Lightsys Shock Detector. 3m range. To detect gross attack.

Circuit: 7

### **Sounders / Strobe Lights**

#### **Hall Right Hand**

Risco Internal Extension Speaker. 118db at 1m. 16ohm tampered.

#### **Hall Left Hand** on ceiling

Risco Soundgard 2 internal sounder. 109db at 1m.

### **Sounders / Strobe Lights**

#### **Front Elevation**

XS3D Double piezo external sounder blue. 113dB sound output. NOTE: Environmental Class 4.

### **Accessories and Fixings**

#### **Loft** adjacent to panel

3 amp Fused Spur Outlet

EXISTING EQUIPMENT

A WESTROCK CCTV SOLUTIONS  
PROPOSAL FOR  
A CCTV SYSTEM

AT

Melford Country Park

Proposal Number 120520

FOR THE ATTENTION OF

Lisa Tipper

Provided By:  
Westrock CCTV Solutions Ltd  
14 Cordell Road  
Long Melford  
Sudbury  
Suffolk  
CO10 9EH  
Tel: 01787 882843  
Fax: 01787 310016  
Mob: 07449 912620  
Mob: 07977 271392  
[john.westrock@hotmail.co.uk](mailto:john.westrock@hotmail.co.uk)



# **Melford Country Park**

## **SPECIFICATION**

### **External Camera 1 Entrance Gate**

One external Bullet Style colour/mono camera fitted with a varifocal lens and IR LED's with a range of up to 30m is to be installed on the existing telegraph pole to view the Entrance Gate.

### **External Camera 2 Car Park**

One external Eyeball Style colour/mono camera fitted with a 2.8mm lens and IR LED's with a range of up to 30m is to be installed on the front left-hand side of the building to view the general area across the Car Park.

### **External Camera 3 Car Park**

One external Eyeball Style colour/mono camera fitted with a 2.8mm lens and IR LED's with a range of up to 30m is to be installed on the front right-hand side of the building to view the general area across the Car Park.

### **External Camera 4 Office**

One external Eyeball Style colour/mono camera fitted with a 2.8mm lens and IR LED's with a range of up to 30m is to be installed on the left-hand side of the building to view the general area across to the Office Door.

### **External Camera 5 Tool Store**

One external Eyeball Style colour/mono camera fitted with a 2.8mm lens and IR LED's with a range of up to 30m is to be installed on the right-hand side of the building to view the general area across to the Tool Store.

### **Control Equipment**

One 8-channel digital video recorder with a 2TB hard disk drive is to be installed in the Office.

One 21" monitor is to be installed adjacent to the DVR.

# Melford Country Park

## INVESTMENT OTIONS

### 1. AHD 1080P Resolution Cameras

*To supply, install and commission the above equipment would cost £1,550.00 + VAT.*

### 2. IP 4 Megapixel Resolution Cameras

*To supply, install and commission the above equipment would cost £1,890.00 + VAT.*

### 3. IP with ANPR camera at entrance and compatible ANPR Recorder

*To supply, install and commission the above equipment would cost £2,698.00 + VAT.*

### 4. 4G Router with SIM Card for Remote viewing or playback via PC or Mobile Phone App

*To supply, install and commission one CSL router with a single 4G fixed network SIM with a monthly data usage of up to 5Gb which would allow an estimated 120 minutes of viewing per month would cost £390.00 + VAT per annum.*

### 5. Silver Service & Maintenance

*To provide Silver service & maintenance to the CCTV system would cost £300.00 + VAT per annum.*

### 6. 3m Wall Mounted Post for Car Park Cameras

*To supply and install one 3m wall mounted post to the building for cameras 2 & 3 to provide greater coverage would cost £600.00 + VAT.*

# Melford Country Park

## NOTES

- Due to the availability of some items or alterations to manufacturer's specifications or design, we reserve the right to supply alternative equipment, which will be equal or superior in specification or design to the equipment specified.
- Data Protection Act: As the "Operator of the System" it is your responsibility (if required) to register the system with the Information Commissioners Office and display appropriate signs to notify individuals that a CCTV System is in operation. To register your CCTV System, call 01625 545740. Further details can be obtained from [www.ico.org.uk](http://www.ico.org.uk)
- Sections of the CCTV Code of Practice are Law and infringements of the Code can be prosecuted under the Human Rights Act 1998.
- Method Statements and Risk Assessments will be provided on receipt of a written purchase order.
- This quotation is valid for a period of 30 days.





Tel: 01473 743000  
21 Farthing Road Industrial Estate, Ipswich IP1 5AP  
Registered in England and Wales No. 1616398

10<sup>th</sup> May 2020

Long Melford Country Park  
Borley Road  
Long Melford

CO10 9HH

Lisa Tipper

[lisatipper72@hotmail.com](mailto:lisatipper72@hotmail.com)

**Intruder Alarm System – Ref 10958 Issue 1 cctv system specification**

Thank you for your hospitality on my recent visit.

**The price of the CCTV system as per spec 10958 issue1 is £3795.00 plus VAT and includes installation and 12 months warranty.**

*Client to enter sim contract for router as per prices provided in specification*

Options:

*Replace camera 1 to a non ANPR bullet style camera reduction of £225.00 plus vat of total cost*

*Optional additional 2tb hdd in recording unit additional £85.00 plus vat*

*Optional additional 4tb hdd in recording unit additional £125.00 plus vat*

**Terms: 50% deposit with order 50% on completion**

I hope this meets with your approval and look forward to receiving your instructions. However, if you have any queries, please do not hesitate to contact me. In the meantime, also enclosed is a copy of our Terms & Conditions.

If you decide to proceed, would you please sign a copy of the enclosed system design proposal and/or the letter and return to us.

We look forward to being of service to you.

Yours sincerely

Robert Dakin

Technical Director

E. & O.E.

# Baldwin Alarms

Unit 8  
Alexandra Road Ind Est,  
Alexandra Road  
Sudbury, Suffolk  
CO10 2XH



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*Specialists in Fire. Security, C.C.T.V. systems, Staff Alarms, Nurse call, Emergency Lighting & Custom design/s for the disabled*

7<sup>th</sup> May 2020

Long Melford Open Spaces  
Rodbridge Site

## Quotations

### CCTV System

Device	Location	Spec
Digital Recorder	In old Toilet / New staff room	8ch 5mp 4TB HD POC
Monitor 1	As above	
Monitor 2		
Camera 1	On pole near gate zoomed in to cover traffic in and out of the carpark	Turret 5mp Grey Varifocal
Camera 2	On Pole by apex looking across carpark area on wide focus	Turret 5mp Grey Varifocal
Camera 3	On rear of building by container doors looking across doors towards canteen	Turret 5mp Grey Varifocal
Camera 4	On side of building by mens toilet, looking over gate towards carpark	Turret 5mp Grey Fixed 2.8 Lens
Camera 5	On front of the Bulding male toilet side looking across front of the building.	Turret 5mp Grey Fixed 2.8 Lens
Camera 6	Spare not used, Camera can be added to at a later date.	
Camera 7	Spare not used, Camera can be added to at a later date.	
Camera 8	Spare not used, Camera can be added to at a later date.	
Camera 9		
Camera 10		
Camera 11		
Camera 12		
Camera 13		
Camera 14		
Camera 15		
Camera 16		
Power Supply	With recorder	POC
Internet connection	Not included but is available.	

### Price to supply, install and wire the above system £992.39 + Vat

As you have not phone line on site if you wish to add remote app viewing we can supply this via a sim card the unit cost is £95.00 One of fee and the sim contract is £12 per month on a 30day contract, or if you wish you can supply your own sim card to use in the router.

I am well aware we are not the cheapest of companies but we do not have any hidden charges and pride ourselves on customer service as a direct result we only cover a 30mile radius of Sudbury so our engineers are never far away should you have an emergency. We are a family run firm so you will never end up on the phone to speaking to 15 different people before you get anywhere.

Our CCTV System just like our intruder alarm systems uses high quality equipment, Our camera's are High Definition 1080p whilst most others that claim to be HD are only 720p. Pound for Pound our system gives you some of the best images available.

One of the biggest mistakes people make when looking to buy a CCTV system is they do not consider the play back quality, on the cheaper systems to save costs they only record 2 images a second this requires less hard drive space bringing the cost of their units down our unit as standard records 12 images per second and that can be increased to 25ips to give you one of the best recorder qualities currently available.

All Prices are plus vat  
Terms and Conditions Apply

Many Thanks

Matt Baldwin  
Baldwin Alarms



Baldwin Alarms conforms to the "Association of Chief Police Officers Policy" (A.C.P.O.), Code of Practice for Intruder Alarms.  
**D.A. Baldwin(Mr) t/a "Baldwin Alarms"**

