

SUDBURY TOWN COUNCIL

**MINUTES OF THE MONTHLY MEETING OF SUDBURY TOWN COUNCIL
HELD IN THE TOWN HALL ON TUESDAY 8TH OCTOBER 2024 AT 7.00PM**

Present: Miss A Owen – Mayor of Sudbury, in the CHAIR
Mrs M Barrett Ms E Murphy
Mr P Beer (until 9:30pm) Mr A Osborne
Mr N Bennett Mrs J Osborne
Mrs P Berry-Kilby (until 9:50pm) Mr T Regester
Mr K Graham Mr A Stohr
Mr S Hall Mr A Welsh
Mr N Younger

In attendance: Mr C Griffin – Town Clerk
Mr D Deeks – Administration Manager and RFO

1. APOLOGIES AND APPROVAL OF ABSENCES

Apologies for absence were received from Councillor Ms J Carter.

Suffolk County Councillor Mr P Faircloth-Mutton sent his apologies by email.

2. DECLARATIONS OF INTERESTS

Councillors Mr P Beer, Mr A Osborne, Miss A Owen and Mr T Regester declared that they were also Babergh District Councillors.

Councillors Mr P Beer declared that he was also a Suffolk County Councillor.

3. DECLARATIONS OF GIFTS AND HOSPITALITY

No declarations of gifts or hospitality were received.

4. REQUESTS FOR DISPENSATION

No requests for dispensations had been received.

5. MINUTES

RESOLVED

That the minutes of the Full Council meeting held on the 10th September 2024 be confirmed and signed as an accurate record.

6. TO REVIEW THE ACTIONS FROM PREVIOUS FULL COUNCIL MEETINGS

The Town Clerk confirmed that the resolutions from the previous meeting had been actioned although there was further work required to establish the full cost of administering the allotments.

7. TO CO-OPT A NEW MEMBER TO FILL THE CASUAL VACANCY CREATED BY THE RESIGNATION OF COUNCILLOR J RAWLINSON

Seven candidates had applied for co-option onto Sudbury Town Council. Each candidate gave a short presentation on what they could offer as a town councillor and were then asked questions by the members. The members then voted by a show of hands.

Candidate	Votes
Mr James Collier	Withdrew before the meeting
Mr Paul Dalley	Withdrew before the meeting
Mr Shawn Davis	Withdrew before the meeting
Mr James Jeagar	8
Mr Nicholas Michaelides	0
Ms Kerrie Turner	6
Mr Leighton Williams	Withdrew before the meeting

The Mayor thanked all candidates for putting themselves forward and encouraged them to apply for any further vacancies.

RESOLVED

That Mr James Jeagar be co-opted as a member of Sudbury Town Council to replace Cllr J Rawlinson.

8. REPORTS

a) County Councillor's Reports – No County Councillors were present but Cllr J Carter had submitted a written report which is included at pages 665 to 667. Members asked the Town Clerk to email the following question to the County Councillors.

- There is a policy for charging organisations that set up a road closure and then leave it with no work in progress. How much has been recovered in fines for this in Sudbury this year?

b) Babergh District Council (BDC) Report – District Councillor Miss A Owen had sent in her report prior to the meeting, which is included at pages 668 to 669. She summarised the key sections and asked if members had any questions. Members asked questions on the following points;

- What was the cost of the new vehicles required for the new 3-weekly recycling plan?
- Had an impact assessment been completed on the change to a 3-weekly recycling schedule? How would this avoid problems with rats, mice and maggots?
- What were the written criteria for large families, or those with medical conditions, to be granted more frequent rubbish collections?
- How would the paper and cardboard recycling plan avoid these items being blown around by strong winds before they were collected?
- Had an impact assessment been completed on the brown bins? Would residents simply put general waste in their brown bins to have it removed earlier?
- Where would the extra bins go in terraced houses?

- What education would be offered to help residents understand the new recycling policy?
- Had the impact of the new recycling policy been coordinated with the county council recycling sites for items such as Tetra Pak?
- Had Babergh District Council been granted permission to withdraw tenant's' right to buy? As only 30% of the receipt was retained by the district council, this could not fund the same number of replacement properties.

Cllr Register gave a short update from the Sustainable Travel working group which he had attended with Cllr Owen and 3 others. They were keen to support cycling, walking and public transport, but limited funding was available. Proposals included;

- A pod with 2 electric hire bikes to be installed in the Kingfisher car park.
- Additional late buses to be scheduled.

RESOLVED

That District Councillor Miss A Owen be thanked for her report.

c) Policing report – PC Deon Ramdhanie, one of the Community Police Officers for Sudbury, attended the meeting to give a verbal report on current policing issues.

RESOLVED

That PC Ramdhanie be thanked for his report.

d) Mayor's Announcements

- Cheese and Wine evening in the Wine Boutique in Gaol Lane on 19th November.
- LJ's Jive School in St Peter's on Sunday 3rd November.
- Meet the Mayor and play tombola in Marimba on 17th October.

RESOLVED

That the Mayor be thanked for her report.

e) Public Forum – Members of the public attended and asked the following questions.

- Why had Babergh District Council taken 18 months to fix the boiler in a resident's council house?
- Why was the school bus provided by Chambers cancelled so often? This caused the children stress before they started their school day.
- If the increased parking charges went ahead, could residents in Girling Street have permits to park in Girling Street car park?
- The Long Melford Parish Clerk asked about the provision of community warden services. The Town Clerk confirmed that all existing agreements for community warden services that he had signed on behalf of the council would be delivered, but that there was no agreement in place with Long Melford. Where there was no agreement in place, services may be provided on a casual basis when resources were available.
- The Chair of Long Melford Parish Council praised the work of the Sudbury community wardens and thanked them for their assistance during previous flooding.
- A young resident informed the council that she would be running a 'pop-up' event with free haircuts in Esquires in support of the Christopher Centre on 19th October.

9. TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEES:

Planning, Development & Highways on 9th & 23rd September – The Chairman recommended noting the minutes

It was RESOLVED to note the minutes.

Finance on 17th September and 1st October – The Chairman recommended noting the minutes.

It was RESOLVED to note the minutes.

Leisure and Environment on 24th September – The Chairman recommended noting the minutes

It was RESOLVED to note the minutes.

HR on 18th & 26th September and 7th October – The Chairman recommended delaying her report on these minutes until the Private and Confidential section at the end of the meeting.

10. TO CONSIDER THE EXTERNAL AUDITOR'S REPORT FOR FY2023/2024 AND TO DECIDE ON ANY ACTIONS REQUIRED.

The chair of the Finance Committee introduced the external audit report which had been reviewed by his committee and is included on pages 670 to 672. He explained the 'No' to question 4 in Section 1 and the observations in section 3, which would be taken into account if there were to be future write offs of significant value.

RESOLVED

To note that the full council have considered the external auditor's report for financial year 2023-2024 in accordance with the regulations and that no further actions are required.

11. TO APPOINT MEMBERS TO THE VACANT PLACES ON THE PLANNING, DEVELOPMENT AND HIGHWAYS AND LESIURE AND ENVIORNMENT COMMITTEES.

RESOLVED

To appoint the following members to the committees:

- **Cllr Mr James Jeagar to fil the vacant place on the Leisure and Environment Committee.**
- **Cllr Mr Tim Register to fil the vacant place on the Planning, Development and Highways Committee**

12. TO DISCUSS THE BABERGH DISTRICT COUNCIL PLANS FOR INCREASED PARKING CHARGES AND TO CONSIDER THEIR PROPOSED MITIGATION MEASURES

Members were disappointed that the Leader of Babergh District Council could not attend but understood that the timing clashed with a Babergh cabinet meeting.

RESOLVED

To invite the Leader of Babergh District Council to attend the next meeting to discuss their plans for increased parking charges and to consider their proposed mitigation measures.

RESOLVED

To extend the meeting by 30 minutes for that it could continue until 9:30pm.

13. TO APPROVE THE RECOMMENDATION FROM THE FINANCE COMMITTEE FOR THE GRANTS ALLOCATION FOR 2024 INCLUDING OVERSPEND OF £653 FROM THE GENERAL RESERVE

The chair of the Finance Committee explained the difficulty that they had had with 22 applications totally about £92,000 when they only had £45,000 in the budget to distribute. After careful consideration and much discussion, the Finance Committee recommended awarding grants to 21 organisations totalling £45,653. As this was over the approved budget, full council approval was required to take the additional £653 from the general reserve.

RESOLVED

To approve the recommendation from the Finance Committee to authorise an overspend from the general reserve of £653 and approve all the grants listed below.

13.1 Sudbury Art Club requested a grant of £225.00

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £115.00 to Sudbury Art Club

13.2 Hourglass requested a grant of £5,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £2,000 to Hourglass

13.3 Headways Suffolk requested a grant of £5,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £2,000 to Headways Suffolk

13.4 Sudbury Canoe Club requested a grant of £2,600

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £1,500 to Sudbury Canoe Club.

13.5 St Gregory's Church requested a grant of £2,562

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £854.00 to St Gregorys Church.

13.6 Sudbury and South Suffolk Citizens Advice requested a grant of £ 9,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £7,000 to Sudbury and South Suffolk Citizens Advice.

13.7 St Johns Methodist Church requested a grant of £2,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £1,500 to St Johns Methodist Church.

13.8 Go Start requested a grant of £2,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £1,500 to Go Start.

13.9 Sudbury Town Twinning requested a grant of £1,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £500.00 to Sudbury Town Twinning.

13.10 Family and Community Network requested a grant of £1,600

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £1,350.00 to the Family and Community Network.

13.11 Bridge Project requested a grant of £4,250

Members resolved that they did not wish to support the Bridge Project this year.

13.12 Kernos requested a grant of £5,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £4,000 to Kernos.

13.13 Abi's Footprint Baby Bank requested a grant of £5,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £2,500 to Abi's Footprint Baby Bank.

13.14 Gainsborough's House requested a grant of £6,500

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £4,000 to Gainsborough's House.

13.15 Hope for Tomorrow requested a grant of £1,484

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £1,484 to Hope for Tomorrow.

13.16 The Quay Theatre requested a grant of £10,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £4,000 to the Quay Theatre.

13.17 Sudbury in Bloom requested a grant of £2,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £1,750 to Sudbury in Bloom.

13.18 Sudbury Joggers requested a grant of £1,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant with a value of up to £750.00 in staff time to Sudbury Joggers for the Community Wardens to provide a road closure.

13.19 Sudbury 3rd Scouts Group requested a grant of £10,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £4,000 to 3rd Sudbury Scouts Group.

13.20 Vikki Vs Theatre Production requested a grant of £8,000

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £1,000 to Vikki Vs Theatre Production. The grant will be held by the council and paid directly to the suppliers on receipt of valid invoices.

13.21 Sudbury Defibs requested a grant of £7,500

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant of £3,500 to support the maintenance of Sudbury defibrillators. The grant will be held by the council and used to buy the necessary replacement batteries and pads, which will be fitted by the Community Wardens when required.

13.22 Sudbury District Scouts requested a grant of £683.54

That, using the general power of competence under the Localism Act 2011, ss.1-8, members approve a grant with a value of up to £350.00 in staff time to Sudbury District Scouts to cover part of the costs for the Community Wardens to provide a road closure.

14. TO RECEIVE AN UPDATE ON THE RENOVATION AND REPAIR OF THE TOWN HALL

The Town Clerk confirmed that the work on the renovation and repair of the Town Hall was running according to schedule and that he was pleased with the quality of the work. The scaffolding in front of the Town Hall had started to come down and it was expected that the rest would be removed the next day. Work would then focus on the Gaol Lane side of the Town Hall.

RESOLVED

To thank the contractor for the quality of his work on the renovation and repair of the Town Hall.

15. TO CONSIDER THE PRIORITIES FOR WORK FOR OTHER LOCAL AUTHORITIES WHEN RESOURCES ARE LIMITED

The Town Clerk explained that due to limited staff resources, it would not be possible to do work for other local authorities without serious impact on Sudbury services. This was not a decision he had taken, but a fact due to the loss of a significant number of working hours per week and a shortage of trained personnel. If members wished to discuss the details they would need to do so under private and confidential.

RESOLVED

EXCLUSION OF PUBLIC (WHICH TERM INCLUDES THE PRESS)

That pursuant to the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public be excluded from the meeting for the business specified in items 15 and 16 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

16. TO RECEIVE AN UPDATE ON ANY PRIVATE AND CONFIDENTIAL MATTERS.

See CONFIDENTIAL Annex A pages 673 to 674.

RESOLVED

To extend the meeting by 30 minutes for that it could continue until 10:00pm.

The business of the meeting was concluded at 9:59pm.

Chairman 

**Report for October 2024 to Sudbury Town Council -
From Jessie Carter (SCC Councillor)**



Date: 07/10/2024

Email: jessie.carter@suffolk.gov.uk

Phone: 07955 434411

Highways

- The vegetation along Christopher Lane is due to be cut back
- The vegetation on the roundabout between B&Q and Richard Burn Way is due to be cut back
The disabled bay along Gainsborough's Street have been repainted
- HGV / Lorry directional signs: SCC's site gangs recently visited the East Street and Market Hill sites to install the signs, however, the former illuminated signposts were still live - this has been confirmed by the street lighting team. I have asked the street lighting team to confirm the likely cost of disconnected and removing these posts, I will report back to STC's Planning & Highways committee when I know more.
-

Recycling and Waste Collection Changes

At Cabinet on Tuesday 10 September, we heard about the changes the council is preparing to make to prepare for the new recycling and waste collection requirements set out in the Environment Act 2021. This new law means that district and borough councils must additionally collect food waste, glass and cartons from residents by 2026, and also collect plastic film from 2027. It is up to each district and borough council how they choose to arrange their waste collection schedule, and they will be communicating these changes to residents soon. However, the county council also needs to make changes as it is responsible for storing and processing waste and recycling after it is collected. The council will be spending around £4.535m, allocated from its reserves, to update waste transfer stations in the county where waste is taken after it is collected. The council will also need to set up a new contract for anaerobic digestion of the food waste.

Financial Monitoring Report for 2024-25

Also at Cabinet on 10 September about the council's latest financial forecast for 2024-25, and so far the year seems to be going better than last year, with a projected overspend of £1 million compared to last year when the council was forecasting an overspend for 2023-24 of £29.3 million. Some services are still overspent, for example costs for Special Educational Needs and Disabilities (SEND) and care purchasing in adult social care services. Areas that are predicted to come in under budget have helped balance this out. However, the council's reserves, the 'savings' it holds for a rainy day, are taking another big hit this year and are due to reduce by £22.2 million. This is a rate of spending by the council which is unsustainable even for a few more years. Like other councils in the same position, we will be hoping for an improved funding settlement from the new government.

Funding to Improve Home Energy Efficiency

I was disappointed that the council is projecting to return £5 million of funding to the government which could have been used to improve the energy efficiency of homes in Suffolk. The Warm Homes Suffolk Scheme is now closed, but the council has heard that a similar scheme may be on its way and we would encourage residents who are eligible to apply. The previous scheme enabled people to buy extra insulation and undertake other improvements to improve the energy efficiency of their homes, which will also reduce the amount they are paying to heat them. I will have more information on future schemes at a later date and will provide further information then.

Suffolk Devolution Deal Withdrawn

Following the change in government, the devolution deal which had been tabled for Suffolk has now been withdrawn, as has the deal for Norfolk which was along similar lines. Devolution would have provided the county with extra funding and power to make more decisions locally, for example transport and adult education. Although this is being reported as a snub for the county, my group feels that devolution deals offered by the new government are likely to be more ambitious, and will avoid the possible decision deadlock caused by a directly elected leader being from a different political party to the majority of councillors.

Arts and Culture Project Funding

The council has launched its new £500,000 Culture Project Fund to support local arts and museum projects across the county. This is the bidding system for arts funding for the financial year 2024-25 which was announced by the council's administration as part of the budget process in early 2024, and will see a larger amount of smaller grants for projects and organizations compared to previous years. The fund offers three tiers of grants:

Small grants up to £1,500

Medium grants up to £15,000

Large grants up to £50,000

Eligible applicants include arts organizations and museums, skilled freelancers, registered charities, community interest companies, non-profits, and social enterprises based in Suffolk. For more information on deadlines and award dates, or to find out how to apply, please visit www.suffolk.gov.uk/cultureprojectfund or contact the Arts & Museums Team at cultureprojectfund@suffolk.gov.uk.

Apply for Primary and Secondary School Places

Parents and carers can now apply for a place in the normal year of entry at a primary (including infant and junior) school and secondary school for September 2025. The deadline for applications to secure a place at a secondary school is Thursday 31 October 2024 and for primary school places, including infant and junior schools, the deadline is Wednesday 15 January 2025. All applications received by the closing dates are processed at the same time using the schools' oversubscription criteria to prioritise



applications when necessary. Late applications are processed after all of those received on time.

SCC advise that parents and carers think about how their child will travel to school before they apply for a school place. They can check which is their child's nearest suitable school on our Nearest School Checker because it might not be their catchment area school: <http://nearestschool.suffolk.gov.uk/>

Advice and guidance about the school application process is available here: www.suffolk.gov.uk/admissions

BABERGH REPORT 8TH OCTOBER**Residents in Babergh and Mid Suffolk will get more opportunities to recycle from 2026 as part of nationwide changes to waste collections.**

Councillors at Babergh and Mid Suffolk District Councils have endorsed plans which will see improved recycling introduced from 2026, alongside already agreed plans for weekly food waste collections starting at the same time.

The changes, which went before Full Councils this week, ensure the councils can meet new government legislation

From 2026, people will be able to recycle more items in their existing household recycling bin.

Glass and cartons such as Tetra Pak – which currently have to be taken to Suffolk's recycling centres and bottle banks - will be included. Plastic film would be incorporated from 2027.

This additional recycling, combined with new weekly food waste collections, would have a significant impact on recycling rates, allowing **over 58%** of the waste that residents currently have to put in their black rubbish bin to be recycled instead.

A separate bin, box or bag will be provided for paper and cardboard. This separation, known in the waste industry as 'twin-stream collections', would ensure this isn't affected by other items in the bin, improving its recycling value and quality.

Unusable or expired items that residents will also be able to put in their food waste bin, include:

- leftovers
- meat, fish, and bones
- tea bags and coffee grounds
- bread, pasta and rice
- eggshells and dairy products
- fruit and veg peelings

This reduced amount of general rubbish, in particular food items which are most likely to cause bins to smell, means the councils will move to more cost-effective three-weekly rubbish bin collections from 2026.

However, the councils' waste team will be sympathetic to those with exceptional needs on a case-by-case basis, such as those with larger families, with medical needs or without available space for the new bins.

Babergh and Mid Suffolk District Councils have renewed their call for urgent government action to end the financial crisis that is currently facing council housing.

At their respective full council meetings this week, both councils resolved to write to Deputy Prime Minister Angela Rayner and local Members of Parliament to reiterate the need for immediate changes to the broken financial model that dictates England's council housing system.

Across the country, many councils are facing significant financial problems due to years of erratic national policy changes. In 2012, councils had to take out a loan to buy their own properties, creating a significant amount of debt to be self-financed through rental income. At the time, rents provided councils with enough money to start repaying the debt and continue investing.

However, the Government later restricted rent rises – a welcome measure for tenants, but there was no additional income for housing authorities to maintain investment.

By the 2023/24 financial year, in the case of Mid Suffolk, the district was faced with a £3.7m shortfall in its Housing Revenue Account (HRA), with the cabinet having to authorise the use of reserves this summer to fill that hole.

Both councils are already among more than 100 council landlords to sign up to a new report calling for the Government to take urgent action to restore lost income and unlock local authority capacity.

Cllr Jessie Carter, Babergh District Council cabinet member for housing, said: "Council homes transform lives, providing a foundation for a good life for millions of people across the country who would otherwise be locked out of having a decent, affordable home.

"We want to be able to invest in desperately needed new properties, ensure repairs and maintenance services are robust, and make existing homes more efficient. We can't do this without critical changes to the current policy, so we need the government to listen and help us to help our tenants."

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

SUDBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

*For any statement to which the response is 'no', an explanation must be published

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

14/05/2024

and recorded as minute reference:

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

Chair

Clerk

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

www.sudbury-tc.gov.uk

Section 2 – Accounting Statements 2023/24 for

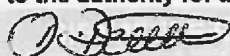
SUDBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	955,492	1,074,961	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	734,000	785,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	379,552	340,245	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	528,718	530,099	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	18,150	18,150	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	447,215	419,417	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,074,961	1,232,540	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,060,118	1,206,749	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,944,604	2,741,601	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	309,602	305,867	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

 REQUIRED

Date

14/05/2024


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

14/05/2024

as recorded in minute reference:

MINUTE REFERENCE

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

 REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Sudbury Town Council – SF0365**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The smaller authority has not restated the prior year figure in Section 2, Box 9 for certain assets that have been written off during 2023/24. Please note that the Practitioners’ Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

18/09/2024

