

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 MEETING MINUTES

Meeting called for: **7:30pm, Thursday 13th January 2022**
Location: **The Community Centre, Old School, Long Melford, Suffolk CO10 9DX**
Councillors present: **I. Bartlett, R. Delderfield, J. Ewbank, R. Kemp, L. Malvisi (Chair), C. Michette, R. Michette, L. Tipper, J. Watts**
Councillors absent: **J. Nunn, S. Powell, D. Watts**
Also attending: **D. Lovelock (Parish Clerk), P. McLachlan (RFO), Six members of the public**

The Chair opened the meeting at 7:30pm.

22/01-1 PROCEDURAL MATTERS

(a) Apologies for Absence

Apologies were received from Councillors Powell and D. Watts.

(b) Declarations of Interest & Requests for Dispensation

No declarations of interest were received.

No requests for dispensation were received.

(c) MOTION: Accuracy of Minutes

Cllr C. Michette and Cllr R. Michette stated that apologies for absence from the December 2021 meeting that they had submitted via Cllrs Nunn and Kemp had been omitted from the Minutes; this was accepted by the Council.

Resolved, that subject to the Minutes being amended to correctly record the receipt of apologies, the Council confirms the accuracy of the Minutes for its meeting held 2nd December 2021.

(d) Public Participation

A member of the public spoke regarding Agenda Item 22/01-5 (a) - Parking in Hall Street and Little St Marys, to explain the various parking and traffic difficulties encountered in the locality, They proposed various solutions including defining new parking bays, traffic speed reduction measures, and installing posts throughout the area to prevent parked vehicles from encroaching upon the footpath.

Two members of the public spoke regarding Agenda Item 22/01-5 (i) - URC Property: Asset of Community Value.

One member of the public, saying that they were a qualified architect and had attended a viewing of the property, stated that in their professional opinion replacement Chapel windows at an estimated cost of £100,000, and the removal of asbestos at an estimated cost of a further £100,000, would be required, plus professional fees of approximately £75,000. There were also tombs inside the Chapel, the removal of which would present planning challenges. In summary, £750,000 to £1,000,000 could be spent on bringing the building up to standard, at which point it still might not be suitable for any desired community purposes. They urged that the Council should decide upon a clear definition of the building's intended village use before expending funds or committing resources in relation to investigating the feasibility and desirability of purchasing the property.

The manager of the Village Library, located in the old URC building, expressed their support for the Council's designation of the building as an ACV. They said that the Library had been located there for at least 60 years, and it would be nice to see the building remain in community use.

22/01-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS

The following reports were received and noted.

(a) County Councillor's Report (Appendix 1)

(b) District Councillors' Joint Report as circulated to Councillors prior to the meeting.

22/01-3 PARISH CLERK'S REPORTS

The following reports were received and noted.

(a) Parish Clerk's Report (Appendix 2)

Regarding Item 1 (War Memorial Repair), the Clerk agreed to try contacting a local stonemason by phone to see if they could be encouraged to quote for the project.

Regarding Item 4 (EV Charging Points), the Clerk advised that Anglia Car Charging's response to complaints regarding faulty equipment was unsatisfactory, and that he would shortly be making a complaint to them about this which would be copied to Plug In Suffolk.

Regarding Item 10 (Cricket Ground Land Registration), it was agreed that Cllrs Ewbank and Delderfield should examine the deeds and associated legal documents for both the Cricket Ground and the Old School Community Centre, and the Parish Council's relationship to and involvement with these as a Custodian Trustee, and bring recommendations to the Council at its February 2022 meeting regarding how best to proceed.

(b) Council Action Plan Status (Appendix 3)

Regarding Item 5 (BDC Play Area Lease), Cllr Delderfield advised that dealing with the District Council was proving very difficult, and despite a lengthy email correspondence they had still not provided a copy of the lease showing the area they wished to include in it, or a copy of the latest RoSPA safety inspection report.

Regarding Item 7 (Pedestrian Crossing), Cllr Delderfield advised that he and Cllr Kemp had met with a Suffolk County Council (SCC) Road Safety Officer, who had submitted a report to SCC Highways recommending that a lighted crossing adjacent to the new Bloor development should be installed.

22/01-4 COUNCIL FINANCIAL MATTERS AS LISTED

To receive and agree the following financial items and consider any matters arising from them.

(a) MOTION: Payments Schedule (Appendix 4)

Resolved, that the Council agrees the Payment Schedule for January 2022.

(b) Cashbook Report (Appendix 5)

The Cashbook Report for November 2021 was received and noted.

(c) MOTION: Council Accounts (Appendix 6)

Resolved, that in accordance with the recommendation of the Finance Committee the Council adopts the accounts, budget and bank reconciliation to 31 October 2021 as set out in Appendix 6.

(d) MOTION: Council Budget (Appendix 6)

Resolved, that in accordance with the recommendation of the Finance Committee the Council adopts the 2022-23 Budget as set out in Appendix 6.

(e) MOTION: Council Precept

Resolved, that in accordance with the recommendation of the Finance Committee the Council fixes the Parish Council Precept at £151,080 and authorises the completion and return to Babergh District Council of the Parish Precept Form.

(f) MOTION: Earmarked Funds

Resolved, that in accordance with the recommendation of the Finance Committee the Council:

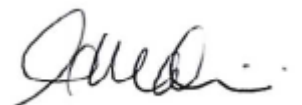
- (i) Transfers £3,000 from the Village Seating Fund to the Upper Green improvement Fund with immediate effect and that any remainder is transferred to the General Fund, thus closing the Village Seating Fund.
- (ii) That spending from the three Earmarked Funds 'Section 106 Fund', 'Council IT Fund', and 'Covid-19 Fund' is completed before 31 March 2021 and that any unspent monies are either transferred to the General Fund or returned to Babergh District Council, thus facilitating the closure of these Funds prior to 31 March 2022.
- (iii) That the balance of all Earmarked Funds existing at 31 March 2022 is carried forward into 2022/23.

Cllr Tipper left the meeting at 8:25pm

(g) MOTION: Asset Register (Appendix 7)

Resolved, that in accordance with the recommendation of the Finance Committee the Council:

- (i) Notes that the assets highlighted in red and marked with an 'X' in column K of Appendix 7 are broken or redundant.
- (ii) Authorises the safe and compliant disposal of the assets identified in (i) above.



(iii) For the assets marked 'R' in column L of Appendix 7, authorises their removal from the Asset Register.

Cllr Tipper re-joined the meeting at 8:28pm

22/01-5 OTHER BUSINESS TO BE TRANSACTED

(a/b) MOTION: Traffic and Parking in Hall Street and Little St Marys

Resolved, that Agenda Items (a) 'Parking in Hall Street & Little St Marys' and (b) 'Re-designate part of Hall Street as a 20mph zone' are amalgamated.

Resolved, that the Council creates a Working Group, having delegated powers to seek advice and grants from other bodies, to assess and make recommendations regarding speed reduction and parking improvement measures in the Hall Street and Little St Marys area, including asking Suffolk County Council to re-designate part of Hall Street as a 20mph zone. The members of the Working Group to be Cllrs Bartlett (Chair), Ewbank, Kemp, Malvisi and D. Watts, plus two members of the public from the Neighbourhood Plan Traffic & Parking sub-group.

The RFO left the meeting at 8:30pm

(c) MOTION: Queen's Platinum Jubilee Celebrations (Appendix 10)

Cllr Tipper briefed the Council, regarding actions being planned and taken by the Queen's Jubilee Village Group, which had recently formed, and the comprehensive guide to the celebrations produced by The Queen's Platinum Jubilee Beacons Pageantmaster was referenced.

Resolved, that Council accepts and supports the activities of the Queen's Jubilee Village Group to lead regarding the majority of the celebrations, with the Parish Council to be responsible for organising all aspects of the beacon lighting and associated festivities.

(d) MOTION: Civic Awards Policy (Appendix 8)

The Clerk advised that the Council could consider removing the provision for a separate youth award category, as it seemed unreasonable to judge an individual's merit based wholly or in part upon their age.

Resolved, that the Council adopts the revised Civic Awards Policy as provided in Appendix 8 on the basis that the provision in it of a separate youth award category is removed.

(e) MOTION: Declaration of Vacancy

Resolved, that in accordance with the requirements of Section 86(1)(c) of the Local Government Act 1972, the Council formally declares a vacancy in the office of Parish Councillor and instructs the Clerk to notify Babergh District Council of this declaration forthwith.

The Councillors agreed that Mrs Lines' contribution to the Council and the community, and in particular her efforts in leading the Coronavirus volunteer group in the village, should be recognised and that they would liaise regarding this matter in the next few weeks. In so doing, it was accepted that the Council itself was legally prohibited from using public funds to purchase gifts for any purpose.

(f) MOTION: Food and Drink Festival 2022 (Appendix 9)

Cllr Malvisi advised that she was withdrawing the Motion as, having looked into the matter, it would be inappropriate for the Parish Council to solicit Locality Award funding to support a commercial event and where admission was being charged.

Cllr J. Watts left the meeting at 9:08pm

(g) MOTION: Cordell Place Play Area

Resolved, that the Council instructs Birketts LLP to represent Long Melford Parish Council in Lease negotiations with Babergh District Council regarding the Cordell Place Play Area.

Cllr J. Watts re-joined the meeting at 9:10pm

(h) MOTION: Council Facilities Cleaning & Maintenance Contract

Resolved, that the Council obtains new quotes from local companies in respect of the contract for the cleaning and general maintenance of the public toilet facilities at Upper Green and Cordell Road, and the Council Offices.

(i) MOTION: United Reformed Church Property: Asset of Community Value

Cllr Kemp said that how the Council might fund the capital cost of purchasing the building had yet to be identified. Cllr Malvisi stated that a sound business case for operating the premises should be established before any other action was taken. Various pros and cons were discussed, including the significant financial commitment involved in buying, renovating, and operating the building when a number of other, competing local facilities already existed, and the problem of finding a new location for the Library if the property was purchased privately.

Resolved, that the Council sets up a Working Group to investigate and make recommendations to the Council regarding whether or not to proceed with a bid to purchase the old United Reformed Church, the Terms of Reference to include:

1. Establishing if there is a feasible business case for the operation of the premises by the Council if it acquired it.
2. Identifying a source or sources of capital funding for the purchase.
3. Quantifying one-off cost for surveys, conveyancing, change-of-use planning applications, and upgrade work.
4. Estimating running costs, rental/lease income from hosting community organisations and functions, the availability of any long-term grant funding, and the amount by which ratepayers would have to subsidise any cost shortfall annually.
5. Establishing the effect of any change in the Council's VAT category resulting from the operation of the building generating income.
6. Identifying alternative locations for both the Library and the Heritage Centre.

(j) MOTION: Cordell Road Flooding

Resolved, that the Council will write a strongly worded letter to SCC, advising that the Cordell Road flooding problem causes considerable concern and problems for local residents and schoolchildren, asking that it takes urgent action to resolve the immediate problem and to provide a long-term solution to prevent or minimise recurrence.

22/01-6 REPORTS

To receive and note the following reports and consider any matters arising from them.

(a) Country Park Committee Report

Cllr Tipper advised that there was nothing to report as very little of note happened in the Park during the winter.

(b) Upper Green Repair Project Update Report

Cllr Ewbank reported that damaged areas of the Green would remain fenced-off until April/May to allow the re-seeded grass to grow. Oak sleepers had been delivered for installation around the car park perimeter. New gates would be operational in May; when in use they would be opened to allow parking for events in the vicinity in all but the worst weather. A scarred area near the Black Lion would be repaired by the Melford Hall Estate. The cost of the entire project was estimated to be £16,000, of which the Diocese had agreed to pay half.

Cllr J. Watts left the meeting at 9:45pm

(c) Neighbourhood Plan Regulation 16 Public Consultation Update Report

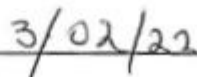
Cllr Ewbank reported that the Neighbourhood Plan had been submitted to BDC, the NPSG had responded to a number of representations made about it, and BDC were happy with this. The Plan was now with the independent examiner, who was expected to raise various queries which would need to be dealt with; some might require Plan amendment. There would then be a referendum, hopefully in the last quarter of 2022. Mr McDonald reported that the Plan's provision for a 'green belt' to prevent the coalescence of Long Melford and Sudbury was being challenged on a number of grounds.

22/01-7 DETAILS OF NEXT MEETING

It was noted that the next Full Parish Council Meeting was scheduled to be held at The Community Centre, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 3rd February 2022.

There being no further business the Chair closed the meeting at 9:52pm.

Signed: 
L. Malvisi
Chair, Long Melford Parish Council

Date: 

Long Melford Parish Council
Meeting of the Full Parish Council
Thursday 13th January 2022
Meeting Pack



Members of the public can find copies of the documents listed below on the Parish Council's website at <http://www.longmelford-pc.gov.uk>

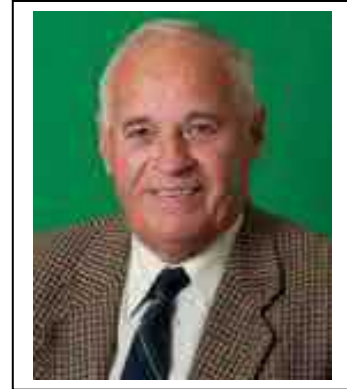
| Agenda Item | Appendix |
|------------------|-------------------------------------------|
| 22/01-2 (a) | 1 County Councillors' Report January 2022 |
| 22/01-3 (a) | 2 Parish Clerk's Report |
| 22/01-3 (b) | 3 LMPC Action Plan |
| 22/01-4 (a) | 4 Payment Schedule January 2022 |
| 22/01-4 (b) | 5 Cashbook Report November 2021 |
| 22/01-4 (c), (d) | 6 Accounts & Budget to 31st October 2021 |
| 22/01-4 (g) | 7 Asset Register |
| 22/01-5 (d) | 8 LMPC Civic Awards Policy |
| 22/01-5 (f) | 9 Food & Drink Festival 2022 Letter |
| 22/01-5 (c) | 10 Queen's Platinum Jubilee LMPC briefing |

Parish Report January 2022

Councillor

Richard Kemp

Tresco
New Road
Long Melford
Suffolk
CO10 9JY
01787 378149
richard.kemp@suffolk.gov.uk



COVID-19 UPDATE - Summary

Latest SCC information is available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/>

Latest Government advice is available here: www.gov.uk/coronavirus

Vaccination Appointments can be booked here: www.sneevaccine.org.uk

Cabinet Meeting

The Cabinet met on the 7th December and voted unanimously to approve additional investment in highway drainage and footway infrastructure. £10m has been approved to replace broken pipes, as well as new installations, and £10m has been approved to increase the maintenance of selected footways. The Cabinet also voted to approve Suffolk County Council's new Housing Joint Venture. The Council wish to enter a contractual agreement with a private developer, aiming to deliver up to 3,000 new homes across Suffolk.

Scrutiny Meeting on SEND Report

The Education and Children's Services Scrutiny Committee met to discuss the damning SEND report, which outlined the various failings of the local service in dealing with children with special needs and disabilities. A new report from the SEND services was presented, which included the progress of improving the service. This included extended training, newly appointed managerial posts, and new accountability structures to help deal with the issues outlined in the previous report. Our Group brought up issues of a lack of representation in their ideas, and asked for a wider pool of representatives.

Children's services and adult care at the heart of Suffolk County Council's new budget plans

Suffolk County Council has outlined how it plans to spend money on public services in 2022/23.

- More money to support children with special educational needs and disabilities (SEND)
- Extra resources for adults in need of care
- Additional funds to prevent flooding and fix footpaths

Under the proposals, the council's budget for 2022-23 would rise by 4.5% (from £598.2 to £625.4m). This additional money is generated by a 2.99% increase in Council Tax, and an increase in grants received from the Government.

Regarding Council Tax, the proposed 2.99% increase would be made up of a 1.99% increase in general Council Tax and a 1.00% increase dedicated to funding adult care.

This means costs for a household would look like:

- Band D property: £27.60 per week (80 pence per week increase from 2021-22)
- Band B property: £21.47 per week (62 pence per week increase from 2021-22) (Band B properties are the most common in Suffolk)

The budget proposals will be presented at a Scrutiny Meeting on Tuesday 11 January 2022, with the final budget discussed at a Full Council meeting on 17 February 2022.

The Scrutiny meeting will be available to stream on Suffolk County Council's YouTube channel, and public questions can be submitted in advance, details available at www.suffolk.gov.uk

Significant Investment in Fire-fighting Equipment

Suffolk Fire and Rescue Service has recently added to its lifesaving kit – cementing the service’s commitment to protecting its staff and Suffolk residents. A significant investment has enabled improved digital radios, smoke hoods and smoke curtains to be provided to every crew in the county.

This equipment can be used in a range of incidents, with it already proving invaluable in Lowestoft, when two occupants were rescued after a kitchen fire. Although crews are ready to attend emergencies with this new kit, it’s important that every home has its own lifesaving equipment – smoke alarms, which should be fitted and tested regularly.

For more information, visit: <https://www.suffolk.gov.uk/council-and-democracy/council-news/show/significant-investment-in-firefighting-equipment-secures-safer-future-for-suffolk>

Free Bus and Taxi Services for All Travelling for a Vaccination

Stuart Keeble, the Director of Public Health at Suffolk County Council, expanded the ‘Vaxi Taxi’ service to all members of the public. The original campaign was for those who were strictly eligible, but the Council has opened up the offer to anyone who needs it, in order to get to their appointment for a first, second or booster vaccination.

For a list of the taxi companies who have signed up to the scheme, please visit www.suffolk.gov.uk/GetVaccinated - or for further information, go to <https://sneevaccine.org.uk/>

'Support Social Care' Campaign

A new campaign was released in December aimed to help the public understand more about the Social Care sector in Suffolk. The campaign wants to celebrate the care professionals, and asks the public for a little patience and flexibility whilst the Council navigates through another tough winter.

Every day, Suffolk receives 551 calls from people on adult social care, and on Christmas there will be around 1,200 care home staff working to ensure Residential and Nursing Homes have a good Christmas.

You can support for Social Care on social media by using the hashtag #SupportSocialCare, or by offering to collect a neighbour-in-need’s prescription, or simply paying them a visit.

Follow us on:

Twitter - [Suffolk Green, Lib Dem & Independent Group \(@SuffolkGLI\) / Twitter](#)

Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)

Long Melford Parish Council

Parish Clerk's Report for the FPC Meeting January 2022

1. War Memorial Plinth Repair

Requests to quote for the work were sent to six stonemason firms in the West Suffolk area. Two responses were received; one firm stated that they were unable to quote, and the other that they would only be able to quote against a bill of works drawn up by an architect specialising in monumental masonry.

2. Council Property Valuation

Chartered surveyors have been engaged to value various Council-owned properties/installations for insurance purposes. The professional services fee will be £295 ex VAT.

3. Claim for Personal Injury – Old School Car Park

The Council's insurers have now advised that the claimant commenced an action in the County Court following their rejection of the insurers' offer of settlement. A quantum only Defence has been submitted by solicitors appointed by the insurers to act on the Council's behalf. A formal complaint has been lodged with the insurers regarding their failure to advise the Council of the claimant's settlement rejection and intention to sue prior to the receipt of Court papers.

4. Old School Car Park EV Charging Points

Three of the electric vehicle charging points are now functioning correctly. One is indicating and intermittent fault, which has been reported to the providers.

5. Dog Waste Bin – Near Melford Walk

A dog waste bin has been stolen. It has been reported that, in its absence, members of the public were throwing bags full of dog excrement onto the ground at its former location. This constitutes littering and is a criminal offence. SCW have now replaced the bin and mounting post at an estimated cost to the tax payer of £125.

6. Council Storage Facilities

Off-site storage facilities have been procured at a cost of £110 ex VAT pcm for an initial period of 3 months. Neighbourhood planning documents and various other items have been moved to it from the Old School Community Centre, with items from the Council Offices to follow shortly.

7. Rationalisation of the Council's IT Setup

A contractor has been engaged to examine the IT setup and ensure that the equipment and infrastructure is fit for purpose, particularly re PC networking and automated data backup.

8. Tree Work – Melford Walk / Raile Walk

Several local tree surgery companies have been asked to quote to trim back branches and foliage from a number of trees located on the Melford Walk, which are overhanging a domestic property in Raile Walk. Replies have yet to be received and are being progressed.

9. Christmas Lights

Arrangements have been made with SCW to remove the Christmas street and tree lights and store them for the Council until deployment is required for the 2022 festival.

10. Cricket Ground Land Registration

A query has been received from the Community Association as to whether the ownership of the Cricket Ground has been correctly recorded with the Land Registry. The matter is being investigated.

Action Plan - Actions Arising from Meetings

| No. | Action Arising | Minute Reference | For Action By | Status |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------|-------------------------------------------|
| 1 | Create and adopt a policy for the use of social media by Councillors and Council staff | 20/11-11 (c) (iii) | The Clerk | Model policies obtained. Review to follow |
| 2 | Ask SCC to install an additional SID mounting pole at, or relocate an existing pole to, Station Road for an ANPR installation. | 21/10-5 (b) | The Clerk | In progress |
| 3 | Investigate the license status of the benches outside the Ex Service & Working Men's Club and report back to the Council. | 21/10 5 (e) | Cllr Kemp | In progress |
| 4 | Ask SCC to install double yellow lines at the Spicer's Lane/Hall street junction. | 21/10 5 (e) | The Clerk | Pending |
| 5 | Progress obtaining a lease from BDC for the Play area contingent upon BDC first upfrading sub standard items, and progress disbled access to the Play Area with SCC. | 21/11-5 (h) | Cllr Delderfield Cllr Powell | In progress |
| 6 | Obtain an estimate from the Council's solicitors for the cost of reviewing the Cordell Place Play Area lease, once obtained. | 21/12-3 (b) | The Clerk | Pending |
| 7 | Lobby BDC and SCC for a pedestrian crossing at the southern end of the village. | 21/12-5 (a) | Cllr Delderfield | |

Long Melford Parish Council
Jan 2022 payment schedule
Presented to the Parish Council meeting dated 13 January 2022

Appendix 4

| Contractual payments made since the last meeting | | Amount | VAT Accrual | Net Payment |
|-----------------------------------------------------------------------------------|-------------------------------------------------------|------------------|--------------------|--------------------|
| Sudbury Trees | Community Christmas Tree (sourced by BDC for Council) | £1,350.00 | £0.00 | £1,350.00 |
| A Hurrell & Son | Council storage | £302.34 | £50.39 | £251.95 |
| | | £1,652.34 | £50.39 | £1,601.95 |
| January 2022 payments for authorisation (as at Tuesday 4 January 2022) | | | | |
| Alan Sawyer | December expenses | £35.50 | £5.20 | £30.30 |
| Indigo Ross | Country Park signage - archaeological finds | £140.40 | £23.40 | £117.00 |
| P Crawford (Contracting) Ltd | Upper Green maintenance | £3,816.65 | £636.11 | £3,180.54 |
| P Crawford (Contracting) Ltd | Old School car park - hedge cutting | £155.16 | £25.86 | £129.30 |
| Perrywood | MIB: plants | £10.77 | £1.80 | £8.97 |
| MMC Locksmith | Release Cordell Road toilet lock | £85.00 | £0.00 | £85.00 |
| | | £4,243.48 | £692.37 | £3,551.11 |

New standing order

£132.00 per month to A Hurrell & Son for Council storage. Payable on 1st of month for period from 1st February to 1st December 2022 inclusive

Payments authorised for settlement prior to next meeting

Direct debit and standing orders approved by the Council in June, August and October 2021

January 2022 salary, pension and HMRC payments

Contractual payments arising from prior decisions of the Council (e.g. Cleaning of public toilets etc)

Payments arising from decisions of the Council on 13 January 2022

Payments agreed by councillor email under Financial Regulation 5.5(b)

Necessary payments made by Clerk under delegated powers

The payments above were authorised at the Parish Council meeting dated 13 January 2022

Councillor Signature:

Long Melford Parish Council
Cashbook report showing all income received and payments made in November 2021

| How paid received | Payer | Description | Amount | VAT | Net |
|----------------------------------------------|-------------------------------|-------------------------------------|-------------------|------------------|------------------|
| Council receipts during November 2021 | | | | | |
| FPI | Clark & Sons | MIB donation | 100.00 | 0.00 | 100.00 |
| BGC | Babergh District Council | Q2 Cleansing Grant | 1,042.47 | 0.00 | 1,042.47 |
| BGC | LM Co-operative | Christmas lighting donation | 100.00 | 0.00 | 100.00 |
| CPPC | CP Petty Cash | Oct Country Park car park donations | 73.79 | 0.00 | 73.79 |
| 500527 | Old Sch car park users | Old Sch car park dopnations | 211.88 | 0.00 | 211.88 |
| 500528 | Janet Munro | Nov CP cafe rental | 125.00 | 0.00 | 125.00 |
| FPI | Saxon Memorials | Burial income, Sec D: W12 | 360.00 | 0.00 | 360.00 |
| 500529 | Old Sch car park users | Old Sch car park donations | 172.99 | 0.00 | 172.99 |
| 500529 | HL Perfitt | Burial income Sec E: B1 | 360.00 | 0.00 | 360.00 |
| FPI | Elizabeth Riddleston | Burial income | 330.00 | 0.00 | 330.00 |
| FPI | H&AW Palmer Ltd | Burial income Sec E: | 1,050.00 | 0.00 | 1,050.00 |
| FPI | H&AW Palmer Ltd | Burial income Sec D: D2 | 575.00 | 0.00 | 575.00 |
| Int | Ipswich Building Society | Annual interest | 214.84 | 0.00 | 214.84 |
| Int | Nationwide Building Society | November interest | 27.95 | 0.00 | 27.95 |
| | | | 4,743.92 | 0.00 | 4,743.92 |
| Council payments during November 2021 | | | | | |
| DD | Electricity CP to 12/10/21 | British Gas | 62.23 | 2.96 | 59.27 |
| DD | Cemetery Manager mobile | British Telecom | 13.56 | 2.26 | 11.30 |
| FPO | Email hosting | 999 Network Services | 40.00 | 0.00 | 40.00 |
| FPO | Oct expenses | Alan Sawyer | 86.91 | 12.07 | 74.84 |
| FPO | Hot water to public toilets | BB Plumbing and Heating | 280.00 | 0.00 | 280.00 |
| FPO | Clean Cordell Rd toilets, Oct | ETF Ltd | 875.80 | 0.00 | 875.80 |
| FPO | Country Park signage | Indigo Ross | 92.40 | 15.40 | 77.00 |
| FPO | Neighbourhood Plan design | Indigo Ross | 1,920.00 | 320.00 | 1,600.00 |
| FPO | CP lockable notice board | Lisa Tipper | 76.00 | 12.67 | 63.33 |
| FPO | Room hire - Biodiversity WG | LM Village Hall | 40.00 | 0.00 | 40.00 |
| FPO | Christmas lights | MK Illumination UK Ltd | 1,596.84 | 266.14 | 1,330.70 |
| FPO | GR14 mesh for Upper Green | P Crawford | 6,550.80 | 1,091.80 | 5,459.00 |
| FPO | Q3 Community Warden charges | Sudbury Town Council | 618.00 | 103.00 | 515.00 |
| FPO | Q2 Community warden mileage | Sudbury Town Council | 102.96 | 17.16 | 85.80 |
| FPO | Padlocks for SID devices | Sudbury Town Council | 26.00 | 4.33 | 21.67 |
| FPO | Phase 3 street lights | Suffolk County Council | 88,887.72 | 14,814.62 | 74,073.10 |
| FPO | Vehicle Activated signage | Swarco | 3,252.00 | 542.00 | 2,710.00 |
| FPO | November payroll | TA Accounts | 6,250.41 | 6.80 | 6,243.61 |
| DD | Clerk's delegated expenditure | Lloyds Bank Chargecard | 441.05 | 72.18 | 368.87 |
| SO | Roon Hire for Nov Council mtg | LM Old Sch Community Centre | 20.00 | 0.00 | 20.00 |
| FPO | LM Festival_hire snow machine | First Class Effects & Entertai | 375.00 | 0.00 | 375.00 |
| DD | Electricity to 31/10/21 | EOn | 81.08 | 3.86 | 77.22 |
| DD | Electricity to 31/10/21 | EOn | 84.39 | 4.02 | 80.37 |
| DD | Electricity to 31/10/21 | EOn | 8.94 | 0.43 | 8.51 |
| DD | Water to 14/11/2021 | Wave | 130.47 | 0.00 | 130.47 |
| DD | Water to 14/11/2021 | Wave | 288.37 | 0.00 | 288.37 |
| SO | Nov Ranger contract | Susanne Dixon | 550.00 | 0.00 | 550.00 |
| SO | December EV charging/support | Anglia Car Charging | 57.60 | 9.60 | 48.00 |
| DD | Water for burial ground | Wave | 11.09 | 0.00 | 11.09 |
| | | | 112,819.62 | 17,301.30 | 95,518.32 |

| Actual to 31 March 2021 | Nominal Account | Actual to 31 Oct 2021 | 2021/22 budget | Budget variance | 2022/23 budget | General Fund | Other Funds |
|----------------------------|---------------------------------------|--------------------------|-------------------|--------------------|----------------|----------------|---------------|
| 145,000.00 | Precept | 145,000.00 | 145,000.00 | 0.00 | 151,080 | 125,580 | 25,500 |
| 505.51 | Interest received | 199.34 | 600.00 | -400.66 | 600 | 600 | |
| 29,140.00 | Burial Ground Revenue | 21,295.00 | 30,450.00 | -9,155.00 | 31,000 | 31,000 | |
| 0.00 | Country Park LNR Income | 1,938.90 | 1,800.00 | 138.90 | 3,200 | 3,200 | |
| 0.00 | Old School car park donations | 2,335.05 | 0.00 | 2,335.05 | 4,000 | 0 | 4,000 |
| 0.00 | Cordell Place play area donations | 430.00 | 0.00 | 430.00 | 0 | 0 | |
| 0.00 | Melford in Bloom donations | 1,350.00 | 0.00 | 1,350.00 | 0 | 0 | |
| 833.48 | Recycling income | 439.24 | 625.00 | -185.76 | 850 | 850 | |
| 612.00 | Recovered office costs | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| 10,581.56 | Donations | 1,060.71 | 0.00 | 1,060.71 | 0 | 0 | |
| 23,124.92 | CIL Receipts | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| 14,000.00 | Grants received | 28,737.00 | 2,037.00 | 26,700.00 | 26,500 | 0 | 26,500 |
| 4,080.96 | Babergh Cleansing grant | 1,042.47 | 4,200.00 | -3,157.53 | 4,100 | 4,100 | |
| 4,781.40 | Insurance claim payment | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| 232,659.83 | Total Income | 203,827.71 | 184,712.00 | 19,115.71 | 221,330 | 165,330 | 56,000 |
| | | | | | | | |
| 46,338.38 | Salaries | 27,267.25 | 47,500.00 | 20,232.75 | 48,800 | 48,800 | |
| 13,184.54 | Tax and National Insurance | 7,729.63 | 13,600.00 | 5,870.37 | 13,800 | 13,800 | |
| 16,326.24 | Pension contributions | 9,387.21 | 16,600.00 | 7,212.79 | 16,500 | 16,500 | |
| 75,849.16 | Staff costs | 44,384.09 | 77,700.00 | 33,315.91 | 79,100 | 79,100 | 0 |
| | | | | | | | |
| 408.00 | Payroll Charges | 238.00 | 425.00 | 187.00 | 450 | 450 | |
| 368.31 | Staff expenses | 288.13 | 375.00 | 86.87 | 450 | 450 | |
| 0.00 | Temporary staffing costs | 150.00 | 0.00 | -150.00 | 0 | 0 | |
| 776.31 | Other Employment Related Costs | 676.13 | 800.00 | 123.87 | 900 | 900 | 0 |
| | | | | | | | |
| 2,404.28 | Insurance | 4,155.39 | 4,150.00 | -5.39 | 4,250 | 4,250 | |
| 564.46 | Electricity | 569.78 | 1,000.00 | 430.22 | 1,250 | 1,250 | |
| 0.00 | Water | 360.64 | 600.00 | 239.36 | 650 | 650 | |
| 893.04 | Telephone and Broadband | 674.26 | 950.00 | 275.74 | 950 | 950 | |
| 102.00 | Website | 0.00 | 125.00 | 125.00 | 100 | 100 | |
| 122.54 | Office Supplies | 47.71 | 150.00 | 102.29 | 100 | 100 | |
| 26.04 | Postage | 10.00 | 30.00 | 20.00 | 30 | 30 | |
| 659.47 | Software and Licences | 987.71 | 1,000.00 | 12.29 | 1,050 | 1,050 | |
| 0.00 | IT Support | 0.00 | 500.00 | 500.00 | 500 | 500 | |
| 0.00 | IT Hardware Purchases | 525.75 | 1,000.00 | 474.25 | 500 | 500 | |
| 900.00 | Audit | 910.00 | 950.00 | 40.00 | 950 | 950 | |
| 3,278.00 | Legal Fees | 1,484.00 | 2,500.00 | 1,016.00 | 2,500 | 2,500 | |
| 54.00 | Equipment and Furnishings | 56.00 | 0.00 | -56.00 | 100 | 100 | |

| Actual to 31 | | Actual to 31 | 2021/22 | Budget | | | |
|------------------|------------------------------------|------------------|------------------|-------------------|----------------|---------------|---------------|
| March 2021 | Nominal Account | Oct 2021 | budget | variance | 2022/23 budget | General Fund | Other Funds |
| 121.50 | Meeting Room Rental | 120.00 | 400.00 | 280.00 | 320 | 320 | |
| 1,492.00 | Subscriptions | 1,613.01 | 1,600.00 | -13.01 | 1,700 | 1,700 | |
| 58.70 | Training - Councillors | 150.00 | 650.00 | 500.00 | 500 | 500 | |
| 1,325.00 | Training - Staff | 595.00 | 800.00 | 205.00 | 800 | 800 | |
| 0.00 | Elections | 0.00 | 3,000.00 | 3,000.00 | 0 | 0 | |
| 545.37 | Miscellaneous Expenses | 98.81 | 0.00 | -98.81 | 100 | 100 | |
| 0.00 | Discretionary Spending | 0.00 | 4,786.00 | 4,786.00 | 11,330 | 11,330 | |
| 12,546.40 | Office Administration Costs | 12,358.06 | 24,191.00 | 11,832.94 | 27,680 | 27,680 | 0 |
| 558.43 | Rates | 642.20 | 600.00 | -42.20 | 675 | 675 | |
| 117.39 | Electricity | 77.14 | 150.00 | 72.86 | 175 | 175 | |
| 127.41 | Water | 641.32 | 150.00 | -491.32 | 700 | 700 | |
| 4,628.48 | Servicing and Machinery | 440.99 | 500.00 | 59.01 | 500 | 500 | |
| 268.05 | Fuel | 286.02 | 300.00 | 13.98 | 350 | 350 | |
| 80.00 | General Expenditure | 80.00 | 80.00 | 0.00 | 100 | 100 | |
| 295.00 | Bin Collection | 295.00 | 300.00 | 5.00 | 300 | 300 | |
| 3,083.68 | Operating Costs | 1,584.34 | 2,715.00 | 1,130.66 | 2,800 | 2,800 | |
| 9,158.44 | Burial Services | 4,047.01 | 4,795.00 | 747.99 | 5,600 | 5,600 | 0 |
| 4,962.00 | Street Lighting Maintenance | 0.00 | 4,875.00 | 4,875.00 | 5,500 | 5,500 | |
| 4,962.00 | Street Lighting Maintenance | 0.00 | 4,875.00 | 4,875.00 | 5,500 | 5,500 | 0 |
| 714.11 | Electricity | 419.43 | 850.00 | 430.57 | 850 | 850 | |
| 797.55 | Water | 574.98 | 1,000.00 | 425.02 | 1,150 | 1,150 | |
| 5,800.00 | LMOS Maintenance Contract/ Ranger | 3,850.00 | 6,600.00 | 2,750.00 | 6,800 | 6,800 | |
| 0.00 | Tree survey / maintenance | 1,230.00 | 5,000.00 | 3,770.00 | 3,000 | 3,000 | |
| 11,548.92 | Operating Costs | 9,698.47 | 6,000.00 | -3,698.47 | 5,000 | 5,000 | |
| 18,860.58 | Long Melford Country Park | 15,772.88 | 19,450.00 | 3,677.12 | 16,800 | 16,800 | 0 |
| 539.27 | Electricity | 1,196.54 | 600.00 | -596.54 | 250 | 250 | |
| 592.92 | Water | 185.55 | 600.00 | 414.45 | 750 | 750 | |
| 8,002.38 | Operating Costs | 5,704.40 | 10,000.00 | 4,295.60 | 10,500 | 10,500 | |
| 9,134.57 | Public Toilets | 7,086.49 | 11,200.00 | 4,113.51 | 11,500 | 11,500 | 0 |
| 835.42 | Operating Costs | 341.92 | 500.00 | 158.08 | 600 | 600 | |
| 133.19 | LM Community Volunteers | 201.32 | 500.00 | 298.68 | 500 | 500 | |
| 0.00 | Sudbury Community Wardens | 1,084.60 | 2,800.00 | 1,715.40 | 3,000 | 3,000 | |
| 4,586.43 | Litter and Dog Bin Collection | 1,150.35 | 1,600.00 | 449.65 | 1,250 | 1,250 | |
| 0.00 | Upper Green Maintenance | 150.00 | 0.00 | -150.00 | 20,000 | | 20,000 |
| 0.00 | Cordell Place play area | 0.00 | 0.00 | 0.00 | 50,000 | | 50,000 |
| 1.25 | Bus Shelter | 1.25 | 1.00 | -0.25 | 1 | 1 | |
| 50.00 | Notice Boards | 0.00 | 100.00 | 100.00 | 99 | 99 | |
| 3,437.11 | Old School Car Park Maintenance | 58,707.64 | 2,250.00 | -56,457.64 | 2,000 | | 2,000 |
| 1,107.00 | Melford Walk | 1,225.00 | 1,000.00 | -225.00 | 2,000 | 2,000 | |
| 0.00 | Community seating | 4,103.14 | 0.00 | -4,103.14 | 0 | | |
| 1,665.25 | Walkers are Welcome | 650.00 | 650.00 | 0.00 | 700 | 700 | |
| 11,815.65 | Public Places | 67,615.22 | 9,401.00 | -58,214.22 | 80,150 | 8,150 | 72,000 |
| 1,558.16 | Neighbourhood Plan | 1,650.63 | 500.00 | -1,150.63 | 1,500 | | 1,500 |
| 4,928.00 | Community Grants | 0.00 | 3,000.00 | 3,000.00 | 3,000 | 3,000 | |
| 0.00 | Covid-19 grants | 30.00 | 0.00 | -30.00 | 0 | 0 | |
| 6,486.16 | Grants | 1,680.63 | 3,500.00 | 1,819.37 | 4,500 | 3,000 | 1,500 |

| Actual to 31 March 2021 | Nominal Account | Actual to 31 Oct 2021 | 2021/22 budget | Budget variance | 2022/23 budget | General Fund | Other Funds |
|----------------------------|----------------------------------------|--------------------------|-------------------|--------------------|-------------------|--------------|-------------------|
| 1,431.57 | Christmas Lights | 0.00 | 1,000.00 | 1,000.00 | 500 | 500 | |
| 975.00 | Christmas Tree | 0.00 | 800.00 | 800.00 | 800 | 800 | |
| 71.00 | Remembrance Sunday | 0.00 | 800.00 | 800.00 | 800 | 800 | |
| 8,863.19 | Melford in Bloom | 10,094.02 | 0.00 | -10,094.02 | 7,500 | | 7,500 |
| 0.00 | Community Events | 1,530.00 | 1,500.00 | -30.00 | 5,000 | 5,000 | |
| 11,340.76 | Events | 11,624.02 | 4,100.00 | -7,524.02 | 14,600 | 7,100 | 7,500 |
| 9,768.88 | Defibrillator installations | 1,590.00 | 0.00 | -1,590.00 | 0 | 0 | |
| 0.00 | Vehicle Activated Signage | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| 9,768.88 | Projects | 1,590.00 | 0.00 | -1,590.00 | 0 | 0 | 0 |
| 61,960.92 | Year to date surplus/ (deficit) | 36,993.18 | 24,700.00 | 12,293.18 | -25,000.00 | 0.00 | -25,000.00 |

Represented by:

| 31-Mar-21 | | 31-Oct-21 | 31-Mar-22 | 2022/23 inter fund tfr | 2022/23 precept tfrs | Other Fund receipts | Other Fund expenditure | 31-Mar-23 |
|-------------------|--------------------------------------------|-------------------|-------------------|---------------------------|-------------------------|-----------------------------|---------------------------|-------------------|
| 141,425.08 | General Funds | 204,169.90 | 141,500.00 | -8,500.00 | | | | 133,000 |
| 90,000.00 | Phase 3 Street Lights Fund | 90,000.00 | 0.00 | | | | | 0 |
| 6,081.94 | 2020/21 Community Infrastructure Levy Fund | 0.00 | 0.00 | | | | | 0 |
| 1,000.00 | Church Drive Fund | 1,500.00 | 1,500.00 | | | | | 1,500 |
| 1,000.00 | 2023 Election Fund | 1,500.00 | 1,500.00 | | 500.00 | | | 2,000 |
| 11,000.00 | War Memorial Repair Fund | 11,500.00 | 11,500.00 | | 500.00 | | | 12,000 |
| 8,427.20 | Earmarked Section 106 monies | 4,336.53 | 0.00 | | | | | 0 |
| 28,000.00 | Old School Car Park | 2,709.01 | 4,000.00 | | | 4,000.00 | -2,000.00 | 6,000 |
| 0.00 | Cordell Place Play Area Fund | 430.00 | 17,500.00 | | 6,000.00 | 26,500.00 | -50,000.00 | 0 |
| 11,000.00 | Upper Green Improvement | 15,850.00 | 3,000.00 | 8,500.00 | 8,500.00 | | -20,000.00 | 0 |
| 5,000.00 | Cemetery Expansion | 10,000.00 | 10,000.00 | | 2,500.00 | | | 12,500 |
| 3,288.80 | Defibrillator Fund | 1,767.51 | 1,500.00 | | | | | 1,500 |
| 0.00 | Neighbourhood Plan | 1,584.37 | 1,500.00 | | | | -1,500.00 | 0 |
| 3,246.92 | Melford in Bloom Fund | 3,617.84 | 1,500.00 | | 7,500.00 | | -7,500.00 | 1,500 |
| 5,000.00 | Village centre seating | 3,088.86 | 0.00 | | | | | 0 |
| 7,500.00 | Highway improvements | 7,500.00 | 7,500.00 | | | | | 7,500 |
| 2,500.00 | Council IT Fund | 2,012.52 | 0.00 | | | | | 0 |
| 800.00 | Covid-19 Fund | 696.58 | 0.00 | | | | | 0 |
| 325,269.94 | Total General and Earmarked Funds | 362,263.12 | 202,500.00 | 0.00 | 25,500.00 | 30,500.00 | -81,000.00 | 177,500.00 |
| | | | | | | Net outflow of funds | | -25,000 |

| A | B | C | D | E | F | G | H | I | J | K | L |
|----------|----------|----------------------------------------------------|---------------|-------------------------------------|-----------------|----------------|--------------------|-----------------------|-------------------------------------------|---------------------|----------------------|
| Sort Ref | Category | Description | Purchase Date | Location | Insurance Value | Purchase Price | Added in 2021-2022 | Disposed of 2021-2022 | Notes | Broken or Redundant | Remove from register |
| 1 | 01/Land | Cemetery land | | | nominal | Gifted | | | | | |
| 2 | 01/Land | Cemetery Toilet Land | | | £30,000.00 | nominal | | | Land, reduce insurance to 0.00 | | |
| 3 | 01/Land | Glebe Land (cemetery Extension) | | | £10,000.00 | £1,000.00 | | | Land, reduce insurance to 0.00 | | |
| 4 | 01/Land | Old school Car Park land | | | leased property | | | | Not owned - remove from asset register | | |
| 5 | 01/Land | Country Park and Melford Walk land | | | leased property | | | | Not owned - remove from asset register | | |
| 6 | 02/Bld | Gravedigger's building | | Cemetery land | £70,000.00 | £50,000.00 | | | Building valuation being sought by Clerk | | |
| 7 | 02/Bld | Upper Green toilet building | | Cemetery land | £110,000.00 | £1.00 | | | Building valuation being sought by Clerk | | |
| 8 | 02/Bld | Cordell Rd Offices | Nov-18 | Cordell Rd | £110,000.00 | £1,000.00 | | | Building valuation being sought by Clerk | | |
| 9 | 02/Bld | Country Park Toilet building | | Country Park land | leased property | | | | Building valuation being sought by Clerk | | |
| 10 | 03/Off | 1 Swordfish laminator | unknown | Parish Office | £19.00 | £39.99 | | -£39.99 | Presume disposed of when broken | | R |
| 11 | 03/Off | 1 x Sony Voice recorder | 01/10/2015 | Parish Office | £59.99 | £59.99 | | -£59.99 | Not seen - remove from asset register | | R |
| 12 | 03/Off | 1 Clock | unknown | Parish Office | £5.00 | £0.00 | | | Seen by RFO on 19/10/2021 | | |
| 13 | 03/Off | 1 "Hanns G" Computer Monitor | 2016 | Parish Office, Clerk's no 1 monitor | £25.00 | £81.99 | | | Seen by RFO on 19/10/2021 | | |
| 14 | 03/Off | 1 BT 1000 Phone | 03/12/2015 | Parish Office, Clerk's phone | £25.00 | £19.99 | | | Seen by RFO on 19/10/2021 | | |
| 15 | 03/Off | 1 BT IP Phone | 01/05/2018 | Parish Office, RFO phone | £75.00 | £0.00 | | | Seen by RFO on 19/10/2021 | | |
| 16 | 03/Off | 1 Wooden free standing desk (right return) | 17/11/2017 | Parish Office, Clerk's desk | £75.00 | £0.00 | | | Seen by RFO on 19/10/2021 | | |
| 17 | 03/Off | 1 small desk (3 drawers on right side) | unknown | Parish Office, RFO desk | £60.00 | £0.00 | | | Seen by RFO on 19/10/2021 | | |
| 18 | 03/Off | 1 small file cabinet (on wheels) with drawer above | unknown | Parish Office, Clerk's drawers | £30.00 | £0.00 | | | Seen by RFO on 19/10/2021 | | |
| 19 | 03/Off | 2 x cloth back blue Chairs | unknown | Parish Office | £50.00 | £50.00 | | -£50.00 | Not required - in store area for disposal | X | R |
| 20 | 03/Off | 3 x BLUE leather back chairs | 17/11/2017 | Parish Office | £75.00 | £0.00 | | | Seen by RFO on 19/10/2021 | | |
| 21 | 03/Off | 1 office swivel chair (Wooden Frame - cloth) | 17/11/2017 | Parish Office, Clerk's chair | £50.00 | £0.00 | | | Seen by RFO on 19/10/2021 | | |
| 22 | 03/Off | 1 HP DeskJet 1512 Printer | unknown | Parish Office | £75.00 | £60.00 | | -£60.00 | Not working - in store area for disposal | X | R |
| 23 | 03/Off | 1 HP OfficeJet 7612 Printer/Scanner | 28-Jun-17 | Parish Office | £195.96 | £195.96 | | -£195.96 | Not working - in store area for disposal | X | R |
| 24 | 03/Off | 1 Ricoh Printer/photocopier (Alficio 2022) | | Parish Office | £500.00 | £500.00 | | -£500.00 | Not working - for disposal | X | R |
| 25 | 03/Off | 1 x Shuttle i7 Computer "tower" | unknown | Parish Office | £400.00 | £400.00 | | -£400.00 | Obsolete - in store area for disposal | X | R |
| 26 | 03/Off | 1 x Acer Aspire F15 i3 Laptop | 19/11/2015 | Parish Office, kitchen cupboard | £278.34 | £278.34 | | | Seen by RFO on 19/10/2021 | | |
| 27 | 03/Off | 1 X Acer X128H Projector | 15/05/2018 | Parish Office, kitchen cupboard | £280.00 | £280.00 | | | Seen by RFO on 19/10/2021 | | |
| 28 | 03/Off | 1 x Acer Aspire F15 i3 Laptop | 10/12/2015 | Parish Office, kitchen cupboard | £278.34 | £278.34 | | | Seen by RFO on 19/10/2021 | | |
| 29 | 03/Off | 1x WD MyCloud 4Tb EX2 SAN Device | 16/07/2018 | Parish Office | £198.87 | £198.87 | | | Seen by RFO on 19/10/2021 | | |
| 30 | 03/Off | 1 x Netgear 4 port switch | 16/07/2018 | Parish Office | £22.00 | £22.00 | | | Seen by RFO on 19/10/2021 | | |
| 31 | 03/Off | 2 x SID signs (Speed Indicator Device) | 20/07/2018 | Parish Office storage area | £5,000.00 | nominal | | | Seen by RFO on 19/10/2021 | | |
| 32 | 03/Off | 1 x drop leaf table | 27/06/2019 | Parish Office | £75.00 | £20.00 | | | Seen by RFO on 19/10/2021 | | |
| 33 | 03/Off | 1 x free standing fan tower | | Parish Office storage area | £23.00 | £23.00 | | | Seen by RFO on 19/10/2021 | | |
| 34 | 03/Off | 1 x "Russell Hobbs" undercounter Fridge | 01/07/2019 | Parish Office kitchen area | £75.00 | £30.00 | | | Seen by RFO on 19/10/2021 | | |
| 35 | 03/Off | 1 x Air conditioning unit | 15/10/2019 | Parish Office | £1,300.00 | £1,265.80 | | | Seen by RFO on 19/10/2021 | | |
| 36 | 03/Off | 1 x Computer monitor | 19/11/2019 | Parish Office, Clerk's No 2 monitor | £60.00 | £54.14 | | | Seen by RFO on 19/10/2021 | | |
| 37 | 03/Off | 22 Litter pickers | | With Litter Crew | £100.00 | unk | | £0.00 | Remove from asset register | | R |
| 38 | 03/Off | 19 High Viz Vests | unknown | With Litter Crew | £15.00 | unk | | £0.00 | Remove from asset register | | R |
| 39 | 03/Off | 4 x 2 way radio sets | unknown | Parish Office storage area | £25.00 | unk | | | Seen by RFO on 19/10/2021 | | |
| 40 | 03/Off | GBC CombiBind 200 - Binding machine | Mar-18 | Parish Office storage area | £145.00 | £143.54 | | | Seen by RFO on 19/10/2021 | | |
| 41 | 03/Off | 1 x Papershredder | Apr-18 | Parish Office | £35.00 | £35.00 | | -£35.00 | Presume disposed of when broken | | R |
| 42 | 03/Off | 1 Bonsai 14 sheet Paper shredder | Apr-19 | Parish Office | £108.00 | £94.99 | | | Seen by RFO on 19/10/2021 | | |
| 43 | 03/Off | 2 visitor chairs | Jan-11 | Parish Office | £20.00 | unk | | £0.00 | Not seen - remove from asset register | | R |
| 44 | 03/Off | 1 office swivel chair (Wooden Frame - cloth) | 17/11/2017 | Parish Office, RFO chair | £50.00 | £0.00 | | | Seen by RFO on 19/10/2021 | | |
| 45 | 03/Off | 1 x Epson Stylus SX438W Printer | unknown | Parish Office | £50.00 | unk | | £0.00 | Broken, in store area for disposal | X | R |
| 46 | 03/Off | 1 x Shuttle i5 Computer tower | Jun-15 | Parish Office, RFO computer | £300.00 | £400.00 | | | Seen by RFO on 19/10/2021 | | |
| 47 | 03/Off | Prolite B19065 Monitor | unknown | Parish Office, RFO monitor | £75.00 | unk | | | Seen by RFO on 19/10/2021 | | |
| 48 | 03/Off | 3 x 4 shelf metal filing cabinet (Triumph) | Nov-17 | Parish Office storage area | £150.00 | £0.00 | | | Seen by RFO on 19/10/2021 | | |
| 49 | 03/Off | 1 x Wooden 4 lateral shelf, 2 door filing cabinet | unknown | Parish Office storage area | £150.00 | £150.00 | | | Seen by RFO on 19/10/2021 | | |
| 50 | 03/Off | 1 x 2 shelf, 2 door metal filing cabinet | unknown | Parish Office storage area | £100.00 | unk | | | Seen by RFO on 19/10/2021 | | |

| Sort Ref | Category | Description | Purchase Date | Location | Insurance Value | Purchase Price | Added in 2021-2022 | Disposed of 2021-2022 | Notes | Broken or Redundant | Remove from register |
|----------|----------|----------------------------------------------|---------------|----------------------------|-----------------|----------------|--------------------|-----------------------|-------------------------------------------|---------------------|----------------------|
| 51 | 03/Off | 1 x wooden desk with 3 drawers on right side | Nov-17 | Parish Office | £75.00 | £0.00 | | £0.00 | Not required - in store area for disposal | X | R |
| 52 | 03/Off | 1 x Radar Speed Gun | unknown | Parish Office storage area | | unk | | | Seen by RFO on 19/10/2021 | | |
| 53 | 03/Off | 1 x FS127 Titan II series safe | unknown | Parish Office | £175.00 | £175.00 | | -£175.00 | Unreliable - for disposal | X | R |
| 54 | 03/Off | Crown Space Heater | unknown | Parish Office storage area | £40.00 | unk | | | Broken, in store area for disposal | X | R |
| 56 | 03/Off | 1 x Phoenix Fireproof safe | unknown | Parish Office storage area | £180.00 | £175.00 | | | Seen by RFO on 19/10/2021 | | |
| 57 | 03/Off | 1 x Shuttle (Win XP) Computer tower | unknown | Parish Office | £30.00 | unk | | £0.00 | Obsolete - in store area for disposal | X | R |
| 58 | 03/Off | 1 x Samsung Monitor | unknown | Parish Office | £30.00 | unk | | £0.00 | Obsolete - in store area for disposal | X | R |
| 59 | 03/Off | 47 x "No Parking" Cones | unknown | Parish Office | £100.00 | £150.00 | | -£150.00 | Remove from asset register | | R |
| 61 | 04/Crem | 1 x 2 pane enclosed wooden noticeboard | unknown | Burial Grounds | £1,000.00 | £650.00 | | | Seen by RFO on 21/10/2021 | | |
| 64 | 04/Crem | John Deer Mulch Mower | 2014 | Grave diggers building | £800.00 | £675.00 | | £675.00 | Stolen - remove from asset register | | R |
| 65 | 04/Crem | Stihl FS240C Strimmer | Jun-19 | Grave diggers building | £565.00 | £565.00 | | £565.00 | Stolen - remove from asset register | | R |
| 66 | 04/Crem | Stihl FS240C Strimmer | Jun-19 | Grave diggers building | £565.00 | £565.00 | | £565.00 | Stolen - remove from asset register | | R |
| 68 | 04/Crem | 1 x Toshiba 15" Laptop | unknown | Manager's home | £350.00 | £350.00 | | | Seen by RFO on 21/10/2021 | | |
| 69 | 04/Crem | Bins and anchors | unknown | Grave diggers building | £1,000.00 | £1,000.00 | | | Seen by RFO on 21/10/2021 | | |
| 70 | 04/Crem | 1 x Stihl Hedge Trimmer 30" | 2005 | Grave diggers building | £250.00 | £250.00 | | | Seen by RFO on 21/10/2021 | | |
| 71 | 04/Crem | Wheel Barrow | unknown | Grave diggers building | £250.00 | £250.00 | | | Seen by RFO on 21/10/2021 | | |
| 72 | 04/Crem | 2 x wooden ladder | unknown | Grave diggers building | £2.00 | unk | | £0.00 | Remove from asset register | | R |
| 73 | 04/Crem | 1 x spade | unknown | Grave diggers building | £4.00 | unk | | £0.00 | Remove from asset register | | R |
| 74 | 04/Crem | 2 x fork | unknown | Grave diggers building | £4.00 | unk | | £0.00 | Remove from asset register | | R |
| 75 | 04/Crem | 1 x lump hammer | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 76 | 04/Crem | 1 x mallet | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 77 | 04/Crem | 2 x shovel | unknown | Grave diggers building | £4.00 | unk | | £0.00 | Remove from asset register | | R |
| 78 | 04/Crem | 1 x hose | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 79 | 04/Crem | 3x bucket | unknown | Grave diggers building | £3.00 | unk | | £0.00 | Remove from asset register | | R |
| 80 | 04/Crem | 1 x broom | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 81 | 04/Crem | 2 small brushes | unknown | Grave diggers building | £0.00 | unk | | £0.00 | Remove from asset register | | R |
| 82 | 04/Crem | 1 x hoe | unknown | Grave diggers building | £0.00 | unk | | £0.00 | Remove from asset register | | R |
| 83 | 04/Crem | 1 x coffin pattern marker | unknown | Grave diggers building | £0.00 | unk | | £0.00 | Remove from asset register | | R |
| 84 | 04/Crem | 2 x footpath signs | unknown | Grave diggers building | £0.00 | unk | | £0.00 | Remove from asset register | | R |
| 85 | 04/Crem | 1 x edging iron | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 86 | 04/Crem | 2 pair shears | unknown | Grave diggers building | £0.00 | unk | | £0.00 | Remove from asset register | | R |
| 87 | 04/Crem | 1 pair loppers | unknown | Grave diggers building | £10.00 | unk | | £0.00 | Remove from asset register | | R |
| 88 | 04/Crem | 1 x post dibber | unknown | Grave diggers building | £10.00 | unk | | £0.00 | Remove from asset register | | R |
| 89 | 04/Crem | 1 x bow saw | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 90 | 04/Crem | 1 x pitch fork | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 91 | 04/Crem | 1 x vice | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 92 | 04/Crem | 1 x seive | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 93 | 04/Crem | 1 x rake | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 94 | 04/Crem | 2 x weedkiller knapsack | unknown | Grave diggers building | £1.00 | unk | | £0.00 | Remove from asset register | | R |
| 95 | 04/Crem | 1 x rammet | unknown | Grave diggers building | £0.00 | unk | | £0.00 | Remove from asset register | | R |
| 96 | 04/Crem | 1 x scoop | unknown | Grave diggers building | £0.00 | unk | | £0.00 | Remove from asset register | | R |
| 97 | 04/Crem | 1 x bier cart | unknown | Grave diggers building | £10.00 | unk | | £0.00 | Remove from asset register | | R |
| 98 | 04/Crem | 1 x metal 5 gallon petrol can | unknown | Grave diggers building | £1.00 | £0.00 | | £0.00 | Remove from asset register | | R |
| 99 | 04/Crem | 3 x plastic petrol 1 gallon cans | unknown | Grave diggers building | £5.00 | £50.00 | | £0.00 | Remove from asset register | | R |
| 100 | 05/SF | 1 x BT Phone Box | | Hall Street | £100.00 | £1.00 | | | Seen by RFO on 09/11/2021 | | |
| 101 | 05/SF | 1 x BT Phone Box | | Bridge Street | £100.00 | £1.00 | | | Seen by RFO on 09/11/2021 | | |
| 102 | 05/SF | 1 x BT Phone Box | | High Street | £100.00 | £1.00 | | | Seen by RFO on 09/11/2021 | | |
| 103 | 05/SF | 1 x Brick Built Bus Shelter | | Station Rd | £10,000.00 | £10,000.00 | | | Seen by RFO on 09/11/2021 | | |
| 104 | 05/SF | 1 x PVC/Steel Bus Shelter | | Rodbridge | £5,000.00 | £5,000.00 | | | Seen by RFO on 09/11/2021 | | |
| 105 | 05/SF | 1 x double Parish Noticeboard | | Outside URC | £800.00 | £600.00 | | | Seen by RFO on 21/10/2021 | | |
| 106 | 05/SF | 1 x single Parish Noticeboard | | Outside LMPC | £200.00 | unk | | | Seen by RFO on 21/10/2021 | | |

| Sort Ref | Category | Description | Purchase Date | Location | Insurance Value | Purchase Price | Added in 2021-2022 | Disposed of 2021-2022 | Notes | Broken or Redundant | Remove from register |
|----------|----------|-------------------------------------------------|---------------|-----------------------------|-----------------|----------------|--------------------|-----------------------|------------------------------------------|---------------------|----------------------|
| 107 | 05/SF | Village sign in Oak | | Lower Green | £1,000.00 | £1,000.00 | | | Seen by RFO on 09/11/2021 | | |
| 108 | 05/SF | 1 x Iron Village Bench | | | £200.00 | £200.00 | | | | | |
| 109 | 05/SF | 4 x Wooden village Bench | | | £800.00 | £800.00 | | | | | |
| 110 | 05/SF | Goal Posts | | Cordell Place play area | £500.00 | £500.00 | | £500.00 | Property of Babergh District Council | | R |
| 111 | 05/SF | Youth Pod shelter/Basket Ball Post | | Cordell Place play area | £4,500.00 | £4,500.00 | | £4,500.00 | Property of Babergh District Council | | R |
| 112 | 05/SF | Litter Bins (32) | | See bin location map | £2,300.00 | £2,300.00 | | | | | |
| 113 | 05/SF | Heritage Bins x 6 | | See bin location map | £1,548.18 | £1,548.18 | | | | | |
| 114 | 05/SF | Wheelie Bins x 3 | | | £300.00 | £300.00 | | | | | |
| 115 | 05/SF | General Waste bin - freestanding (120 litre) | Aug-17 | Outside Co-Op | £337.16 | £337.16 | | | | | |
| 116 | 05/SF | General Waste Bin - pole mounted (30 litre) | Sep-17 | Foot of LM Walk/ Station Rd | £121.47 | £120.47 | | | | | |
| 117 | 05/SF | Parish Street Lights | | see Lighting Map | £36,700.00 | £36,700.00 | | | As per Suffolk CC schedule | | |
| 118 | 05/SF | Parish Street lights - phase 2 | Jan-20 | see Lighting Map | £71,000.00 | £70,634.74 | | | As per Suffolk CC schedule | | |
| 119 | 05/SF | 1 x Sandstone War Memorial | | | £35,000.00 | unknown | | | Seen by RFO on 09/11/2021 | | |
| 120 | 05/SF | 2012 Jubilee Georgian Heavy Duty Benches x 4 | | | £2,000.00 | £2,000.00 | | | | | |
| 121 | 05/SF | Dog bin | Feb-20 | See bin location map | £250.00 | £340.34 | | | | | |
| 122 | 03/Off | Tipper wheelbarrow | Feb-20 | Parish Office | £400.00 | £399.12 | | | Seen by RFO on 19/10/2021 | | |
| 123 | 05/SF | Defibrillator cabinet | Feb-20 | The Hare | £430.00 | £427.15 | | | | | |
| 124 | 06/CP | Gardeneing saws, Loppers, safety signs, helmets | | | £330.50 | £330.50 | | £330.50 | LMOS - Remove from asset register? | | R |
| 125 | 06/CP | Forestry Helmet | | | £100.90 | £100.90 | | £100.90 | LMOS - Remove from asset register? | | R |
| 126 | 06/CP | Bahco Loppers 800mm | | | £92.49 | £92.49 | | £92.49 | LMOS - Remove from asset register? | | R |
| 129 | 07/Xmas | 10M Twinkle Lights LED | | | £252.36 | £252.36 | | £252.36 | Not seen - remove from asset register | | R |
| 130 | 07/Xmas | 3 x Lifting Poles | | Parish Office storage area | £50.00 | £50.00 | | | Only 2 in Storage area | | |
| 131 | 07/Xmas | High Viz Jackets (assorted sizes) | | | £50.00 | unk | | £0.00 | Remove from asset register | | R |
| 132 | 07/Xmas | New Christmas lights | 15/10/2019 | Sudbury Comm Wardens | £550.00 | £551.41 | | | Community Wardens confirm held | | |
| 133 | 07/Xmas | New Christmas lights | Dec-19 | Sudbury Comm Wardens | £300.00 | £299.80 | | | Community Wardens confirm held | | |
| 134 | 05/SF | Beacon on the Green | Apr-18 | Top Green | £1,400.00 | £1,300.00 | | | Seen by RFO on 09/11/2021 | | |
| 135 | 05/SF | Community NoticeBoard | Apr-18 | Hall St | £800.00 | £798.00 | | | Seen by RFO on 21/10/2021 | | |
| 136 | 09/MIB | 16 x Self watering half barrier baskets | Mar-20 | John Smith Nursery | £1,975.00 | £1,968.62 | | | Seen by Cllr Ewbank | | |
| 137 | 09/MIB | 17 barrel planters | Mar-20 | John Smith Nursery | £3,125.00 | £3,111.63 | | | Seen by Cllr Ewbank | | |
| 138 | 09/MIB | Vintage root cutter | Dec-19 | Country Park storage | £125.00 | £0.00 | | | Seen by Cllr Ewbank | | |
| 139 | 09/MIB | Vintage root cutter | Dec-19 | B1064, southern boundary | £125.00 | £110.00 | | | Seen by Cllr Ewbank | | |
| 140 | 09/MIB | 1 x Vintage dog cart | Nov-19 | B1064, southern boundary | £300.00 | £280.00 | | | Seen by Cllr Ewbank | | |
| 141 | 09/MIB | 18 x self watering half baskets | Apr-20 | Various locations | £525.00 | £508.43 | | | Seen by Cllr Ewbank | | |
| 142 | 04/Crem | Stihl FS240CE Brushcutter | Apr-20 | Grave diggers building | £675.00 | £665.00 | | | Seen by RFO on 21/10/2021 | | |
| 143 | 04/Crem | John Deere JS63V Mulch Mower | Apr-20 | Grave diggers building | £675.00 | £661.00 | | | Seen by RFO on 21/10/2021 | | |
| 144 | 04/Crem | Stihl FS240CE Brushcutter | Jul-20 | Grave diggers building | £575.00 | £556.75 | | | Seen by RFO on 21/10/2021 | | |
| 145 | 04/Crem | John Deere JS63V Mulch Mower | Jul-20 | Grave diggers building | £650.00 | £627.95 | | | Seen by RFO on 21/10/2021 | | |
| 146 | 04/Crem | Stihl HLA65 Batter hedge trimmer | Jul-20 | Grave diggers building | £250.00 | £233.54 | | | Seen by RFO on 21/10/2021 | | |
| 147 | 04/Crem | AP200 Li-ion battery | Jul-20 | Grave diggers building | | £110.84 | | | Seen by RFO on 21/10/2021 | | |
| 148 | 04/Crem | Stihl AL300 quick charger | Jul-20 | Grave diggers building | | £55.41 | | | Seen by RFO on 21/10/2021 | | |
| 149 | 04/Crem | Stihl HSA94T 30" Hedgetrimmer | Jul-20 | Grave diggers building | £400.00 | £389.50 | | | Seen by RFO on 21/10/2021 | | |
| 150 | 04/Crem | AP Belt bag/connecting cord for Battery Belt | Jul-20 | Grave diggers building | | £112.50 | | | Seen by RFO on 21/10/2021 | | |
| 151 | 04/Crem | Stihl AP Power transfer adapter | Jul-20 | Grave diggers building | | £33.33 | | | Seen by RFO on 21/10/2021 | | |
| 152 | 03/Off | Laminator | Apr-20 | Parish Office cupboard | | £81.54 | | | Seen by RFO on 19/10/2021 | | |
| 153 | 09/MIB | Hayterette lawnmower | May-20 | Melford in Bloom | £0.00 | £150.00 | | | Seen by Cllr Ewbank | | |
| 154 | 09/MIB | Polytunnel | Jul-20 | Primary school | £425.00 | £420.00 | | | Seen by Cllr Ewbank | | |
| 155 | 05/SF | 2 x defibrillators and kits | Jul-20 | Defibrillator | £1,550.00 | £1,550.00 | | | | | |
| 156 | 09/MIB | Water bowser | Jul-20 | Melford in Bloom | £900.00 | £0.00 | | | Seen by Cllr Ewbank | | |
| 157 | 09/MIB | Hanging basket watering device | Jul-20 | Melford in Bloom | £0.00 | £60.00 | | £60.00 | Held by Cllr Ewbank - current value £200 | | |
| 158 | 05/SF | 2 x defibrillators | Jul-20 | Defibrillator | £1,700.00 | £1,675.00 | | | | | |
| 158 | 07/Xmas | 10 x 5m 10 warm white LED frosted cap lights | Dec-20 | Sudbury Comm Wardens | not insured | £291.58 | | | Community Wardens confirm held | | |

| Sort Ref | Category | Description | Purchase Date | Location | Insurance Value | Purchase Price | Added in 2021-2022 | Disposed of 2021-2022 | Notes | Broken or Redundant | Remove from register |
|----------|----------|-----------------------------------------------------|---------------|-------------------------|-----------------|--------------------|--------------------|-----------------------|------------------------------------------|---------------------|----------------------|
| 159 | 05/SF | 8 x waste bins | Jul-20 | Bins | £3,250.00 | £3,239.50 | | | | | |
| 159 | 07/Xmas | 4 x 10m 20 warm white LED frosted cap lights | Dec-20 | Sudbury Comm Wardens | not insured | £233.30 | | | Community Wardens confirm held | | |
| 160 | 04/Crem | Intruder alarm | Aug-20 | Grave diggers building | £650.00 | £634.20 | | | Seen by RFO on 21/10/2021 | | |
| 160 | 06/CP | AK2740P Trailer Barrow | Mar-21 | Country Park | £0.00 | £207.50 | | | Seen by RFO on 27/10/21 | | |
| 161 | 03/Off | Epson A3 copy, scanner, printer | Apr-21 | Parish Office cupboard | £500.00 | £487.48 | £487.48 | | Seen by RFO on 19/10/2021 | | |
| 161 | 06/CP | CCTV, SIM and viewer | Aug-20 | Country Park | £1,250.00 | £1,231.39 | | | Seen by RFO on 27/10/21 | | |
| 162 | 06/CP | John Deere Lawn Tractor | Nov-20 | Country Park | £3,250.00 | £3,250.00 | | | Seen by RFO on 27/10/21 | | |
| 162 | 09/MIB | 19 x 860mm Barrell Planters | May-21 | Melford in Bloom | £3,500.00 | £3,477.70 | £3,477.70 | | Seen by Cllr Ewbank | | |
| 163 | 05/SF | Defibrillator and kit | Jun-21 | Cricket Club | £825.00 | £825.00 | £825.00 | | | | |
| 163 | 06/CP | Mulch mower | Nov-20 | Country Park | £1,050.00 | £1,042.00 | | | Seen by RFO on 27/10/21 | | |
| 164 | 05/SF | Defibrillator cabinet | Jun-21 | Cricket Club | £525.00 | £525.00 | £525.00 | | | | |
| 164 | 06/CP | Brushcutter and blade | Nov-20 | Country Park | £375.00 | £362.00 | | | Seen by RFO on 27/10/21 | | |
| 165 | 05/SF | 2 x defibrillators | | Defibrillator | £2,750.00 | £2,750.00 | | | | | |
| 165 | 09/MIB | 5 x MIB planters - built by Paul Wilson | Jun-21 | Various locations | £1,500.00 | £0.00 | £0.00 | | Seen by Cllr Ewbank | | |
| 166 | 09/MIB | 6 x MIB planters - donated by Kier | Jun-21 | Various locations | £1,800.00 | £0.00 | £0.00 | | Seen by Cllr Ewbank | | |
| 168 | 05/SF | 3 x Lowther seats | Jul-21 | Hall Street | £1,500.00 | £1,488.39 | £1,488.39 | | | | |
| 169 | 06/CP | 2 x waste pumps | Jul-21 | Country Park | £1,300.00 | £1,298.00 | £1,298.00 | | Seen by RFO on 27/10/21 | | |
| 170 | 05/SF | 4 x CityEV electric car chargers, Model: CDC100 | Jul-21 | Old School car park | £12,000.00 | donated | donated | | | | |
| 171 | 05/SF | 1 x Heavy duty rainbow table/bench | Jul-21 | Cordell Place play area | £400.00 | £389.00 | £389.00 | | | | |
| 172 | 04/Crem | 1 x Stihl BGA86 Blower | Aug-21 | Grave diggers building | £225.00 | £205.84 | £205.84 | | Seen by RFO on 21/10/2021 | | |
| 173 | 04/Crem | 1 x Stihl AP300 Li-on battery | Aug-21 | Grave diggers building | £150.00 | £150.41 | £150.41 | | Seen by RFO on 21/10/2021 | | |
| 174 | 05/SF | 2 x Stanford seats | Oct-21 | Holy Trinity Church | £2,050.00 | £2,032.42 | £2,032.42 | | | | |
| 175 | 06/CP | 1 x Grillo GF2 Sickle bar mower | Oct-21 | Country Park | £2,350.00 | £2,333.33 | £2,333.33 | | Seen by RFO on 27/10/21 | | |
| 176 | 07/Xmas | Xmas lights, power supply, connector, cable | Oct-21 | Sudbury Comm Wardens | £1,350.00 | £1,314.30 | £1,314.30 | | Community Wardens confirm held | | |
| 177 | 05/SF | Parish Street lights - phase 3 | Oct-21 | see Lighting Map | £75,000.00 | £74,073.10 | £74,073.10 | | As per Suffolk CC schedule | | |
| 178 | 02/Bld | CP Container for 'Jenny Wren' café | | Country Park | £2,575.00 | £0.00 | | | Building valuation being sought by Clerk | | |
| 179 | 02/Bld | CP Container for equipment storage | | Country Park | £2,575.00 | £0.00 | | | Building valuation being sought by Clerk | | |
| 180 | 06/CP | 4 x Circular picnic tables | | Country Park | £0.00 | £0.00 | | | Seen by RFO on 27/10/21 | | |
| 181 | 06/CP | 12 x Standard picnic tables | | Country Park | £0.00 | £0.00 | | | Seen by RFO on 27/10/21 | | |
| 182 | 06/CP | 1 x Double size picnic table | | Country Park | £0.00 | £0.00 | | | Seen by RFO on 27/10/21 | | |
| 183 | 06/CP | 3 x Wooden seats | | Country Park | £0.00 | £0.00 | | | Seen by RFO on 27/10/21 | | |
| 184 | 06/CP | 6 x Wooden benches | | Country Park | £0.00 | £0.00 | | | Seen by RFO on 27/10/21 | | |
| 185 | 04/Crem | Large tripod ladder | Oct-21 | Grave diggers building | | | | | Seen by RFO on 21/10/2021 | | |
| 186 | 06/CP | 4 x owl boxes constructed by Cliff Dark at £60 each | | Country Park | £0.00 | £240.00 | | | Seen by RFO on 27/10/21 | | |
| 187 | 06/CP | 7 x bins | unknown | Country Park | £0.00 | £0.00 | | | Seen by RFO on 27/10/21 | | |
| 188 | 09/MIB | 1 x MIB planter - donated by Co-op store | Sep-21 | Outside Co-op store | £300.00 | £0.00 | £0.00 | | Seen by Cllr Ewbank | | |
| 190 | 06?CP | 1 x Briggs and Stratton 35 Classic motor mower | unknown | Country Park | £0.00 | donated | | | Seen by RFO on 27/10/21 | | |
| | | | | | | £318,466.04 | £88,599.97 | £5,975.31 | | | |

Long Melford Parish Council

The Parish Offices
Cordell Road
Long Melford
Suffolk CO10 9EH



Civic Awards Policy

Long Melford Parish Council CIVIC AWARDS POLICY



Introduction

This document outlines the Parish Council's Policy and procedure for making civic awards to recognise significant contributions provided to the local community by individuals, groups or organisations. Current members of the Council and its directly employed staff are ineligible for nomination and awards made under this policy.

1 The Nomination Process

- 1.1 During the period 1st May to 30th June each year the Council will invite members of the community to nominate for a civic award any individual, group or organisation that they consider has made a significant contribution to the local community either through a specific action, or on a cumulative basis, during the previous 12 month period 1st May to 30th April (the award period).
- 1.2 The invitation for nominations will be advertised on the Council's website, its official noticeboard, and in local newsletters as available.
- 1.3 Nominations can be made by Long Melford Parish Councillors, and members of the public who are registered electors of the civil parish of Long Melford. If a Councillor makes a nomination then they will be excluded from any further involvement in the award decision making process for their nominee.
- 1.4 Eligibility for an award will be based solely upon the contribution provided by the nominee to the local community. It will not be dependent upon the nominee being a resident of the civil parish of Long Melford, or having the use of a property owned, leased or rented for private, social or business use within its boundaries.
- 1.5 Nominations must be made by completing a Civic Award Nomination Form (a copy of which is attached to this Policy as Schedule 1), which can be downloaded from the Council website or collected from its offices. Once completed a Nomination Form must be submitted to the Parish Clerk; supporting information can accompany the Form if the nominator wishes.
- 1.7 The nominator will be responsible for the content and accuracy of their nomination.

2 Award Categories

- 2.1 There are four categories of civic award which can be made under this Policy.
 - i. **Community Award**
Made to individuals over the age of 18 and to groups and organisations that have provided a significant contribution to the Long Melford community.
 - ii. **Youth Award**
Made to individuals under the age of 18 that have provided a significant contribution to the Long Melford community.
 - iii. **Special Award**
Made to an individual, group or organisation that has provided an exceptional contribution to the Long Melford community, or a contribution in exceptional circumstances.

iv. **Commendation**

Made to an individual, group or organisation that has made a notable contribution to the Long Melford community.

3 Award Decisions

- 3.1 In July of each year the Parish Clerk will collate all of the award nominations received and circulate them to the Council for review. If the Council considers that any nomination information provided is insufficient, then through its Chair it may direct the Clerk to request further information from the nominator to support their nomination.
- 3.2 At the Council's August meeting it will consider in closed session all of the nominations received, and will decide whether to make any awards and, if so, how many and in what categories.
- 3.3 In normal circumstances the Council may award in any award period:
- One Community Award*
 - One Youth Award*
 - One Special Award
 - Up to five Commendations
- * In exceptional circumstances the Council may, at its discretion, award up to a maximum of three Community Awards and three Youth Awards in any award period.
- 3.4 The Council may, in exceptional circumstances, make an award to the same person, group, or organisation in subsequent award periods should they continue to contribute, or contribute in a different way, to the local community.
- 3.3 The Council reserves the right to make more than one award in each award period, or to make no award if it considers there are no suitable nominations. The Council's decision regarding the granting of an award or otherwise will be final.

4 Award Presentation

- 4.1 The recipients of awards will be notified in writing by a letter or email sent to them by the Clerk, in which they will be invited to attend a Council meeting where the award will be presented to them.
- 4.2 Awards will be presented at the Full Parish Council Meeting held in September.
- 4.3 If an award recipient declines or is unable to attend an award presentation, then arrangements will be made to deliver the award to them.

5 Description of Awards Made

- 5.1 A Community Award and a Youth Award shall each comprise of a framed certificate.
- 5.2 A Special Award shall comprise of a framed certificate and a trophy. The trophy shall have the recipient's name engraved upon it and shall be entrusted to their keeping until such time as it is next awarded, whereupon they will be required to return it to the Council to be engraved and passed on to the next recipient.
- 5.3 A Commendation shall comprise of a letter from the Chair of the Council.



CIVIC AWARD NOMINATION FORM

Who is being nominated (the Nominee)

An individual, group or organisation that has provided a significant contribution to the Long Melford community.

| |
|--|
| |
|--|

Nominee Category

Is the Nominee an individual under the age of 18? **NO** ☐ **YES** ☐

Nominee's Address

| |
|--|
| |
| |
| |
| |

Nominator's details

| | |
|----------|--|
| Name | |
| Address | |
| | |
| | |
| | |
| Tel. No. | |
| Email | |

Details of nominee's contribution to the community

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

Please continue on a separate sheet if necessary.

MOTION WITHDRAWN

The Big Jubilee Lunch

Sunday 5th June 2022

Following on from the last couple of great village events, namely the Women's Cycle Tour and Festive Long Melford, a group in the village have already started planning for the Queen's Jubilee weekend in June. *(the group consists of Jonathan Ewbank, Amy Hyde Parker, Paul Jarrett, John Nunn, Lisa Tipper)*

The Jubilee period runs from 2nd to the 5th June, starting on Thursday 2nd June with lighting of the beacon at 9.15 p.m. Bank holidays are on Thursday 2nd and Friday 3rd June! (NB, Leestock will be on Friday and Saturday over this period).

The main event will be "The Big Jubilee Lunch" which will be on Sunday 5th June and The village will be encouraged to get together with their friends, family and neighbours and celebrate in style. We have decided to run with the "long" theme and throw the "longest" village street party.

There will be 4 ways of being able to participate in The Big Jubilee Lunch

1. Those wishing to attend can pitch up on Hall Street from 9 a.m. on the Sunday morning with their picnic tables, tablecloths etc and choose and reserve a spot for their family and friends. The lunch will run from 12 to 2 p.m. and people will be encouraged to either bring their own food hampers or buy ones from Melford businesses
2. Others may wish to book a table directly with the pubs, hotels, cafes, tea rooms and will be seated either inside or outside establishments, having food & drink provided by the business *(NB businesses will be allocated some table space in front of their premises)*
3. Another way of joining in will be advising people to bring picnics and rugs and pitching up on one of the greens
4. And of course, there will be those who just want to stroll through the street and take in the atmosphere as we expect other, smaller street parties will be planning elsewhere in the village amongst neighbours

There will be a full road closure for the day (timings to be confirmed).

There will be some entertainment during the lunch period and after the lunch the festivities will continue with a party atmosphere and there will be live music acts and we already have some bands booked for the afternoon/early evening.

The theme will be red, white and blue and businesses and homes will be encouraged to decorate. Businesses will be encouraged to use their flag poles and fly the Union Jack or create their own Jubilee flags.

We are approaching businesses for sponsoring some of the entertainment and would like to ask LMPC for an amount at either the February or March meeting once the costs are firmed up.

Village Hall is booked and plans are to have a photo exhibition of celebratory photos of past village events.

School has been approached and we will be running an event for all the children of the village to join in by inviting them to submit their drawings of the Queen and they will be created into a tea towel which can be sold ahead of the event and will help fund the day.

Other local groups and organisations to be contacted to see what they would like to do and be encouraged to join in or run events themselves over the 4 days.

Paul McLachlan had put forward a great idea about getting photographic evidence of the Jubilee celebrations and putting them on public display in the Heritage Centre (or other suitable venue) during the summer. Could include prizes for 3 different category of images – the people, the community and environment of Long Melford.

Other ideas are welcomed.

Lighting of the Beacon – will be discussed under separate item and believe that should be Parish Council led.