

# Long Melford Parish Council

Parish Council Offices, Cordell Road, Long Melford, Suffolk, CO10 9EH  
Tel: 01787 378084 Website: [www.longmelford-pc.gov.uk](http://www.longmelford-pc.gov.uk)

## Full Parish Council MEETING MINUTES

Meeting called for: **7:30pm, Thursday 1 September 2022**

Location: **The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX**

Councillors present: **H. Brabner, R. Delderfield, B. Joyce, J. Ewbank, C. Michette, R. Michette, J. Nunn, L. Tipper, D. Watts, J. Watts**

Councillors absent: **R. Kemp, L. Malvisi, S. Powell**

Also attending: **P MacLachlan (Responsible Finance Officer), 1 Member of the Public**

The Chair opened the meeting at 7:30pm.

### **22/09-1 PROCEDURAL MATTERS**

#### **(a) Apologies for Absence**

Apologies were received from Cllrs Kemp, Malvisi and Powell.

#### **(b) Declarations of Interest & Requests for Dispensation**

Cllrs Ewbank, Nunn and Tipper declared a non-pecuniary interest in agenda item 22/09-5(h), Grant application – Long Melford Events Group.

No other declarations of interest or requests for dispensation were received.

#### **(c) MOTION: Accuracy of Minutes**

Cllrs Tipper and D. Watts asked that the minutes be amended to record the fact that they had declared a non-pecuniary interest in agenda item 22/08-5(b), Spicers Lane Traffic Problems.

**Resolved**, that the Council confirms the accuracy of the amended minutes of the meetings held on 4 August 2022.

#### **(d) Public Participation**

No members of the public participated.

### **22/09-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

#### **(a) County Councillor's Report**

Cllr Kemp's report was not available.

#### **(b) District Councillors' Joint Report**

Cllr Malvisi's and Cllr Nunn's joint report as previously circulated was received and noted.

### **22/09-3 PARISH CLERK'S REPORTS**

#### **(a) Parish Clerk's Report (Appendix 1)**

The Clerk's Report was received and noted.

#### **(b) Council Action Plan Status (Appendix 2)**

Cllrs requested that production of a Social Media policy by the Clerk be added back to the list of actions at Appendix 2.

Cllr Joyce commented that the report on cemetery costs was in hand.

The Action Plan was received and noted.

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## 22/09-4 COUNCIL FINANCIAL MATTERS AS LISTED

### (a) MOTION: Payments Schedule (Appendix 3)

Cllrs requested cancellation of the Council's Amazon Prime Membership.

**Resolved**, that the Council agrees the Payment Schedule for September 2022.

### (b) Cashbook Report (Appendix 4)

The Cashbook Report for July 2022 was received and noted.

### (c) MOTION: Finance Working Group Report (Appendix 5)

The RFO commented that, since the meeting, a favourable 2021/22 External Auditor report had been received and that this will be presented to councillors at the October meeting.

**Resolved**, that the Statement of Accounts, Balance Sheet, and Bank Reconciliation for the period 1 April to 31 July 2022 be adopted.

**Resolved**, that the virements proposed by the Finance Working Group be agreed.

**Resolved**, that Cllr Nunn arrange a visit to the Council's storage facility to evaluate need.

**Resolved**, that the Council remain within the central SAAA sector led auditor appointment regime. The minutes of the Finance Working Group dated 24 August 2022 were received and noted.

## 22/09-5 OTHER BUSINESS TO BE TRANSACTED

### (a) MOTION: Traffic and Parking Working Group

Councillors considered how to structure the following two groups:

- the Hall St and Little St Mary's Traffic and Parking Working Group
- the Neighbourhood Plan Traffic and Parking sub-group

**Resolved**, that the Hall St and Little St Mary's Traffic and Parking Working Group be renamed the Parish Traffic and Parking Working Group.

**Resolved**, that the Parish Traffic and Parking Working Group assume responsibility for parish-wide traffic and parking issues not falling within the remit of the Neighbourhood Plan Traffic and Parking sub-group.

**Resolved**, that the Neighbourhood Plan Traffic and Parking sub-group shall continue to address traffic and parking issues arising from the Neighbourhood Plan and shall report directly to full Council.

**Resolved**, that, to ensure adequate communication and to avoid duplication of effort, the councillor representatives on the Neighbourhood Plan Traffic and Parking sub-group shall be the councillors elected to the Parish Traffic and Parking Working Group.

### (b) MOTION: Wooden posts in Hall Street

**Resolved**, that the original motion at agenda item 22/09-5(b) be withdrawn

**Resolved**, that the Clerk investigates how best to replace the rotting wooden posts in Hall Street, liaises with the relevant higher authority regarding appropriate solutions and brings a report, with quotations, back to the Council for consideration no later than January 2023.

### (c) MOTION: minor amendment to Cemetery Regulations (Appendix 6)

**Resolved**, that the Council amends Cemetery Regulation 74 to permit a small, additional memorial to accompany each memorial tree, as set out in Appendix 6.

### (d) MOTION: Memorial Tree (Appendix 7)

**Resolved**, that the Council approves an application to plant a memorial tree in Old Cemetery Section A.

### (e) MOTION: Speed Indicator Devices (SID)

Councillors were advised of difficulties downloading traffic data from Council SIDs.

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Councillors noted that some local councils were now successfully using solar powered SIDs.

**Resolved, that the Clerk:**

1. investigates the serviceability issues associated with the Council's speed indicator devices.
2. arranges for the orientation of the SID mounted by Harefield to be alternated per deployment between a north facing and south facing direction.
3. applies to Suffolk County Council (SCC) for a new SID mounting point opposite Harefield on the west side of the road if action at 2 above is ineffective.
4. applies to SCC for the installation of a new SID mounting point on the edge of the Hamilton Land (subject to Trustee approval), with the device orientation to be alternated between a north facing and south facing direction.

**(f) MOTION: Tree survey**

The tree condition report prepared by Ligna Consultants had been distributed to councillors in advance of the meeting. Councillors considered recommendations arising from the condition reports for trees at Holy Trinity Church, the Railway Walk and the Bull Hotel.

**Resolved, that the Council:**

1. receives and notes the Tree Survey Report provided by Ligna Consultants.
2. agrees the schedule of works recommended by Ligna Consultants.
3. obtains quotations from tree surgeons to carry out general site management recommendations together with tree work recommendations required within 6 months with the contractor to be selected at a subsequent Full Council meeting once the quotes have been submitted.

**(g) MOTION: Old School Car Park – revised remedial work quotation**

**Resolved**, that the Council approves a revised quote from AJ Smith for the agreed repair work to the Old School Car Park surface, with the total sum increased by £330 from £3,580 ex VAT to £3,910 ex VAT due to the area requiring repair and material costs increasing since the original quote.

**(h) MOTION: Grant application – Long Melford Events Group (Appendix 8)**

**Resolved**, that the Council provides a grant of £2,230 to the Long Melford Events Group towards the cost of the Festive Long Melford event, to be held in November 2022.

Having declared a non-pecuniary interest, Cllrs Ewbank, Nunn and Tipper did not vote.

## **22/09-6 REPORTS**

**(a) Country Park Committee Report**

Cllr Tipper reported that:

- Susie Dixon had retired on 31 August but would be continuing to help at the Country Park in a voluntary capacity;
- a local resident was opening the country park and portaloos each day;
- local contractor, ETF, was cleaning the portaloos and locking up the country park each day.

The Clerk was asked to write to Susie Dixon expressing the sincere thanks of the Council for her outstanding work at the Country Park over many years.

## **22/09-7 DETAILS OF NEXT MEETING**

It was confirmed that next Full Parish Council Meeting will be held at The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 6 October 2022.

## **22/09-8 ITEMS RELATING TO A CLOSED SESSION**

**(a) MOTION: Exclusion of the Public and Press**

**Resolved**, that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for Agenda item 22/09-8 (b) on the grounds that publicity would be

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prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**(b) MOTION: Appointment of Parish Clerk (Appendix 9)**

Cllr Delderfield reported, for the Personnel Committee, on the Parish Clerk appointment process to date advising that the closing date for applications is Friday 2 September 2022.

Cllr Delderfield reported that, at the time of the meeting, one application had been received and that this candidate had been interviewed for the post.

**Resolved**, that, if further suitable candidate applications are received before the 2 September 2022 deadline, the interview process will continue.

**Resolved**, that authority to appoint a suitable candidate to the post of Parish Clerk will, upon the completion of all applicable interviews, be delegated to the Personnel Committee.

Cllr Carole Michette abstained from the resolution to grant the Personnel Committee delegated power to appoint the Clerk.

**There being no further business the Chair closed the meeting at 9:20pm.**

**Signed:**

**L. Malvisi:**

\_\_\_\_\_  
Chair, Long Melford Parish Council

**Date:**

\_\_\_\_\_

# LONG MELFORD PARISH COUNCIL

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Tel: 01787 378084 Email: [clerk@longmelford-pc.gov.uk](mailto:clerk@longmelford-pc.gov.uk)



## NOTICE OF Meeting of the Full Parish Council

Members of the Parish Council are hereby summoned to participate in a Meeting, to be held at:

**7:30pm, Thursday 1<sup>st</sup> September 2022**

**The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX**

To attend : Councillors H. Brabner, R. Delderfield, J. Ewbank, B. Joyce, R. Kemp, L. Malvisi (Chair),  
C. Michette, R. Michette, J. Nunn, S. Powell, L. Tipper, D. Watts, J. Watts

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THE MEETING AND TO RAISE  
ANY MATTERS RELEVANT TO ITEMS ON THE AGENDA.**

## AGENDA

If not attached to this Agenda then associated documents referred to in it are available online at  
[www.longmelford-pc.gov.uk](http://www.longmelford-pc.gov.uk), or from the Parish Clerk on request.

### **22/09-1 PROCEDURAL MATTERS – The Chair**

#### **(a) Apologies for Absence**

To receive Councillors' apologies for absence from the meeting.

#### **(b) Declarations of Interest & Requests for Dispensation**

To receive Councillors' declarations of interest and requests for dispensation regarding items on the Agenda.

#### **(c) MOTION: Accuracy of Minutes**

**Proposed**, that the Council confirms the accuracy of the Minutes for its meetings held 4<sup>th</sup> August 2022.

#### **(d) Public Participation**

Members of the public may query, comment upon, or make representations in respect of any item on this Agenda.

The maximum period allowed for this will be fifteen minutes (unless extended by the Chair), and an individual member of the public may speak for no longer than three minutes in total on any Agenda subject or subjects.

### **22/09-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

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

#### **(a) County Councillor's Report – Cllr Kemp**

#### **(b) District Councillors' Joint Report – Cllrs Malvisi and Nunn**

### **22/09-3 PARISH CLERK'S REPORTS – The Chair**

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

#### **(a) Parish Clerk's Report (Appendix 1)**

#### **(b) Council Action Plan Status (Appendix 2)**

### **22/09-4 COUNCIL FINANCIAL MATTERS AS LISTED – The RFO**

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

#### **(a) MOTION: Payments Schedule (Appendix 3)**

**Proposed**, that the Council agrees the Payment Schedule for September 2022.

#### **(b) Cashbook Report (Appendix 4)**

To receive and note the Cashbook Report for July 2022.

**(c) MOTION: Finance Working Group Report (Appendix 5)**

**Proposed**, that the Council receives and notes the Draft Minutes of the Finance Working Group meeting held 24/08/2022, and decides upon the implementation of any recommendations contained in them.

**22/09-5 OTHER BUSINESS TO BE TRANSACTED**

**(a) MOTION: Traffic & Parking Working Group – Cllr Malvisi**

**Proposed**, that the Council determines the remit and Terms of Reference for the Council's advisory traffic and parking Working Group, and names it as required to accurately reflect its sphere of activity.

**(b) MOTION: Wooden Posts in Hall Street – Cllr Nunn**

**Proposed**, that the Parish Council contributes towards the cost of, or wholly finances, the replacement of the rotting wooden posts in Hall Street with a longer lasting solution.

**(c) MOTION: Minor Amendment to Cemetery Regulations (Appendix 6) – The Chair**

**Proposed**, that the Council amends Cemetery Regulation 74 to permit a small, additional memorial to accompany each memorial tree, as set out in Appendix 6.

**(d) MOTION: Memorial Tree (Appendix 7) – The Chair**

**Proposed**, that the Council approves an application to plant a memorial tree in Old Cemetery Section A.

**(e) MOTION: Speed Indicator Devices (SIDs) – Cllr Ewbank**

**Proposed**, that the Council:

1. Determines what action to take in respect of the serviceability problems with its three SIDs, as reported by SCW.
2. Arranges for the orientation of the SID mounted by Harefield to be alternated per deployment between a north facing and south facing direction. If this proves ineffective in reducing traffic speed, then to apply to SCC for a new SID mounting point opposite Harefield on the west side of the road.
3. Applies to SCC for the installation of a new SID mounting point on the edge of the Hamilton Land (subject to Trustee approval), with the device orientation to be alternated between a north facing and south facing direction.
4. Applies to SCC for a new SID mounting point on the long straight on the eastern boundary of the Hamilton Charity land on the west side of the road (subject to Trustee approval).

**(f) MOTION: Tree Survey – The Chair**

**Proposed**, that the Council:

1. Receives and notes the Tree Survey Report provided by Ligna Consultants, as circulated previously.
2. Agrees the schedule of recommended works as contained in Section 4 of the three Report chapters.
3. Obtains quotations from tree surgeons to carry out the recommended work, with the contractor to be selected at a subsequent Full Council meeting once the quotes have been submitted.

**(g) MOTION: Old School Car Park – Revised Remedial Work Quotation – Cllr Ewbank**

**Proposed**, that the Council approves a revised quote from AJ Smith for the agreed repair work to the Old School Car Park surface, with the total sum increased by £330 from £3,580 ex VAT to £3,910 ex VAT due to the area requiring repair and material costs increasing since the original quote.

**(h) MOTION: Grant Application – Long Melford Events Group (Appendix 8) – The Chair**

**Proposed**, that the Council provides a grant of £2,228.74 to the Long Melford Events Group towards the cost of the Festive Long Melford event, to be held in November 2022.

**22/09-6 REPORTS**

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

**(a) Country Park Committee Report – Cllr Tipper**

**22/09-7 DETAILS OF NEXT MEETING – The Chair**

To confirm the details of the next Full Parish Council Meeting, scheduled to be held at The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX at 7:30pm, Thursday 6<sup>th</sup> October 2022.

## **22/09-8 ITEMS RELATING TO A CLOSED SESSION**

### **(a) MOTION: Exclusion of the Public and Press – The Chair**

**Resolved**, that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for Agenda item 22/09-8 (b) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

### **(b) MOTION: Appointment of Parish Clerk (Appendix 9) – Cllr Delderfield**

**Proposed**, that the Council:

1. Receives a report from the Personnel Committee regarding the Parish Clerk appointment process to date, and notes that it has interviewed a candidate and is prepared to make a recommendation.
2. Agrees that if further suitable candidate applications are received before 2<sup>nd</sup> September 2022 then the interview process will continue.
3. Agrees that the authority to appoint a suitable candidate to the post of Parish Clerk will, upon the completion of all applicable interviews, be delegated to the Personnel Committee.

Signed: *D. Lovelock*  
**D. Lovelock**  
Clerk to Long Melford Parish Council



## Long Melford Parish Council

### Parish Clerk's Report for the FPC Meeting September 2022

#### 1. Litter Bins

Two new litter bins are being deployed from stock and installed at the Top Green Car Park and outside the Co-op in Hall Street to double-up capacity at these locations, where the single bins were consistently overflowing. Babergh District Council have been contacted regarding providing two 1,100 litre wheelie bins at the Country Park on a commercial, weekly-emptying basis. The cost to LMPC is £1,768 p.a. in total; awaiting confirmation of the precise bin emptying schedule and arrangements prior to deployment.

#### 2. Country Park Toilet Cleaning

ETF have been contracted to carry out daily evening cleaning and locking of the two portaloos from 01/09/2022 until further notice.

#### 3. Charity Matters

The Trustees of the charities Robert Colet, and William Skeyne (for Poor), have been formally advised of the Parish Council's resignation from them as a Body Corporate Trustee. The Charity Commission and the relevant financial institutions have also been advised, and Mr Richard Michette has collected the documentation for the charities from Council's offices.

#### 4. Remembrance Sunday 2022

As directed, attempts are being made to find a piper to play at the Remembrance Sunday parade, including making an appeal on social media. No positive leads or responses have materialised at the time of writing.

#### 5. Spicers Lane Traffic Problem

As directed, the Clerk has written to County Councillor Kemp to request that he pursues with Suffolk County Council Highways the painting of 'No Parking' indicator white lines and 'Keep Clear' signs on the road at the junction.

As directed, the Clerk has written to the Ex-Servicemen and Working Men's Club, requesting that they remove their bench which is situated closest to Spicer Lane.

#### 6. War Memorial Renovation

Heritage Stonemasons have confirmed they will make several preparatory visits to the site in September, with the actual work to commence at the start of October 2022. The Revd Lawson has been advised, and Heritage have been instructed to liaise with him directly to ensure that no work is undertaken while Church services are taking place.

#### 7. Skylark Fields Development – Site Meeting

Delegates from the Bloor Watch Group will be attending a conducted tour of the site by the developers on Thursday morning, 08/09/2022, to observe the works in detail with particular attention to the park area at the front, detailing of the completed houses, and progress with and information regarding the attenuation ponds.



## Action Plan - Actions Arising from Meetings

No.	Action Arising	Minute Reference	For Action By
1	Ask SCC to install an additional SID mounition point at, or relocate an existing point to, Station Road fpr an ANPR installation.	21/10-5 (b)	The Clerk
2	Plant a memorial oak tree in the bowl area of the Country Park in the autumn as part of the Queen's Green Canopy project.	22/04-5 (a)	CLlr Tipper
3	Use the framework contained in Council's revised Standing Orders to review and rationalise the structure of its sub-groups and their terms of reference.	22/04-5 (b)	CLlr D. Watts
4	Investigate converting the Council's existing donation boxes to a debit card 'tap payment' system, as used by Lavenham Parish Council.	22/06-4 (c)	The RFO
5	Progress the acquisition of land for a Cemetery extension and bring recommendations back to the Council ASAP.	22/06-5 (c) (1)	PIIP Working Group
6	Undertake a detailed financial forecast for future Cemetery costs and income.	22/06-5 (c) (3)	CLlr Joyce
7	Invite a local landowner to a meeting to discuss purchasing land for a Cemtery extesnion with them.	22/06-5 (c) (4)	PIIP Working Group
8	Obtain quotations and bring its recommendations back to the Council re obtaining four, new, larger Car Park direction signs.	22/06-5 (f)	Traffic & Parking WG
9	Re-draft the Country Park Committee Terms of Reference to include the management and operation of the Melford Walk.	22/06-5 (l)	Country Park Committee

**Long Melford Parish Council**  
**September 2022 payment schedule**  
Presented to the Parish Council meeting dated 1 September 2022

Appendix 3

<b>Payments made by Clerk using Council chargecard</b>		<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Microsoft Ireland Operations Ltd	Microsoft 365 licence	£59.99	£10.00	£49.99
		<b>£59.99</b>	<b>£10.00</b>	<b>£49.99</b>
<b>September 2022 payments for authorisation (as at 1 September 2022)</b>		<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Indigo Ross	Neighbourhood Plan amendments	£507.00	£84.50	£422.50
Garden Nursery	Plants and compost for Fire Station	£61.50	£0.00	£61.50
Cargate Engineering Ltd	Empty and clean pump chamber at Country Park	£168.00	£28.00	£140.00
Ligna Consultancy Ltd	Tree condition survey	£441.60	£73.60	£368.00
NALC	Parish Clerk advertisement	£120.00	£20.00	£100.00
ICCM	Training module for Cemetery Manager's qualification	£613.60	£18.60	£595.00
Gallagher	Additional premium for portaloo	£79.54	£8.52	£71.02
Alan Sawyer	August expenses	£75.17	£10.53	£64.64
Karzees	Portaloo hire, August	£276.00	£46.00	£230.00
PKF	External Audit fee	£960.00	£160.00	£800.00
		<b>£3,302.41</b>	<b>£449.75</b>	<b>£2,852.66</b>

**Payments authorised for settlement prior to next meeting**

Direct debit and standing orders approved by the Council on 7 July 2022

September 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 1 September 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 1 September 2022

Councillor Signature:

**Long Melford Parish Council**  
**Cashbook report showing all income received and payments made in July 2022**



How paid received	Payer	Description	Amount	VAT	Net
<b>Council receipts during July 2022</b>					
500549_NS	Hunnaball	David Thompson, Crem 4:	315	0.00	315.00
500549_NS	Co-op Funeral Service	John Grimes, Sec D: T9	58	0.00	58.00
500549_NS	A & SE Theobald	Swift box donation	25	0.00	25.00
FPI	Long Melford Events Group	Refund of unspent monies	2228.74	0.00	2,228.74
500550	CP car park users	CP car park donations	119.52	0.00	119.52
500550	Old School car park users	Old School car park	135.16	0.00	135.16
500550	JS Munro	July CP cafe rental	120	0.00	120.00
FPI	Luxstone	Diana Helms, Sec D: T17	110	0.00	110.00
BGC	HMRC	VAT refund Apr - June	1771.27	0.00	1,771.27
FPI	Kind Hearts Coffee	rental for July 2022	50	0.00	50.00
FPI	H&A Palmers	Barbara Grimes	860	0.00	860.00
FPI	H&AW Palmer Ltd	George Grimes Crem 4:	430	0.00	430.00
FPI	H&A Palmer	Susan Younger Sec E: A5	1103.75	0.00	1,103.75
FPI	H&AW Palmer Ltd	Frances Cadge Sec D: S6	603.75	0.00	603.75
FPI	Little Woodland Tribe	Spring and Summer 2022	710	0.00	710.00
NWBS2LLO	Nationwide Building Society	NWBS int, July	62.65	0.00	62.65
			<b>8,702.84</b>	<b>0.00</b>	<b>8,702.84</b>
<b>Council payments during July 2022</b>					
DD	British Gas	Electricity to 12/6/22	71.12	3.38	67.74
SO	A Hurrell & Son	Council storage, July	132.00	22.00	110.00
DD	British Telecom	Cemetery mobile	14.53	2.42	12.11
FPO	Alan Sawyer	June expenses	133.83	14.55	119.28
FPO	Auto Innovations Ltd	Cordell Rd toilet signage	90.00	15.00	75.00
FPO	Babergh District Council	2022/23 bin emptying	2,379.20	396.53	1,982.67
FPO	ETF Ltd	Clean Upper Grn toilets, June	930.60	0.00	930.60
FPO	ETF Ltd	Clean Cordell Rd toilets, June	220.00	0.00	220.00
FPO	Garden Nursery	MIB, plants, baskets, water	4,094.00	0.00	4,094.00
FPO	Lexden Computer Services Ltd	OneDrive licence	14.36	2.39	11.97
FPO	LM Old Sch Community Centre	Room hire, June	30.00	0.00	30.00
FPO	Long Melford Heritage trust	Grant for geophysical survey	1,000.00	0.00	1,000.00
FPO	Rialtas Business Solutions	Alpha software licence	154.80	25.80	129.00
FPO	Richard Jackson Eng Consult	War memorial survey	822.00	137.00	685.00
FPO	Society of Local Council Clerk	RFO subscription	144.00	0.00	144.00
FPO	Sudbury Office Supplies	Coin sorter, office supplies	213.49	35.58	177.91
FPO	TA Accounts	July payroll	6,462.69	6.80	6,455.89
FPO	Top Marques	Hi Viz vests	144.96	24.16	120.80
FPO	WJ Green Ltd	Tree marking spray	9.20	1.53	7.67
SO	LM Old Sch Community Centre	Room Hire, July	20.00	0.00	20.00
DD	Lloyds Bank Chargecard	Website hosting to 10/7/23	135.00	0.00	135.00
DD	Lloyds Bank Chargecard	SLCC training, Clerk & RFO	36.00	6.00	30.00
DD	Lloyds Bank Chargecard	Cemetery mowing line	29.95	4.99	24.96
DD	Lloyds Bank Chargecard	Amazon Prime membership	7.99	0.00	7.99
DD	Lloyds Bank Chargecard	Clerk pdf software	27.58	4.60	22.98
DD	EOn	Electricity to 30 June	15.34	0.73	14.61
DD	EOn	Electricity to 30 June	94.25	4.49	89.76
DD	EOn	Electricity to 30 June	138.14	6.58	131.56
DD	EOn	Electricity to 30 June	90.40	4.30	86.10
SO	Anglia Car Charging	EV charging maint & Support	57.60	9.60	48.00
SO	Susanne Dixon	Ranger contract, July	550.00	0.00	550.00
DD	British Telecom	Office telephony to 15/7/22	239.05	39.84	199.21
			<b>18,502.08</b>	<b>768.27</b>	<b>17,733.81</b>

## LONG MELFORD PARISH COUNCIL

The Parish offices, Cordell Road, Long Melford, Suffolk. CO10 9EH.

Tel: 01787 378084 email: clerk@longmelford-pc.gov.uk

**Minutes of:** Finance Working Group

**Date:** Wednesday, 24 August 2022 at 1:30pm

**Place:** Council Office, Cordell Road, Long Melford, Suffolk, CO10 9DX.

**Present:** Cllrs: J Ewbank (Chair), B Joyce, C Michette, R Michette

**In attendance:** The Responsible Finance Officer (RFO).

Agenda Number	Description
F/22/13	Apologies from Cllrs Malvisi, D Watts and J Watts were received and accepted
F/22/14	There were no declarations of interest and no requests for dispensation had been received
F/22/15	The <b>minutes of the previous meeting</b> held on Wednesday 11 May 2022 were agreed and signed as a true record.
F/22/16	The <b>RFO reported</b> that: <ul style="list-style-type: none"> <li>the External Auditor's report is awaited and will be presented to Full Council when available;</li> <li>the second instalment of the Council precept will be paid in September;</li> <li>a further CIL payment of £51,751.37 is expected in October.</li> </ul>
F/22/17	Councillors considered the <b>statement of income and expenditure, budget and bank reconciliation</b> for the year to 31 July 2022 (Appendix 1) and, following questions, recommended that the accounts be presented to full Council for adoption.
F/22/18	Councillors considered the <b>2022/23 budget</b> and recommended the virements proposed at appendix 2 to the Full Council. Councillors recommended a site visit to the Council storage facility to evaluate need.
F/22/19	The RFO commented on the <b>insurance quotations</b> received from: <ul style="list-style-type: none"> <li>Gallagher: £4,573.28 for both 1-year and 3-year agreement</li> <li>BHIB: £3,805.23 for 1-year and £3,694.31 for 3-year agreement</li> <li>Zurich: £3,337.97 for 1-year and £3,046.46 for 3-year agreement</li> </ul> Following comments and observations from councillors, the RFO determined that he would act under delegated powers to accept the 3-year deal offered by Zurich.
F/22/20	Councillors considered appendix 3 and recommended that the Council should remain within the central <b>SAAA sector led auditor appointment regime</b> .

There being no further business on the agenda, the meeting closed at 14:30.

Signed

Chair, Finance Working Group, Long Melford Parish Council



Long Melford Parish Council  
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation  
for the year to 31 July 2022

FWG Appendix 1

Actual to 31 March 2022	Nominal Account	Actual to 31 July 2022	2022/23 budget	Budget variance
145,000.00	Precept	75,540.00	151,080.00	-75,540.00
575.45	Interest received	192.71	600.00	-407.29
35,348.14	Burial Ground Revenue	11,050.00	31,000.00	-19,950.00
3,407.96	Country Park LNR Income	2,004.61	3,200.00	-1,195.39
4,360.25	Old School car park donations	2,198.04	4,000.00	-1,801.96
809.07	Cordell Place play area donations	0.00	0.00	0.00
1,565.00	Melford in Bloom donations	1,950.00	0.00	1,950.00
986.20	Recycling income	0.00	850.00	-850.00
0.00	Recovered office costs	0.00	0.00	0.00
12,197.62	Donations	750.00	0.00	750.00
0.00	CIL Receipts	54,445.24	0.00	54,445.24
29,837.00	Grants received	0.00	26,500.00	-26,500.00
4,169.88	Babergh Cleansing grant	0.00	4,100.00	-4,100.00
0.00	Insurance claim payment	0.00	0.00	0.00
<b>238,256.57</b>	<b>Total Income</b>	<b>148,130.60</b>	<b>221,330.00</b>	<b>-73,199.40</b>
47,491.33	Salaries	16,078.06	48,800.00	32,721.94
13,504.37	Tax and National Insurance	4,139.57	13,800.00	9,660.43
16,320.33	Pension contributions	5,357.63	16,500.00	11,142.37
<b>77,316.03</b>	<b>Staff costs</b>	<b>25,575.26</b>	<b>79,100.00</b>	<b>53,524.74</b>
408.00	Payroll Charges	136.00	450.00	314.00
376.64	Staff expenses	112.77	450.00	337.23
150.00	Temporary staffing costs	0.00	0.00	0.00
<b>934.64</b>	<b>Other Employment Related Costs</b>	<b>248.77</b>	<b>900.00</b>	<b>651.23</b>
4,761.71	Insurance	0.00	4,250.00	4,250.00
1,290.25	Electricity	414.79	1,250.00	835.21
360.64	Water	0.00	650.00	650.00
923.53	Telephone and Broadband	455.62	950.00	494.38
40.00	Website	0.00	100.00	100.00
86.80	Office Supplies	53.67	100.00	46.33
30.94	Postage	0.00	30.00	30.00
471.95	Council storage	440.00	0.00	-440.00
1,174.68	Software and Licences	978.76	1,050.00	71.24
0.00	IT Support	0.00	500.00	500.00
525.75	IT Hardware Purchases	0.00	500.00	500.00
910.00	Audit	310.00	950.00	640.00
2,261.00	Legal Fees	750.00	2,500.00	1,750.00
56.00	Equipment and Furnishings	162.79	100.00	-62.79
270.00	Meeting Room Rental	170.00	320.00	150.00
1,613.01	Subscriptions	1,596.43	1,700.00	103.57
331.00	Training - Councillors	0.00	500.00	500.00
595.00	Training - Staff	30.00	800.00	770.00
0.00	Elections	0.00	0.00	0.00
227.79	Miscellaneous Expenses	371.94	100.00	-271.94
0.00	Discretionary Spending	0.00	18,830.00	18,830.00
<b>15,930.05</b>	<b>Office Administration Costs</b>	<b>5,734.00</b>	<b>35,180.00</b>	<b>29,446.00</b>
642.20	Rates	1,060.38	675.00	-385.38
122.83	Electricity	136.59	175.00	38.41
48.90	Water	12.35	700.00	687.65
1,257.64	Servicing and Machinery	52.00	500.00	448.00
470.84	Fuel	236.20	350.00	113.80
80.00	General Expenditure	0.00	100.00	100.00
295.00	Bin Collection	546.00	300.00	-246.00
2,053.65	Operating Costs	369.35	2,800.00	2,430.65
<b>4,971.06</b>	<b>Burial Services</b>	<b>2,412.87</b>	<b>5,600.00</b>	<b>3,187.13</b>

Long Melford Parish Council  
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation  
for the year to 31 July 2022

FWG Appendix 1

Actual to 31 March 2022	Nominal Account	Actual to 31 July 2022	2022/23 budget	Budget variance
5,135.40	Street Lighting Maintenance	0.00	5,500.00	5,500.00
74,073.10	New Street Lights - Phase 3	0.00	0.00	0.00
<b>79,208.50</b>	<b>Street Lighting Maintenance</b>	<b>0.00</b>	<b>5,500.00</b>	<b>5,500.00</b>
676.78	Electricity	221.89	850.00	628.11
967.02	Water	294.89	1,150.00	855.11
6,600.00	LMOS Maintenance Contract/ Ranger	2,200.00	6,800.00	4,600.00
1,230.00	Tree survey / maintenance	0.00	3,000.00	3,000.00
10,170.35	Operating Costs	775.79	5,000.00	4,224.21
<b>19,644.15</b>	<b>Long Melford Country Park</b>	<b>3,492.57</b>	<b>16,800.00</b>	<b>13,307.43</b>
205.73	Electricity	27.26	250.00	222.74
1,351.57	Water	407.90	750.00	342.10
10,652.00	Operating Costs	4,163.40	10,500.00	6,336.60
<b>12,209.30</b>	<b>Public Toilets</b>	<b>4,598.56</b>	<b>11,500.00</b>	<b>6,901.44</b>
778.71	Operating Costs	696.28	600.00	-96.28
201.32	LM Community Volunteers	0.00	500.00	500.00
2,271.90	Sudbury Community Wardens	0.00	3,000.00	3,000.00
1,821.51	Litter and Dog Bin Collection	1,982.67	1,250.00	-732.67
17,053.37	Upper Green Maintenance	985.00	20,000.00	19,015.00
1.25	Bus Shelter	0.00	1.00	1.00
0.00	Notice Boards	0.00	99.00	99.00
59,612.11	Old School Car Park Maintenance	1,460.97	2,000.00	539.03
0.00	Cordell Play Area	0.00	50,000.00	50,000.00
2,483.00	Melford Walk	1,425.00	2,000.00	575.00
0.00	War Memorial	685.00	0.00	-685.00
4,103.14	Community seating	0.00	0.00	0.00
655.75	Walkers are Welcome	0.00	700.00	700.00
<b>88,982.06</b>	<b>Public Places</b>	<b>7,234.92</b>	<b>80,150.00</b>	<b>72,915.08</b>
3,300.00	Neighbourhood Plan	440.00	1,500.00	1,060.00
0.00	Community Grants	1,500.00	3,000.00	1,500.00
30.00	Covid-19 grants	0.00	0.00	0.00
<b>3,330.00</b>	<b>Grants</b>	<b>1,940.00</b>	<b>4,500.00</b>	<b>2,560.00</b>
1,330.70	Christmas Lights	0.00	500.00	500.00
1,350.00	Christmas Tree	0.00	800.00	800.00
433.68	Remembrance Sunday	0.00	800.00	800.00
12,908.35	Melford in Bloom	4,542.87	0.00	-4,542.87
1,905.00	Community Events	451.41	5,000.00	4,548.59
<b>17,927.73</b>	<b>Events</b>	<b>4,994.28</b>	<b>7,100.00</b>	<b>2,105.72</b>
1,590.00	Defibrillator installations	0.00	0.00	0.00
3,220.00	Vehicle Activated Signage	0.00	0.00	0.00
<b>4,810.00</b>	<b>Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>-87,006.95</b>	<b>Year to date surplus/ (deficit)</b>	<b>91,899.37</b>	<b>-25,000.00</b>	<b>116,899.37</b>

Long Melford Parish Council  
Detailed Income and Expenditure Statement, Balance Sheet and Bank Reconciliation  
for the year to 31 July 2022

FWG Appendix 1

Actual to 31 March 2022	Nominal Account	Actual to 31 July 2022	2022/23 budget	Budget variance
<b>Balance sheet as at:</b>				
<b>31-Mar-22</b>		<b>31-Jul-22</b>		
2,511.05	VAT Control	768.27		
920.00	Other Debtors	0.00		
66,843.66	Lloyds Bank (See reconciliation below)	158,190.74		
86,152.42	Suffolk BS (See reconciliation below)	86,152.42		
85,000.93	Nationwide BB (See reconciliation below)	85,000.93		
50.00	Country Park Petty Cash	50.00		
<b>241,478.06</b>	<b>Total current assets</b>		<b>330,162.36</b>	
3,215.07	Creditors	0.00		
0.00	Accruals	0.00		
<b>3,215.07</b>	<b>Total current liabilities</b>		<b>0.00</b>	
<b>238,262.99</b>	<b>Total assets less current liabilities</b>		<b>330,162.36</b>	
<b>Represented by:</b>				
<b>31-Mar-22</b>		<b>31-Jul-22</b>	<b>Movement</b>	
168,862.24	General Funds	197,991.43	29,129.19	
0.00	2022/23 Community Infrastructure Levy	54,445.24	54,445.24	
1,500.00	Church Drive Fund	1,500.00	0.00	
1,500.00	2023 Election Fund	1,750.00	250.00	
11,500.00	War Memorial Repair Fund	11,065.00	-435.00	
423.70	Earmarked Section 106 monies	423.70	0.00	
3,924.21	Old School Car Park	4,575.88	651.67	
16,356.90	Cordell Place Play Area Fund	19,356.90	3,000.00	
10,283.54	Upper Green Improvement	13,548.54	3,265.00	
10,000.00	Cemetery Expansion	11,250.00	1,250.00	
1,767.51	Defibrillator Fund	1,767.51	0.00	
0.00	Neighbourhood Plan	0.00	0.00	
2,632.37	Melford in Bloom Fund	2,975.64	343.27	
0.00	Village centre seating	0.00	0.00	
7,500.00	Highway improvements	7,500.00	0.00	
2,012.52	Council IT Fund	2,012.52	0.00	
0.00	Covid-19 Fund	0.00	0.00	
<b>238,262.99</b>	<b>Total General and Earmarked Funds</b>	<b>330,162.36</b>	<b>91,899.37</b>	<b>0.00</b>
<b>Bank reconciliations at 31 July 2022</b>				
	<b>Lloyds Bank</b>	158,128.09		
	Less outstanding cheques	0.00		
	Plus receipts not cleared	62.65		
	<b>Net balance at 31 July 2022</b>		<b>158,190.74</b>	<b>0.00</b>
	<b>Suffolk Building Society</b>	86,152.42		
	<b>Net balance at 31 July 2022</b>		<b>86,152.42</b>	<b>0.00</b>
	<b>Nationwide Building Society</b>	85,000.93		
	<b>Net balance at 31 July 2022</b>		<b>85,000.93</b>	<b>0.00</b>
	<b>Country Park Petty Cash account</b>	50.00		
	<b>Net balance at 31 July 2022</b>		<b>50.00</b>	<b>0.00</b>



**Long Melford Parish Council**  
**2022/23 budget virements**  
**Presented to the Finance Working Group meeting dated 24 August 2022**

**FWG Appendix 2**

Account No	Centre Code	Account Name	Original Budget	Proposed increase	Proposed reduction	Revised budget	Reason for virement
							£1.30 per hour for 28 hours over 30 weeks (£1,100) plus 7 hours per week for 30 weeks at £17.40 (£3,650)
4000	200	Salaries	48,800.00	4,750.00		53,550.00	
4020	200	Tax and Ni	13,800.00	700.00		14,500.00	Estimated additional Employers NI
4025	200	Pensions	16,500.00	1,100.00		17,600.00	£4750 at 23%
4035	200	Staff contingencies	0.00	600.00		600.00	£17.40 per hour for 6 x 5.5 hour days
4190	210	Council storage	0.00	1,320.00		1,320.00	Council resolution to acquire storage facility
4250	210	Equipment and furnishings	100.00	150.00		250.00	Purchase of coin sorter
4500	210	Admin operating costs	100.00	500.00		600.00	To cover new office door lock
4055	220	Burial rates	675.00	385.00		1,060.00	Higher than expected business rates
4420	220	Burial bin collection	300.00	250.00		550.00	Council decision to improve service
new	240	CP - cleaning portaloos	0.00	6,300.00		6,300.00	New requirement - £30 per day for 30 weeks
new	240	CP - emptying bins	0.00	1,050.00		1,050.00	New requirement - £35 per week
4480	240	CP - Ranger service	6,800.00		3,800.00	3,000.00	Ranger is not replaced when leaves on 31 August
4500	240	CP - Operating costs	5,000.00	2,000.00		7,000.00	Portaloos required until end March 2023
4500	250	Public toilets	10,500.00	2,000.00		12,500.00	Improvement work to public toilets
4550	260	Litter and dog bins	1,250.00	750.00		2,000.00	Additional bins commissioned by Council
4568	260	Upper Green maintenance	20,000.00		15,000.00	5,000.00	£5,000 + £13,548 + £4,250 is adequate for work in hand
4570	260	Old School car park maintenance	2,000.00		2,000.00	0.00	All costs being met from earmarked reserve
4605	270	Community Grants	3,000.00	3,000.00		6,000.00	
4800	300	Christmas Tree	800.00	700.00		1,500.00	Council resolution to acquire bigger tree
<b>Total variances</b>				<b>25,555.00</b>	<b>20,800.00</b>		
<b>Additional funds available to the General Fund</b>				<b>-4,755.00</b>			Transfer to GF discretionary spending
4950	210	Discretionary spending	18,830.00	<b>-4,755.00</b>		<b>14,075.00</b>	<b>Uncommitted general funds</b>

**Finance@longmelford-pc.gov.uk**

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**From:** admin@saaa.co.uk  
**Sent:** 16 August 2022 15:32  
**To:** Finance@longmelford-pc.gov.uk  
**Subject:** SAAA 2022 Opt-out Communication  
**Attachments:** PNG image.dat

## **Option to opt out of the SAAA central external auditor appointment arrangements**

Dear Clerk/RFO/Chairman, Long Melford Parish Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within 8 weeks of this communication but no later than 28 October 2022; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

### **Opting-out**

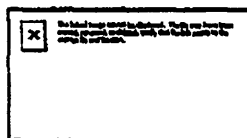
Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

Regards,  
admin@saaa.co.uk



www.saaa.co.uk • SAAA Ltd, 77 Mansell Street, London E1 8AN

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### Briefing – Minor Amendment to Cemetery Regulations

The Council has previously expressed its preference for memorial trees to be planted in the Cemetery instead of installing further memorial benches.

It has been found that, in practice, this has proven to be an unattractive proposition for the bereaved because the Cemetery Regulations currently prohibit the installation of additional memorials on or next to memorial trees, to indicate who it is that they are commemorating.

After conferring regarding this matter, the Cemetery Manager and the Clerk recommend that to resolve this issue, Regulation 74 should be amended as set out below.

#### CURRENT WORDING

74. No other memorials or items may be placed on or around a memorial tree.

#### PROPOSED AMENDED WORDING

74. A small, additional, memorial is allowed to accompany each memorial tree, in the form of an inscribed, flat, commemorative stone with the maximum dimensions 14" x 7", installed flush with the ground in front of the tree. No other memorial of any type shall be fixed to, hung from, or placed in the vicinity of the tree itself, and no vases, other ornaments, or anything of a permanent nature may be placed upon the commemorative stone.

**A. Sawyer – Cemetery Manager**

**D. Lovelock – Parish Clerk**

9th August 2022



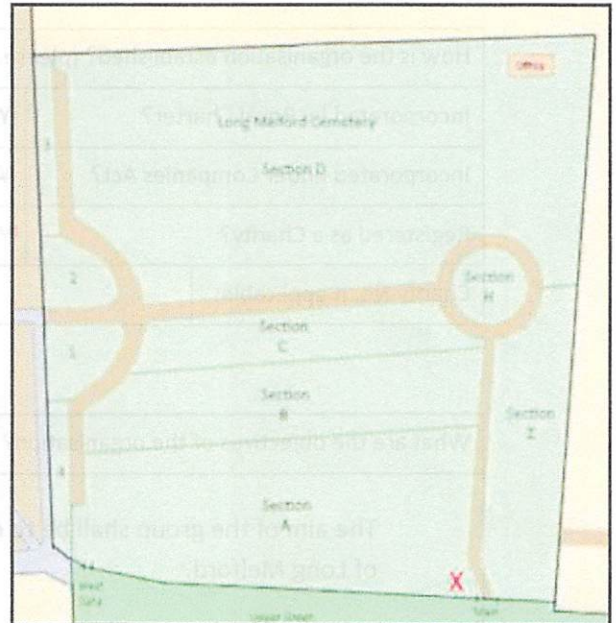
## Application to Plant a Memorial Tree

An application has been received from a member of the public to plant a memorial tree and install an accompanying inscribed small, flat, memorial stone in memory of their deceased spouse, in Old Cemetery Section A.

- The tree would be a 1.75 metre sapling of species Cherry (*prunus verecunda*).
- Growth is expected to be slow, with the specimen reaching maturity at a height of 4 metres and a spread of 6 metres in approximately 20 years.
- The applicant would be responsible for the tree and memorial stone purchase and delivery costs.
- The Burial Authority would plant the tree and install the memorial stone free of charge, this being a small job to be undertaken in the winter months.
- Little maintenance would be required, especially in the first few years, and would only equate to a few minutes every couple of years.



Example Cherry Tree (*prunus verecunda*)



Map of Cemetery with proposed location of new Memorial Tree marked X



Photograph showing proposed location of Memorial Tree

A. Swayer - Cemetery Manager / D. Lovelock - Parish Clerk

16/08/2022

## Application for Grant by Non-Profit Community, Voluntary, and Charitable Organisations

### Part 1 – Details about your organisation

Name of organisation: Long Melford Events Group	
Name of Secretary / Treasurer: Jonathan Ewbank	
Address: 41 High St Long Melford CO10 9BD	
Tel: 07931 925420	Email: jonathanewbank145@gmail.com
<i>The above details will be used for correspondence and the remittance of any approved grant</i>	

How is the organisation established? (please circle / delete)			
Incorporated by Royal Charter?	Yes / No	Registered as a Friendly Society?	<del>Yes</del> / No
Incorporated under Companies Act?	<del>Yes</del> / No	By affiliation to any national body?	<del>Yes</del> / No
Registered as a Charity?	Yes / No	By a Deed of Trust?	<del>Yes</del> / No
Charity No. if applicable:		Other? (Please specify below)	Yes / <del>No</del>
		Not for Profit Village Group	

What are the objectives of the organisation?			
<p>The aim of the group shall be to organise community-wide events for the residents and visitors of Long Melford.</p>			
Does the organisation carry out any trading activity with a view to profit (or does it propose to commence any such activity) other than for general fund raising events?			<del>Yes</del> / No
If Yes, please supply details together with the latest Trading and Profit & Loss account on a separate sheet.			
Does the organisation have a membership?			Yes / No
If Yes, please state the current:			
Subscription income	£ N/A	Number of members	7



Face Painter  
 Miss Balloonist (children's entertainer)  
 Green Dragon Morris Group  
 Woodstock Animal Enterprises Ltd (Reindeer and pony)  
 Snow machine for Fire Station  
 FLUMPS craft fair/Santa Grotto

**Please specify:-**

Total estimated project cost	£3,006
Dates the project is scheduled to commence and be completed	26/11/22
Amount already available	£89
Amount expected to be available at commencement	£900
Please tell us below about any other applications for grants for this project	
Name of Body:	Amount applied for:
Village Hall Committee	£500
Mrs P Davey	£300
	£
How much grant are you requesting from Long Melford Parish Council?	£2228.74

**(Please note that the maximum grant available is no more than 75% of the total estimated project cost)**

NOTE the application amount corresponds exactly with the previous grant amount returned after the Jubilee Event when local business sponsorship exceeded expectations, meaning that the full LMPC contribution to the event was not required. The current business climate leaves us of the view that business sponsorship this time may be less forthcoming.

What do you see as the benefits that will be obtained by the parishioners of Long Melford on completion of the project?



I/We enclose herewith the following documents. (Please tick those which have been submitted)	
Copy of the Constitution ( YES )	Copy of the latest Annual Report to members ( NO )
Copy of latest audited accounts and balance sheet ( NO )	Other relevant material in support of application ( YES ) See attached spreadsheet and bank reconciliation

## Part 2 – Details relating to your application

<p>In making an application for a grant, the Council would like a brief outline of the organisation's activities during the past year, with particular relevance to expansion projects or similar matters undertaken. Please give these details here, if they are not included in an attached Annual Report</p> <p>In the first half of 2022 the group set up and then run the Big Jubilee Lunch to celebrate the Platinum Jubilee of HM The Queen. This was attended by over 1000 local residents and despite challenging weather it is generally felt that the day was a great success. The event generated a surplus of sponsorship from local businesses to the extent that a substantial part of a £2,500 grant from LMPC could be returned as not required (£2228.74).</p> <p>In May 2022 the group also supported Long Melford Open Gardens, providing manpower from its membership and public/employer's liability insurance from its annual insurance policy.</p>
<p>For what specific project are you now seeking the Council's assistance?</p> <p>Towards the costs of Festive Long Melford on Sat 26<sup>th</sup> November, 2022), an event to attract residents and visitors to the village centre and to show-case local businesses. This event also coincides with the Christmas Tree lighting event on Little/Policeman's Green.</p> <p>The event is supported by the Village Hall Committee and by the FLUMPS who are providing a craft fair this year and who are also arranging Santa's Grotto in The Bull.</p> <p>Acts provisionally booked for Festive LM 2022:</p> <p>LM Silver Band Boxted Silver Band Punch &amp; Judy</p>

This event is always popular, even in bad weather in 2021. It brings residents and visitors to our village centre and helps our local businesses whose ongoing wellbeing is of value to the village and who, often, are dependent on fourth quarter sales in the run up to Christmas.

It allows LMPC to work with other local organisations such as the school/FLUMPS, the fire station and the Village Hall Committee.

If the Parish Council is unable to provide grant funding for this project, or awards a sum lower than the full amount requested, will the project still go ahead? If necessary add notes below.

Yes / ~~No~~

The event is likely to proceed but with significantly reduced entertainment.

I submit this application on behalf of the applicant organisation and believe all statements made to the Council in relation to it are true.

Signed:	Paul Jarrett	Date:	23/08/2022
Capacity in which signing:	On behalf of Long Melford Events Group		

Note: Any cheque will be made payable to the name of the organisation and sent to the Secretary / Treasurer named in **Part 1** unless otherwise requested in writing.

Please return the completed application and supporting documents to:

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

or by email to: [clerk@longmelford-pc.gov.uk](mailto:clerk@longmelford-pc.gov.uk)

If you have any queries with this application, please

**Position Applied For: Parish Clerk, Long Melford Parish Council**  
**Applicant CV**

**INFORMATION REDACTED  
IN COMPLIANCE WITH GDPR REQUIREMENTS**