

Acton Parish Council

Email: clerk@actonparishcouncil.gov.uk | Tel: 07931 381751

Members of the Parish Council:

You are summoned to the Meeting of Acton Parish Council, which will take place on **Wednesday 18th February 2026**, at 7pm at Acton Village Hall for the purpose of transacting the business below.

A Lee

Abbie Lee, Clerk

Members of the Public:

Council meetings are not public meetings; they are meetings conducted in public. Members of the public have a statutory right to attend the meetings of the Council as observers. Attendees are requested to notify the Chairman of any intention to film, photograph or record during the meeting. Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence.

There is a public forum of up to 10 minutes within the meeting for members of the public and/or press to speak in respect of any items on the agenda. Members of the public should raise their hand and the Chairman will call them to speak. The Council's Standing Order limits each individual's contribution to three minutes. Issues should not be discussed immediately or responded to unless the Chairman authorises. Matters raised may be added to the agenda for a future meeting. The Council will also provide an opportunity for County and District Councillors to deliver any reports during the public forum.

Agenda

Apologies

- 1 To receive Councillor apologies and consider whether to approve reasons for absence.

Minutes

- 2 To agree the minutes of the meeting held on 21st January 2026. To be signed by the Chairman as a true and accurate record of the meeting.

Declarations of interest

- 3.1 Councillors are reminded to update their Declaration of Interests on Babergh District Council's website in accordance with Acton Parish Council's Code of Conduct.
- 3.2 To consider any written requests for dispensation received by the Clerk prior to the commencement of the meeting.

Clerk's Report

- 4.1 To receive the Clerk's report on any significant matter or items of correspondence not on the agenda and not already drawn to the Cllrs' attention (Appendix 1).
- 4.2 To receive the Clerk's report on any decisions taken under delegated powers since the last meeting.

Public Forum (item 5.3 limited to 10 minutes)

- 5.1 County Councillor report
- 5.2 District Councillor reports

5.3 Members of the public

Planning

- 6.1 To consider planning applications and resolve to submit comments where appropriate. Please note that any applications received following the issue of this agenda will be considered.
- 6.2 To note planning application validations, Parish Council recommendations and local planning authority decisions made since the last meeting (Appendix 2a).
- 6.3 To note sites within Acton Parish currently being reviewed for Strategic Housing Land Availability Assessment (SHLAA) (Appendix 2b).

Environment

- 7.1 To receive an update on PRow2.
- 7.2 To review two quotes and approve contract for SIDs rotation and battery charging:
- a) Sudbury Town Wardens (current contractor for this work) at a cost of £33.75 per hour, per man for two men to take two hours per rotation, plus mileage charges (Appendix 3) excl VAT.
 - b) LM Groundcare at a cost of £25 per hour for one man to take two hours per rotation. Mileage included (Appendix 4) not VAT applied.
- 7.3 To receive an update on the Lime Tree Green play equipment upgrade.
- 7.4 Cllrs to approve the servicing of the John Deere Ride on Mower GT245 and Orec RM380 Ride on Brush Cutter to be carried out by RnR Machinery at a cost of £300 plus VAT per machine (Appendix 5) plus collection and delivery of both machines at a price of £30 plus VAT per machine each way. To be funded from Wildlife Reserve budget.
- 7.5 Cllrs to approve a budget of £450 plus VAT per machine for repairs of John Deere Ride on Mower GT245 and Orec RM380 Ride on Brush Cutter to be carried out by RnR Machinery at an hourly labour cost of £60 plus VAT per machine (Appendix 5) from Wildlife Reserve budget.
- 7.6 Cllrs to review and approve the new three-year streetlight maintenance contract with Pearce & Kemp Limited from 1st April 2026 to 31st March 2029, for £19.50 per month, excl VAT, noting a £0.75 monthly increase from the previous contract (Appendix 6).
- 7.7 Consider views on a suitable 20 mph Zone for Acton Village (Appendix 7).
- 7.8 To consider any other environmental rights of way issues and any works arising.

Acton Field Trust

- 8 To receive an update report from Acton Field Trust.

Emergency Plan Working Group

- To receive and update on the village Emergency Plan.

Finance

- 10.1 Cllrs to review and approve schedule of payments and items of expenditure for January and authorise the chairman to sign the schedule of payments (last page of agenda).
- 10.2 To approve the year to date bank balances and bank reconciliation (last page of agenda).
- 10.3 To review the Council's asset register, which records both land and other assets (website), noting the only new item since the September 2025 review is the Parish noticeboard.
- 10.4 Cllrs to note SALC payroll changes (Appendix 8).
- 10.5 Cllrs to note that the Cllr Financial Checks are up to date as of 31st December 2025.
- 10.6 Cllrs to note the account with Nationwide savings bank account has been shut down and all funds, including the 2025-26 annual interest, have been transferred to Lloyds bank.
- 10.7 Cllrs to note the Unity Trust Savings account has been opened and to approve a transfer of £90,000 from Lloyds Bank.

Governance

- 11.1 Cllrs to approve the SALC internal auditor letter of engagement for the 2025-26 internal audit (website).
- 11.2 Cllrs to note the updated Council organisation chart as of 18th February 2026 (website).
- 11.3 Cllrs to review the Risk Management Plan (website) and note the following changes and one addition:
- All occurrences of *CiLCA qualified Clerk* have been replaced with *Clerk undertaking CiLCA training*.
 - ROSPA safety inspector replaced with RPII (Register of Play Inspectors International) registered inspector, as Acton Parish Council no longer uses ROSPA.
 - *Sudbury Wardens* changed to contractor.
 - Addition: Use of debit card for payments.
- 11.4 Chairman to report on the Clerk's recent annual performance review (consider going into closed session).

Items for Future Agendas or Any Other Business

- 12 Councillors may use this opportunity to report on meetings attended, agree attendance at forthcoming meetings, add future agenda items, and report matters of information not included elsewhere on the agenda.

Dates of next meetings:

Wednesday 18th March Parish Council Meeting

Wednesday 15th April Annual Parish Meeting of Electors

Wednesday 20th May Annual Parish Meeting

Abbreviations:

Cllr(s): Councillor(s)

CiLCA: Certificate in Local Council Administration

CIL: Community Infrastructure Levy

SALC: Society of Local Councils

BDC: Babergh District Council

APC: Acton Parish Council

PRoW: Public Right of Way

Scheule of Payments

Payments made under delegated powers or Financial Regulation 6.8 since the last meeting:

▪ Post Office: Postage	£6.96
▪ Cartridge People: Toner	£34.89
▪ Cartridge People: Toner	£63.80

Payments authorised for settlement before the next meeting:

- Direct debits, standing orders and other contractual payments approved by the Council
- Salaries and HMRC payments
- Payments arising from pervious Council decisions
- Payments authorised by the Clerk or Clerk and Chair under delegated powers or Financial Regulation 5.15

All Payments & Receipts for January 2026

Date	Description	Supplier / customer	Net	VAT	Total
27/01/2026	2025-26 Interest Payment	Skipton Building Society	2,171.92	0.00	2,171.92
13/01/2026	2025-26 Interest Payment	Nationwide	2,388.27	0.00	2,388.27
30/01/2026	Allotment Rent 2B	Allotment 2B	7.50	0.00	7.50
02/01/2026	January Refuse Collection	Litter picker	-91.67	0.00	-91.67
02/01/2026	Q4 Grant APFVH Charity Manag	Acton Playing Fields and Villa	-1,375.00	0.00	-1,375.00
05/01/2026	Jan Streetlight Maint	Pearce and Kemp	-18.75	-3.75	-22.50
07/01/2026	December Pension Contribution	NEST	-176.13	0.00	-176.13
12/01/2026	Toner	Cartridge People	-29.07	-5.82	-34.89
12/01/2026	Toner	Cartridge People	-53.17	-10.63	-63.80
12/01/2026	Donation	Eden Rose Coppice Trust	-100.00	0.00	-100.00
12/01/2026	Xmas Tree Collection/Disposal	Gavin Brightwell	-10.00	0.00	-10.00
12/01/2026	Annual Main Contract	Leigh Martin/LM Groundcare	-516.00	0.00	-516.00
19/01/2026	Bank Charges	Lloyds Banking Group	-4.25	0.00	-4.25
21/01/2026	December Electricity	SSE Energy Solutions	-108.68	-5.43	-114.11
23/01/2026	P30 Q3 Jan 2026	HMRC	-925.40	0.00	-925.40
26/01/2026	MS 365	Microsoft Limited	-10.08	-2.02	-12.10
30/01/2026	Meeting room hire for APC	Acton Playing Fields and Villa	-24.00	0.00	-24.00
30/01/2026	Clerk Salary Jan 26	Clerk	-1,289.78	0.00	-1,289.78
30/01/2026	Postage	Post Office	-6.96	0.00	-6.96
09/01/2026	January Interest Received	Lloyds Bus Bank Savings	43.34	0.00	43.34

These payments are to be authorised at the Parish Council Meeting dated 18th February 2026.

Councillor Signature: _____

Acton Parish Council Bank Reconciliation	
1 April 2025 - 31st January 2026	
Opening balance 1 April 2025	250,267.68
Movement in balances	
Receipts	86,585.95
Payments	62,937.92
Receipts less payments	23,648.03
Closing balance (31st January 2026)	273,915.71
Bank accounts	
Lloyds Treasurers	53,831.84
Lloyds savings (BusBankInstant)	135,083.87
Nationwide Building Society	-
Skipton Building Society	85,000.00
TOTAL bank balances (31st January 2026)	273,915.71

Presented to the Parish Council at the meeting on 18th February 2026**Tasks Completed:**

- Set up dedicated Community Speedwatch email account.
- Contacted former resident's family members to advise plaque has been received and is now in situ on the bench in the Wildlife Reserve. Received a warm thank you email following their visit to the Wildlife Reserve.
- Updated news items to social media and website.
- Correspondence sent to SCC Highways and BDC Planning Department.
- Emailed all circular correspondence to councillors.
- Kept Cllrs informed of ongoing planning consultations.
- Meeting with BDC Grants Officer re LTG new equipment.
- Placed orders to contractors to proceed with decisions made at previous meeting.
- Supervised the installation of the new Parish Noticeboard.
- Checked status of village hall defib unit, following an emergency services call out and updated the status on Circuit website.
- Monthly check that defibs are operational. Reported on Circuit website.
- Conducted regular safety checks of Lime Tree Green play area and updated spreadsheet.
- Issued three hedge-trimming letters.
- Conducted inspection of unpaid allotment and sent a third letter for the outstanding rent.
- Responded to correspondence from residence on dog waste, fly tipping, new projects in the village, and an enquiry as to whether there was a village magazine.
- Unsubscribed from over 20 companies or individuals sending marketing or spam emails.
- Responded to two phone calls, three emails and one text message (the latter was before 6am) intended for APFVH.
- Posted news on social media to advise of changes to bin collection.
- Posted notice of road closures on social media.
- Reposted Suffolk Highways social media campaign.
- Issued a reminder on social media about fly tipping.
- Attended a SALC online course for internal audits.
- Attended a SAL online course for Assertion 10.
- Ordered first aid kit for Wildlife Reserve

Decisions taken under delegated authority:

- Instructed Wayne Hickford to carry out essential overgrowth cutting work at the Wildlife Reserve.

Outstanding Tasks:

- Chase Roger Lane regarding sign refresh.

APPENDIX 2a: Planning Decisions

Presented to the Parish Council at the meeting on 18th February 2026

Prepared on 11th February 2026

DC/26/00092	<p>8 Browns Close, Acton, CO10 0XL</p> <p>Householder application: Demolition of existing rear conservatory and replaced with new single storey pitched roof extension.</p> <p>Parish Council recommendation: Support</p> <p>Planning Authority decision: Awaiting Decision</p>
DC/26/00071	<p>Lascelles Barn, Clay Hall Lane, Acton, CO10 0AQ</p> <p>Notification of tree works subject to a Tree Preservation Order – BT140/G1 confirmed 24/06/88 covers a group of 10 sycamores</p> <p>Parish Council recommendation: Support Tree Officer's Decision</p> <p>Planning Authority decision: Awaiting Decision</p>
DC/25/04281	<p>Land North of Tye Farm House, Cuckoo Tye, Long Melford, Sudbury</p> <p>Proposal for full planning application for change of use of part field to enclosed secure dog walking and exercise area, including a 1.50m high wire fence and field gate.</p> <p>Parish Council recommendation: Object</p> <p>Planning Authority decision: Awaiting Decision</p>
DC/22/05231	<p>Chilton Woods Mixed Development to North of Woodhall Business Park</p> <p>Application for approval of Reserved Matters (matters relating to appearance, scale, layout and landscaping) for Phase III</p> <p>Parish Council recommendation: Support</p> <p>Planning Authority decision: Awaiting decision</p>
DC/23/04007	<p>Tamage Road Estate – Gym Trail</p> <p>Application under S73a for the Removal or Variation of a Condition following grant of DC/19/03126 dated 30.07.2020 and subsequent S73 DC/22/01674.</p> <p>Parish Council recommendation: Support</p> <p>Planning Authority decision: Awaiting decision</p>

Appendix 2b
Strategic Housing Land Availability Assessment (SHLAA)

Sites in Acton Parish

SITE ID: HE23133

Acton

Site Address: Land to the west of Melford Road, Lavenham, Sudbury, CO10 9SP.

Approx site area (ha) 2.9 Land type: GRN.

Proposal: Housing (C3), Mixed use. BNG. Public Open Space

Proposed dwellings: 35

SITE ID: HE23138

Acton

Site Address: Land to the north west of Melford road, Lavenham CO10 9SP.

Approx site area (ha) 17.4 Land type: GRN.

Proposal: Housing (C3), Other - please specify. BNG Public Open Space

Proposed dwellings: 300

SITE ID: HE23167

Acton

Site Address: Land West of Sudbury Road, Acton.

Approx site area (ha) 2.8 Land type: GRN.

Proposal: Housing (C3).

Proposed dwellings: 30

SITE ID HE23171

Acton

Site Address: Land Opposite Old Post Office Row, Acton.

Approx site area (ha) 0.4 Land type: GRN. Site proposals

Proposal: Housing (C3).

Proposed dwellings: 8

SITE ID HE23544 District

Acton

Site Address: Land at Newmans Green The Grove, Land to East of Cuckoo Tye, Newmans Green, Acton, Suffolk CO10 0AE.

Approx site area (ha) 0.3 Land type: GRN.

Proposal: Housing (C3).

Proposed dwellings: 9

Appendix 2b

Strategic Housing Land Availability Assessment (SHLAA)





APPENDIX 3

SERVICE LEVEL AGREEMENT

This agreement sets out terms between **Sudbury Town Council** and **Acton Parish Council** for the period **1st April 2026** until **31st March 2027**.

Sudbury Town Council will provide the services of **one** Community Warden for **40 hours per year** excluding the period between Christmas and New Year.

Agreed tasks are set out in the Schedule of Works below:

- SID rotation and battery change of three SIDs every three weeks on a nine-week rotation, ensuring the SIDs are monitoring leaving the village for three weeks, entering the village for three weeks and then removed for three weeks.
- Raw SID data (RadarStats) will be emailed direct to Acton Parish Council's Clerk by a Sudbury Town Council Officer.

The conditions are;

- Cost £33.75 per hour excluding VAT for each member of staff involved, including apprentices.
- We charge for any preparation time in Sudbury, the travel time, the time spent in their parish, the travel time.
- We charge 0.65p per mile for travel.
- We do not promise to complete any task at a particular time. We will try our best to help, but Sudbury requirements will always come first, and we may postpone a parish task. An example of this would be grass cutting. If we are waiting for a dry day to cut our own grass, we will do this as soon as the weather is suitable, regardless of any planned parish tasks.
- We will not undertake road closures, Christmas lights installations, decorations, etc.
- All tasks must come from their Council Manager or Parish Clerk, not a councillor, to our Deputy Town Clerk or Business Manager in writing. Email communication is preferred.
- Any SLA must be authorised by their parish council for their Council Manager to pay Sudbury the full annual cost when invoiced without any further approval and we will need to have a signed copy of their minutes to this effect before we deliver any service (by March at the latest).
- Rotation of SIDs (Speed Indication Devices) within the parish against the agreed rota (no data processing will be completed by STC).
- Additional work and charges including materials as required by the Acton Parish Clerk outside of the regular 40 hours per year to be arranged by negotiation with our Deputy Town Clerk or Business Manager.
- Sudbury Town Council will invoice Acton Parish Council biannually in arrears. The Deputy Town Clerk or Business Manager will liaise with the Parish Clerk on at least a quarterly basis to approve the logged hours and mileage.

Signed:

Town Clerk of Sudbury
Mr Ciaran Griffin

Date

Acton Parish Clerk & RFO
Mrs Abbie Lee

Date

Please review the estimate to accept or reject

Reject Estimate

Accept Estimate

APPENDIX 4

QUOTE



LM Groundcare
07899 855189
5 Long Gardens
Sudbury, Essex, CO10 7NF
GB

Billed to
Abbie Clerk Acton Parish Council
clerk@actonparishcouncil.gov.uk

Estimate No	QUOTE-35
Issue Date	January 29, 2026
Expiry Date	March 31, 2026

ITEM NAME	SUBTOTAL
SIDS Acton £50.00 x 1	£50.00

To provide:

SID rotation and battery change of three SIDs every three weeks on a nine-week rotation, ensuring the SIDs are monitoring, leaving the village for three weeks, entering the village for three weeks and then removed for three weeks.

Batteries to be charged between rotations

Download data and email to Clerk.

Subtotal	£50.00
Amount Due (GBP)	£50.00

Terms & Notes:

3 week rotation subject to availability with a flexibility of 3 days either way.

There may be times where I can't attend in that week due to annual leave or sickness but alternative arrangements will be made with clerk prior.

Price is based on there being 3 spare batteries and chargers provided to me and the rotations carried out in 1 visit to village.

2 hours at £25 per hour. This is a set fee. It includes my time, fuel, travel and charging batteries at my address.

Work carried out to guidelines of Signing, Lighting and guarding qualification that I hold.

Vehicle and PPE meets Chapter 8 regulations.

APPENDIX 5



Belltack Works, Middleton Road, Sudbury, Suffolk. CO10 7LJ

TEL:-01787 375 194 MOB:-07483 145 555

info@rnrgardenmachinery.co.uk www.rnrgardenmachinery.co.uk

27th January 2026

QUOTATION FOR:-

JOHN DEER RIDE ON GT245

SERVICE

£300 + VAT AND PARTS - (SPARK PLUG/S, FILTERS, OIL, *FUEL)

IF EXTRA WORK IS NEEDED IE STEERING AND CUTTING DECK ISSUES

EXTRA LABOUR IS £60 + VAT PER HOUR.

OREC RM380 RIDE ON BRUSH CUTTER WITH HONDA GXV390 ENGINE

SERVICE

£300 + VAT AND PARTS - (SPARK PLUG, FILTERS, OIL, *FUEL)

IF EXTRA WORK IS NEEDED.

LABOUR IS £60 + VAT PER HOUR.

TO PICK UP MACHINES £30 + VAT EACH WAY.

*We use Aspen alkaline fuel as petrol from the petrol station starts to deteriorate after 1 month and cause problems with the carburettor. Aspen can stay in machine 3 to 5 years without the engine being affected – recommended for winter months or if the machine is not in use for several months.

PEARCE & KEMP

LIMITED

ELECTRICAL & LIGHTING CONTRACTORS

Unit 20, Halesworth Business Centre, Norwich Road,
Halesworth, Suffolk IP19 8QJ

Tel: 01986 872130 Fax: 01986 875045

E-mail: enquiries@pearce-kemp.co.uk



All Inclusive Maintenance Agreement

Contract Terms

The following items are included in our maintenance charge:

- All outages will be attended to in 10 working days.
- Clean and Visual inspection of all lighting units
- The Parish Council will report all outages by fax or Email on 'Damage Report' forms provided by Pearce & Kemp Limited.

Exclusions from the contract will be:

- Vandalism or Impact Damage, Columns, Lanterns, Upgrading, Age Related Deterioration, Doors, Pole or Wall Brackets, Refitting Doors, upright and Reconsolidation of Columns, Timeclocks (these will be reported directly to 24Seven), All others items not specified in the 'Inclusions' list above.

Contd...



PEARCE & KEMP

LIMITED

ELECTRICAL & LIGHTING CONTRACTORS

Unit 20, Halesworth Business Centre, Norwich Road,
Halesworth, Suffolk IP19 8QJ

Tel: 01986 872130 Fax: 01986 875045

E-mail: enquiries@pearce-kemp.co.uk



Agreement

We **Acton Parish Council** as the client authorise Pearce & Kemp Limited as the contractor to carry out 'all-inclusive Maintenance works to the Street Lighting Installations under our ownership.

We agree to pay £19.50 per month plus VAT for our 83No. LED lighting units only

Please note the above allows for 1 yearly visit to your Led units to inspect, report and clean the LED Lanterns

If the above is acceptable please could you provide a list of the updated led units so we can amend our lighting inventory for your parish

Please enclose your most recent 'Energy Statement' from your supplier when this agreement is returned.

We agree with the conditions listed on this document and confirm this agreement will commence 1st April 2026 and terminate 31st March 2029

Signed:

Position:

Date:

For and on behalf of **ActonParish Council**

Signed:

Position: **Director**

Date:

For and on behalf of: **Pearce & Kemp Limited**



Appendix 7

SHOULD ACTON REQUEST A 20 MPH ZONE?

Following Suffolk County Council's cabinet meeting on January 9th 2026, it should now be easier to gain support for village 20 mph zones. The full policy has yet to be finally decided but the principle has been agreed. Subject to some less demanding criteria, a village should have support for 20 mph schemes.

For many years, residents have been pressing for means to slow traffic through the village.

Traffic calming and speed reduction are integrated within our current Parish Action Plan.

The blanket 20 mph schemes set up in Wales rightly brought about some negative comments regarding 20 mph zones. One of these factors is the argument of reducing productivity for those using the roads for business.

Implementing a 20-mph speed limit in the village will offer clear benefits that align with public safety, environmental sustainability, and community well-being. Lower speed limits significantly reduce traffic accidents, improve air quality, encourage healthier lifestyles, and foster vibrant local economies.

While the initial concerns about speed restrictions affecting traffic flow and business activity are valid, the broader long-term advantages in terms of safety, health, and economic growth are far more substantial. There could be some inconvenience to drivers who may find the lower speed adding just over a minute to their journey through Acton but be mindful that a vehicle travelling at 30mph is still travelling at 24 mph in the time it takes a vehicle doing 20mph to stop. As such, a 20-mph speed limit should be embraced as a valuable tool for shaping a more sustainable, healthier, and safer village.

Acton should be recognised as a justifiable case for a 20 mph Zone.

- A 20 mph Zone through the village would only be approximately 1.25 miles long.
- Acton's pavements are mostly very narrow and without grass safety margins between the path and moving traffic.
- Sections of the through-routes only have pavements on one side of the road, and in some locations, no pavement is available.
- Acton has a toddler, infant and junior school in the centre of the village and these narrow pavements are the routes used for walking to school.
- Residents are reluctant to walk because moving vehicles are travelling so close to the narrow pavement.
- Traffic passing close to pedestrians is frightening.
- There are no identified pedestrian crossing places enroute to school.

Downside:

- If a 20 mph zone was applied, and drivers were asked to reduce their speed from 30 mph to 20 mph, it would take them approximately one minute longer to travel through Acton village.

Upside

- Safer walking routes; road safety is greatly improved with speed reduction.
- Impact from injury is decreased.
- A reduction in traffic speed should result in an improved level of wellbeing for residents.
- Lower engine and tyre noise should result in an improved level of wellbeing for residents.
- An improved village environment.
- Likely to result in a reduction in through-traffic.
- Likely to result in a reduction of lorries passing through the village.
- 20-mph speed limit should be embraced as a valuable tool for shaping more sustainable, healthier, and safer villages.

Of course, there will still be the driver that continue to ignore any limit, but on average the speed of traffic through the village would be lower and less of an impact on our wellbeing. To some extent, those who totally ignore the limit will stand out more!

Should Acton apply for a 20 mph Zone YES / NO

Scheme preference A B or C

A: The route Melford Rd, High Street & Waldingfield Rd

B: As above and Vicarage Rd (existing 30mph section)

C: All of Acton Village (existing 30mph roads)

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Payroll Billing Update - Important Changes from September 2026

We are writing to inform you about upcoming changes to the payroll billing structure. These changes are designed to simplify the billing process and bring it in line with your SALC subscription cycle.



Current Billing (No Change)

- **September 2025 & March 2026** – You will continue to be billed **as normal**, for **6 months in arrears**.



Transition Period

- **September 2026** – You will receive an invoice at the **new 2026 rate**, covering:
 - **6 months in arrears** (April to September 2026), and
 - **6 months in advance** (October 2026 to March 2027).



New Structure (Effective 1st April 2027)

From **April 2027**, your payroll costs will be included in your **SALC subscription invoice**, which will be billed **annually in advance**.

This means:

- One annual invoice covering **April 2027 – March 2028** will be issued in April 2027.
- Going forward, all payroll billing will be included in this single subscription invoice.



Staff Adjustments

We will continue to monitor staffing changes throughout the year. If applicable, **any credits or adjustments** will be made based on staffing changes.
