



**BRANDON**  
TOWN COUNCIL

**LOCAL GOVERNMENT ACT 1972**

**NOTICE OF A MEETING OF  
BRANDON TOWN COUNCIL**

YOU ARE HEREBY SUMMONED TO ATTEND THE PRECEPT MEETING OF BRANDON TOWN COUNCIL, WHICH WILL BE HELD IN THE OLD SCHOOL HOUSE BRANDON, MONDAY 6<sup>TH</sup> JANUARY 2025, STARTING AT 7.00 P.M.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. THE MEETING CUSTOMARILY INCLUDES A 15-MINUTE OPEN FORUM, WHEN MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS ARE INVITED TO ADDRESS THE COUNCIL.

Tina Cunnell

Clerk

Brandon Town Council

**AGENDA**

1	<b>Apologies for Absence</b> To receive
2	<b>Declarations of Interest and requests for Dispensations</b> To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
3	<b>Public Participation Time</b> The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting
4	<b>Draft of 2025/26 Budget</b> To review and agree budget and precept If you wish to change any of the figures, can you please communicate these to the office prior to the meeting so alternative calculations can be presented. This is a recorded vote.

Supplier ID:  
500447

**Application for Parish/Town Council  
Precept 2025/26**

Please complete the following and return to the Chief Financial Officer by 22 January 2025

PARISH/TOWN COUNCIL OF:

Brandon Town Council

Please select your Parish/Town Council from drop down list

Date of Parish/Town Council Meeting, approving the precept

6th January 2025

Contact details of the Parish/Town Clerk:

Name: Tina Cunnell

Address: Old School House, Market Hill, Brandon, IP27 0AA

Tel No: 01842 811844

E-Mail: office@brandontc.co.uk

**Bank Details:**

Sort Code: Account Number:

**The amount requested by the above mentioned Parish/Town Council by way of precept from West Suffolk Council for the year 1 April 2025 to 31 March 2026 is as follows:**

The 2024/25 figures below are the figures submitted by Parishes/Towns in January 2024 and are included for information purposes only.

	2024/25		2025/26	
	Expenditure	Income	Expenditure	Income
Administration	£ 231,630	£ -	£ 236,015	
Allotments	£ -	£ -		
Arts Centres	£ -	£ -		
Cemeteries	£ 20,325	£ -21,000	£ 20,595	£ -21,000
Civic Costs	£ -	£ -		
Community Events	£ -	£ -		
Disused Churchyard/Memorials	£ 20,325	£ -	£ 20,595	
General Services	£ 14,700	£ -	£ 15,626	
Grants to Other Bodies	£ 43,000	£ -	£ 43,000	
Leisure Services/Sports Facilities	£ 10,500	£ -	£ 18,348	
Other Expenses	£ 13,600	£ -	£ 13,600	
Street Lighting	£ 48,000	£ -	£ 48,000	
Village Hall/Memorial Hall/Other Property	£ 9,400	£ -1,000	£ 11,232	£ -1,000
Transfer to (+ve)/from (-ve) Reserves	£ -	£ -		
<b>Net Expenditure</b>	<b>A</b>	£ 389,480		£ 405,011
<b>Parish Precept</b>	<b>B</b>	£ 389,480		£ 405,011
Tax Base	<b>C</b>	2,538.02		2,547.69
Town Council Tax Band D	<b>B÷C</b>	£ 153.46		£ 158.97
Increase/-Decrease				£ 5.51
Percentage Increase/-Decrease				3.59%

Signed by:-  
Chair of Parish/Town Council:

Date:

Parish/Town Clerk:

Date:

**Budget**

**2024**                      **2025**

1176 Precept	£389,479.65	£405,011.35	
<b>101 Administration Income</b>			
1180 Room Hire	£1,000.00	<b>£1,000.00</b>	
<b>101 Administration</b>			
1101 Insurances	£11,600.00	£11,948.00	3%
1102 Vehicle Insurance	£1,100.00	£1,133.00	3%
1110 Audit Fee (Ext)	£1,000.00	£1,030.00	3%
1111 Audit Fee (Int)	£1,650.00	£1,700.00	3%
1120 Legal Fees (H & S)	£2,500.00	£2,500.00	
1125 Web Site Upkeep	£400.00	£412.00	3%
1130 Office Equipment/Furniture	£500.00	£515.00	3%
1131 Computer Equipment	£1,000.00	£1,030.00	3%
1132 Stationary	£450.00	£464.00	3%
1133 Payroll	£550.00	£567.00	3%
1138 Misc Expenses	£0.00	£0.00	
1140 Staff Training	£1,000.00	£1,030.00	3%
1141 Councillor Training	£500.00	£515.00	3%
1142 Chairmans Allowance	£200.00	£200.00	
1143 SW/HW Support	£500.00	£2,500.00	Domain, Security, Management and Website Accessibility
1144 Salc/Nalc	£1,450.00	£1,494.00	3%
1145 Subscriptions	£1,750.00	£1,803.00	3%
1146 Information/Books/Software	£200.00	£206.00	3%
1148 Lift Servicing	£1,000.00	£1,030.00	3%
1150 Advertising	£100.00	£103.00	3%
1156 Postage	£250.00	£258.00	3%
1160 Mileage	£250.00	£258.00	3%
1165 Photocopier Rental	£2,000.00	£1,100.00	New 5 year contract at a reduced cost
1166 Photocopier Charges	£2,000.00	£1,000.00	New 5 year contract at a reduced cost

1167 Election Costs	£4,000.00	£4,120.00	3%	
1170 Telephone Fax Internet	£2,500.00	£2,850.00	Up £20 a month £240/year re new phones + 3%	
2131 New equipment	£0.00	£0.00		
4113 Bank Costs	£160.00	£165.00	3%	
<b>102 Staff</b>	<b>£38,610.00</b>	<b>£39,931.00</b>		
1201 Staff Salaries	£167,843.17	£167,843.17	Changes in contract and allowing extra	
1202 Pension	£5,035.30	£8,100.00	Increase as incorrect last year	
1203 NI Contributions	£20,141.18	£20,141.18		
	<b>£193,019.65</b>	<b>£196,084.35</b>		
<b>103 PWLB</b>				
1301 Public works Loan	£13,600.00	£13,600.00		
	<b>£13,600.00</b>	<b>£13,600.00</b>		
<b>104 Grants</b>				
1401 Grants	£33,000.00	£33,000.00		
1402 S137	£10,000.00	£10,000.00		
	<b>£43,000.00</b>	<b>£43,000.00</b>		
<b>201 Cemetery/Town</b>				
2177 Burial Fees	£11,500.00	£12,500.00		
2178 Ashes Interment Fees	£6,500.00	£7,000.00		
2179 Memorial Fees	£3,000.00	£3,500.00		
	<b>£21,000.00</b>	<b>£21,000.00</b>	Costs cannot be forecast	
2101 Cemetery/Town Costs	£10,000.00	£10,300.00	3%	
2104 New Cemetery Purchase	£0.00	£0.00		
2107 Cemetery Works	£20,000.00	£20,000.00		
2110 Water Charges - Cemetery	£250.00	£300.00	Increased as over budget this year	
2111 Electricity	£4,000.00	£4,000.00	Under budget this year	
2116 BRPF Rental	£600.00	£600.00	£550 this year	
2117 HR Fees	£2,500.00	£2,500.00		
2131 New Equipment	£1,500.00	£1,545.00	3%	

2132 Trade Waste	£1,500.00	£1,545.00	3%
2133 Bus Shelter Cleaning	£300.00	£400.00	Increase in price up to £65 every 2 months
	<b>£40,650.00</b>	<b>£41,190.00</b>	
<b>301 Old School House</b>			
3110 Gas Supply	£4,000.00	£4,000.00	Under budget this year
3111 Gas Maintenance	£100.00	£103.00	3%
3113 Pat Testing	£150.00	£155.00	3%
3114 Electricity	£3,000.00	£3,000.00	Under budget this year
3116 Trade waste	£0.00	£0.00	
3117 Water Charges	£400.00	£412.00	3%
3120 Window Cleaning	£150.00	£150.00	
3125 Fire Extinguisher Servicing	£400.00	£412.00	3%
3178 Old School House Maintenance	£1,200.00	£3,000.00	5 yr electrical test due & L8 Risk Assessment +3%
	<b>£9,400.00</b>	<b>£11,232.00</b>	
<b>401 General</b>			
2121 Machinery Servicing	£3,000.00	£3,090.00	3%
2122 Fuel & Oil	£2,200.00	£2,266.00	3%
2130 Truck Replacement	£0.00	£0.00	
2139 Protective Clothing	£500.00	£1,000.00	Water proofs needed
2140 Town Keepers Mobile Calls	£0.00	£0.00	
4101 Horticulture	£500.00	£515.00	3%
4102 Christmas Lighting	£2,000.00	£2,060.00	3%
4104 Truck Maintenance & Tax	£0.00	£0.00	
4105 Town Clock Repairs	£500.00	£515.00	3%
4109 Seating	£0.00	£0.00	
4112 Events	£6,000.00	£6,180.00	3%
	<b>£14,700.00</b>	<b>£15,626.00</b>	
<b>402 Recreation</b>			
4201 The Lode	£0.00	£0.00	
4202 The Orchard	£250.00	£258.00	3%
4204 Thetford Rd	£1,000.00	£1,030.00	3%
4205 BRPF	£2,000.00	£2,060.00	3%
4206 Horticultural Work/Tree Survey	£500.00	£6,000.00	£500 horticultural work/£5500 for tree survey

4208 Cemetery/Ave Trees	£6,750.00	£9,000.00 3 year cycle
<b>403 Street Lights</b>	<b>£10,500.00</b>	<b>£18,348.00</b>
4302 Street Lighting Energy	£40,000.00	£40,000.00 LED prices should start to reduce
4303 Street Lighting Repairs	£8,000.00	£8,000.00
	<b>£48,000.00</b>	<b>£48,000.00</b>

