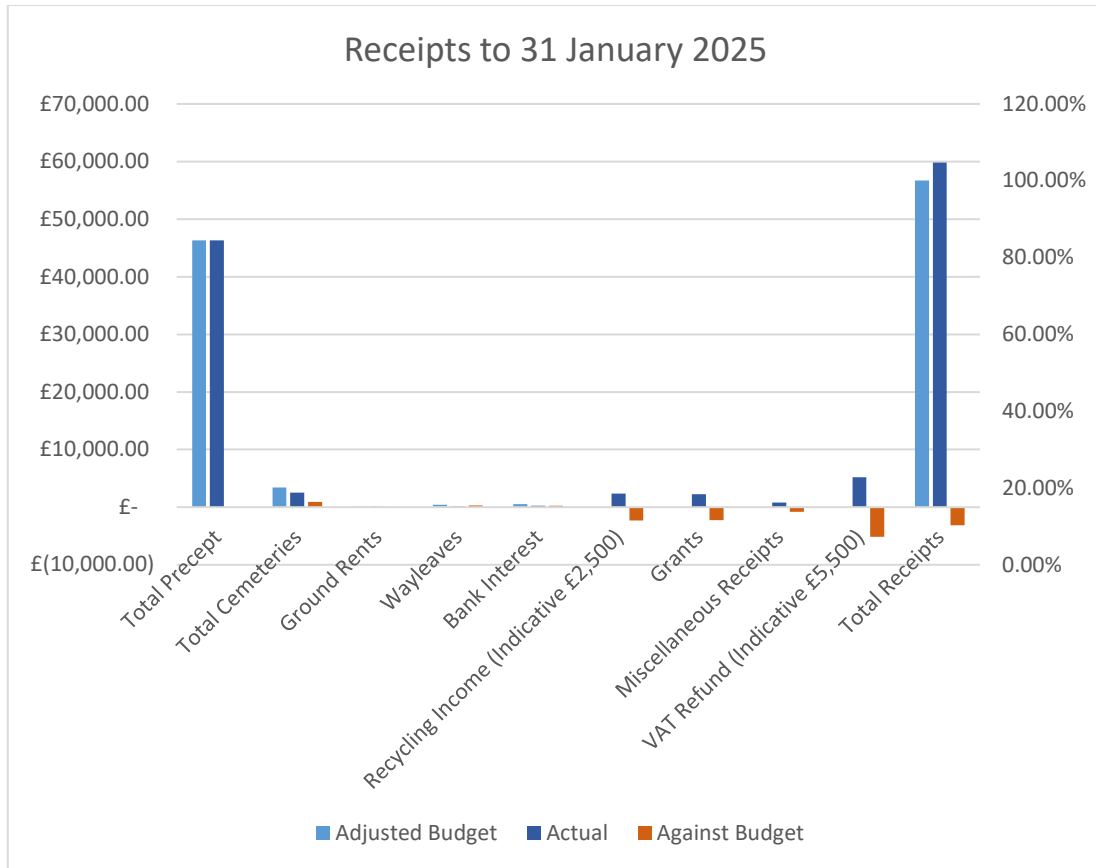


Budget Report to 31 January 2025

Income:



Notes:

Ground Rents were invoiced in August, the parish council having reviewed at its July meeting – payments received following reminders in October.

Registration of Wayleaves over the past two years has yielded an income this year of £112.02.

Bank interest rates have just been reduced¹ and the anticipated income from interest is likely to be less this year than budgeted for (approximately £320 against a budget of £500). This is likely to be offset from Miscellaneous receipts of £492.45 (credit notes negotiated, refund on EON electricity for Chapel of Rest and a refund on the insurance premium).

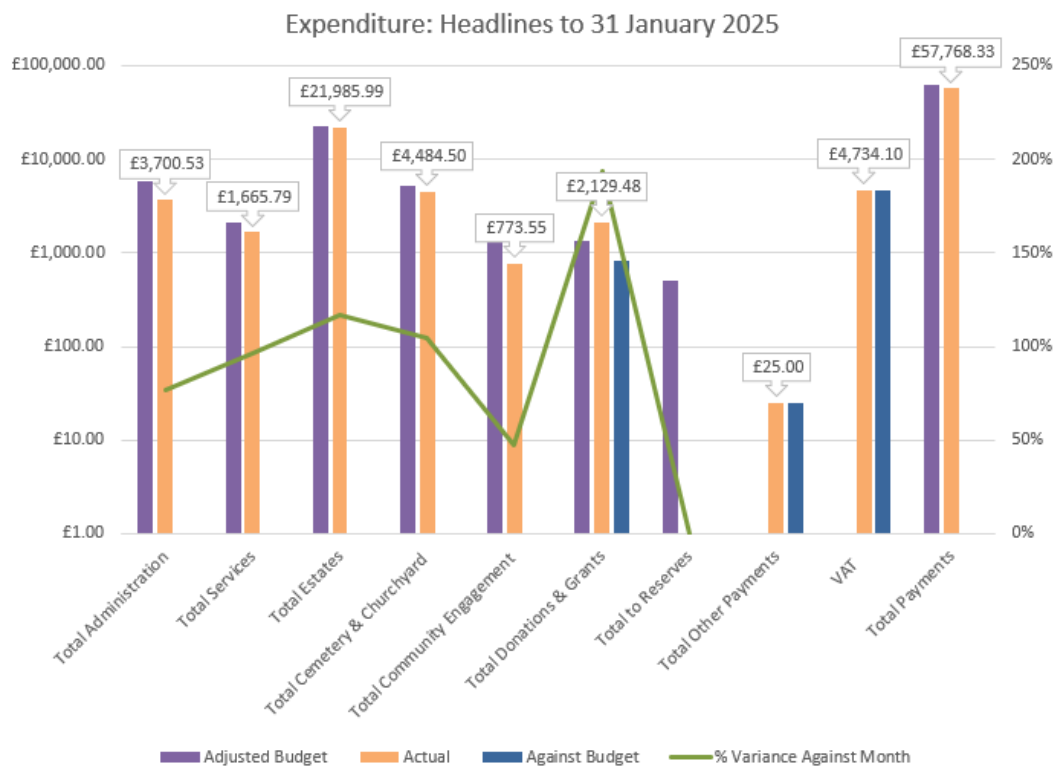
Cemetery receipts are now slightly below that expected for this time of year (down 13% on anticipated receipts).

Income from a Capital Communities fund has now been received in the sum of £2250.

Recycling credits for the period March – September has been received in the sum of £1164.79

¹ Funds left in the savings account to accrue interest now exceed Earmarked Reserves
 Hilary Workman
 Clerk & RFO
 February 2025

Expenditure:



Notes:

Administration:

The spending profile is skewed towards the first two quarters of the year, when most subscriptions and insurance fall due. Some payments were delayed into early May. Staff costs have been recorded separately to align with separate recording under AGAR.

Services:

Profile is skewed to first half of year when software subscriptions fall due.

Estates:

Grounds contract invoicing is monthly, with the contract running from March to February. This has assisted in invoicing falling in the relevant financial year. However, despite reminders, the grounds contractor has been late invoicing (one invoice outstanding).

Donations & Grants:

Three grants approved for local organisations this year, of which one approved (£500 – Local History Society) was paid in September².

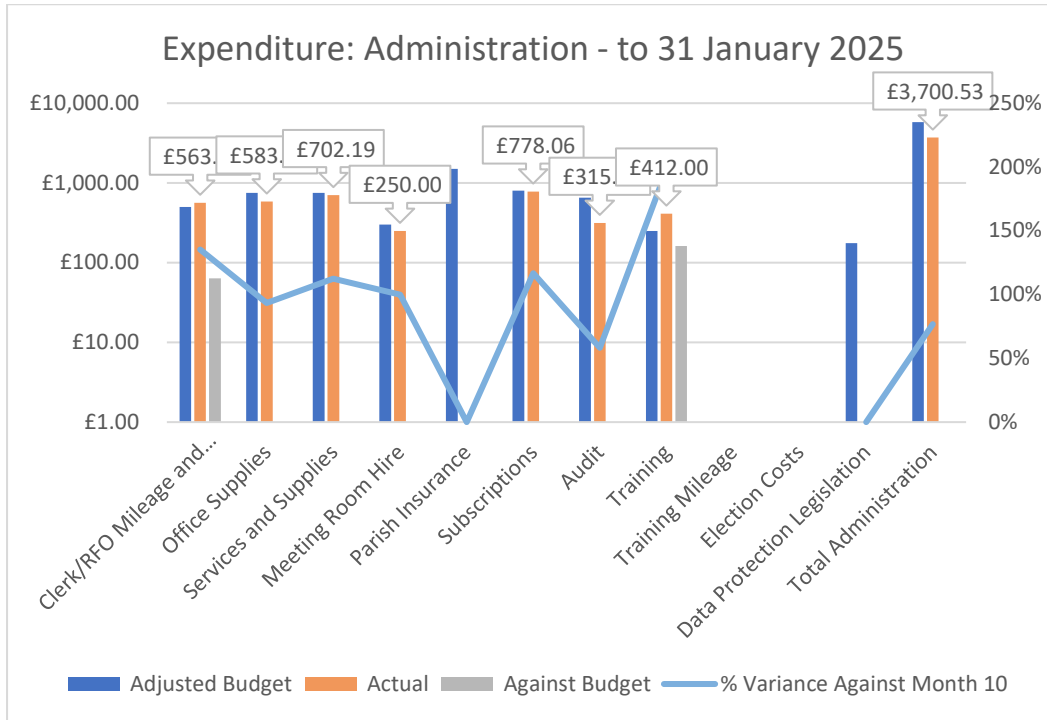
Projects

At the July meeting the parish council determined not to pursue a transfer of land from Havebury Housing to the parish council. Total expenditure was £764 against a budget of £2,500.

VAT income and expenditure set as indicative levels and not included in precept calculation or budget lines.

² Expenditure on grant £265.39 against grant of £500 – pc agreed that £200 be returned to the council, now received

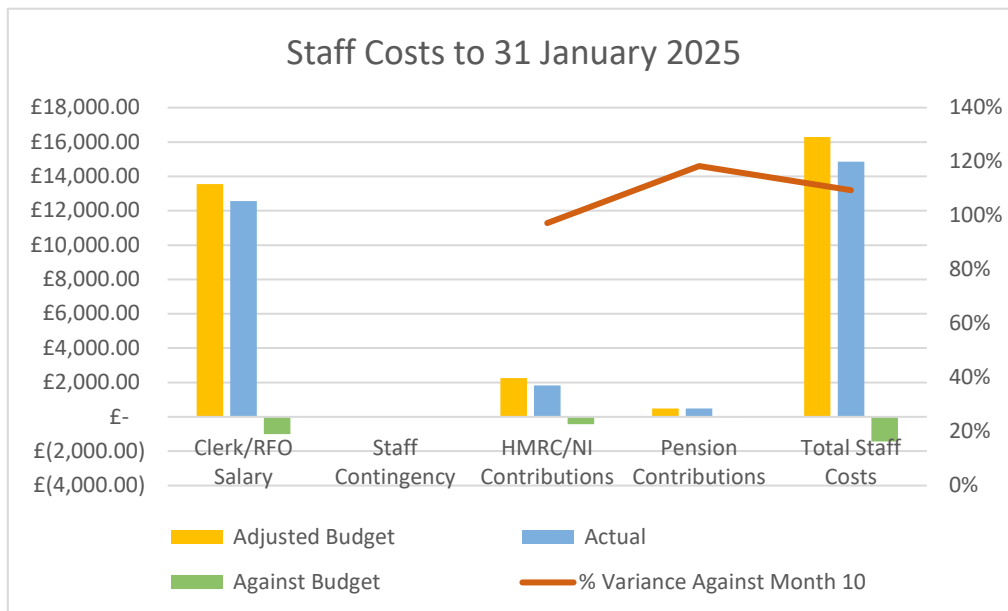
Administration



Notes:

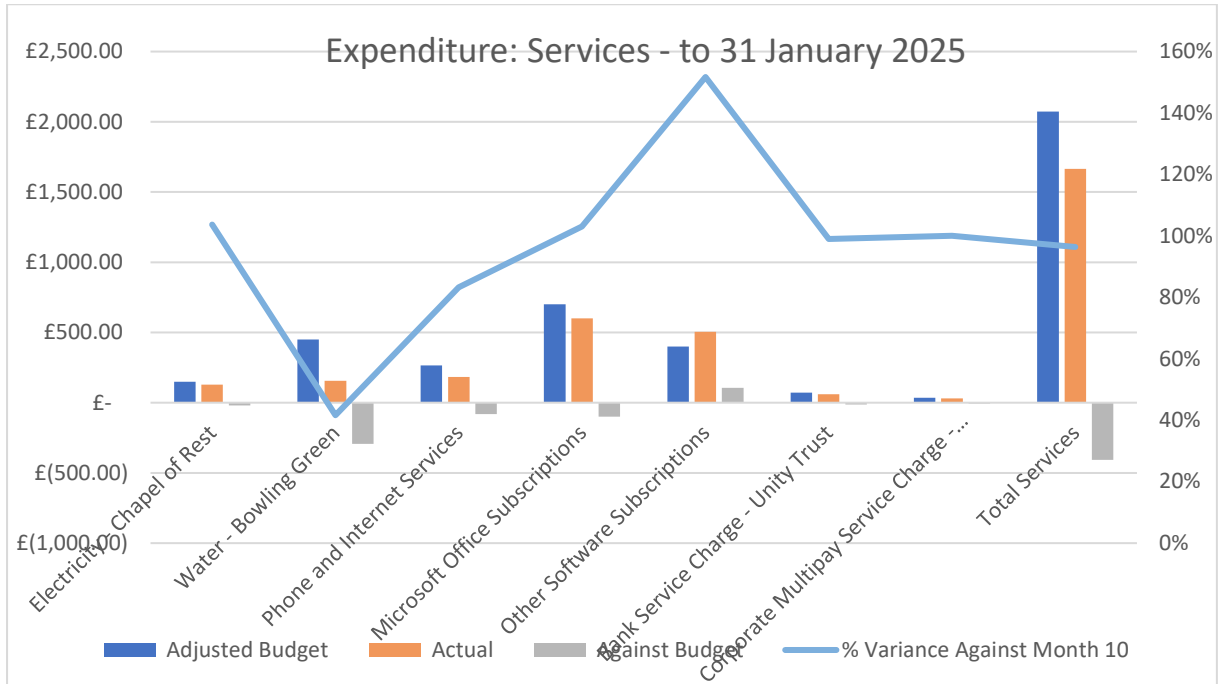
New councillors have undertaken their training in accordance with the training policy. There is a slight overspend, accounted for by additional training for play area inspections.

Staff Costs



Salary – At month ten the total staff costs is just above 9% over budget. The clerk has checked and corrected the on cost calculations used at budget to ensure that this is more accurate moving forward.

Services



Notes:

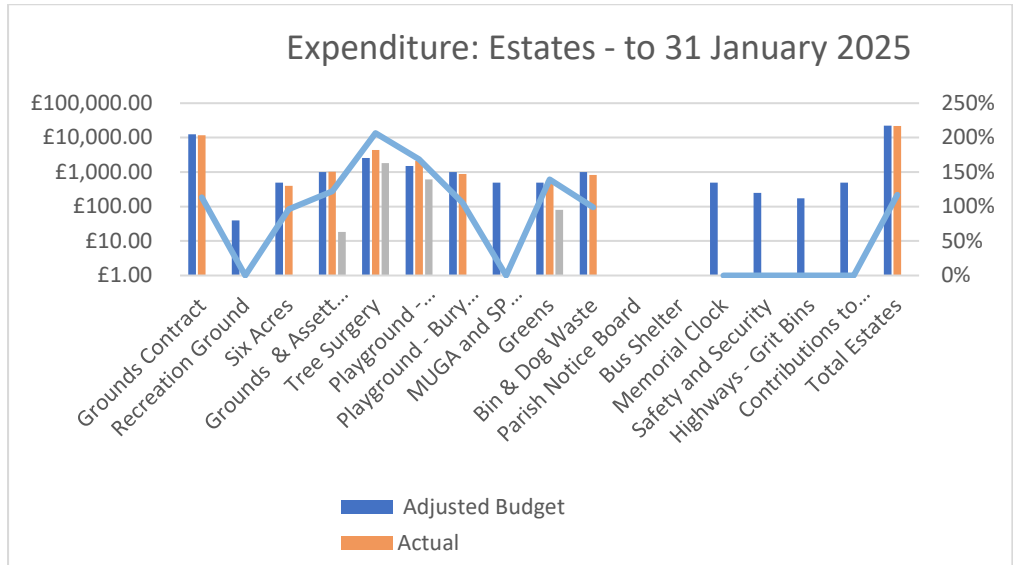
Microsoft office subscriptions are slightly higher than budgeted for due to a successful recruitment of an additional three councillors for much of the year.

Moving to Everflow for water supply and monthly billing has avoided peak bills despite a fairly dry summer. A self-leak test was requested in October, but consumption has become largely static again.

The electricity contract is now open for re-negotiation but currently awaiting new rates to reduce the standing charge.

Unity Trust charges have now moved to monthly payments of £6 (no actual increase in fee).

Estates



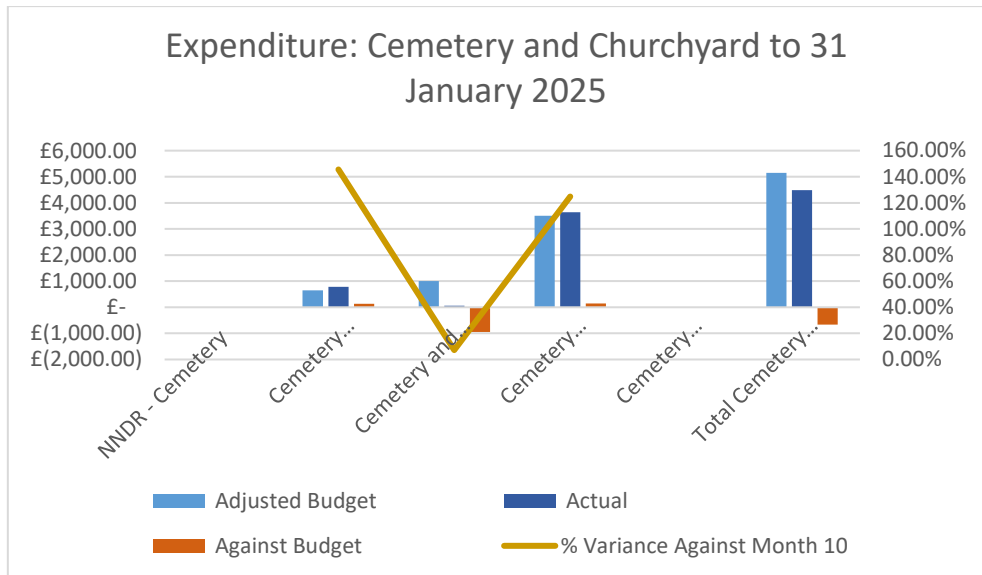
Notes

A move to identifying any groundworks required during budgeting process has reduced spending over budget.

The cost of Tri-annual inspections for parish trees should in future factor in a higher profile of spending on trees in that inspection year.

Maintenance spending on play area equipment has been combined across all sites in the 2025-26 budget. Further costs for play area equipment were invoiced in August and paid in September, leaving an anticipated balance over all of £500. Spend on low risk issues for play areas will move to February in 2025-26 financial year, to allow for any urgent work which may need to be dealt with.

Cemetery and Churchyard



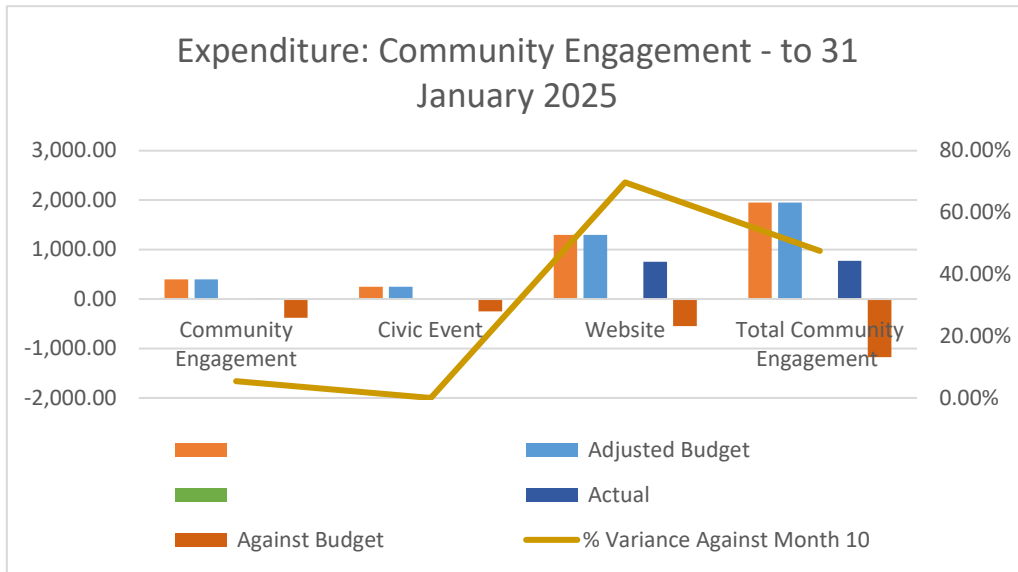
Notes:

Cemetery refurbishment (which included works to memorials) was a little over budget. It is now unlikely that costs may yet be recovered on this from deed owners.

Cemetery software was over budget due to a cancellation fee (£137.50) with the previous supplier which had not been anticipated. Cemetery software has been invoiced for 2025-26 with suppliers agreeing payment on 1st April (in next financial year).

Hilary Workman
Clerk & RFO
February 2025

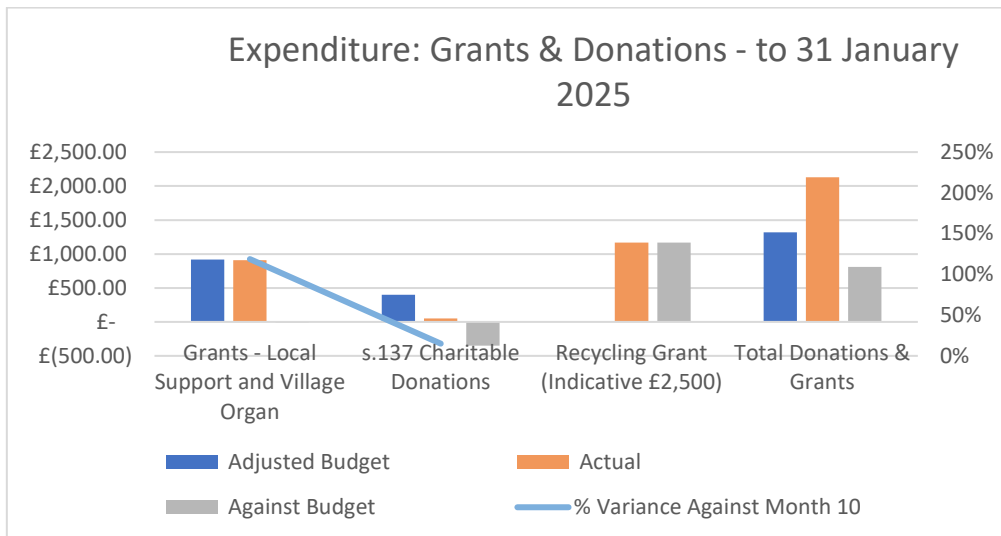
Community Engagement



Notes:

Two payments for website have been invoiced and scheduled (£552.50 plus VAT). There is an underspend on both Community Engagement and Civic event.

Charitable Donations & Grants



Notes:

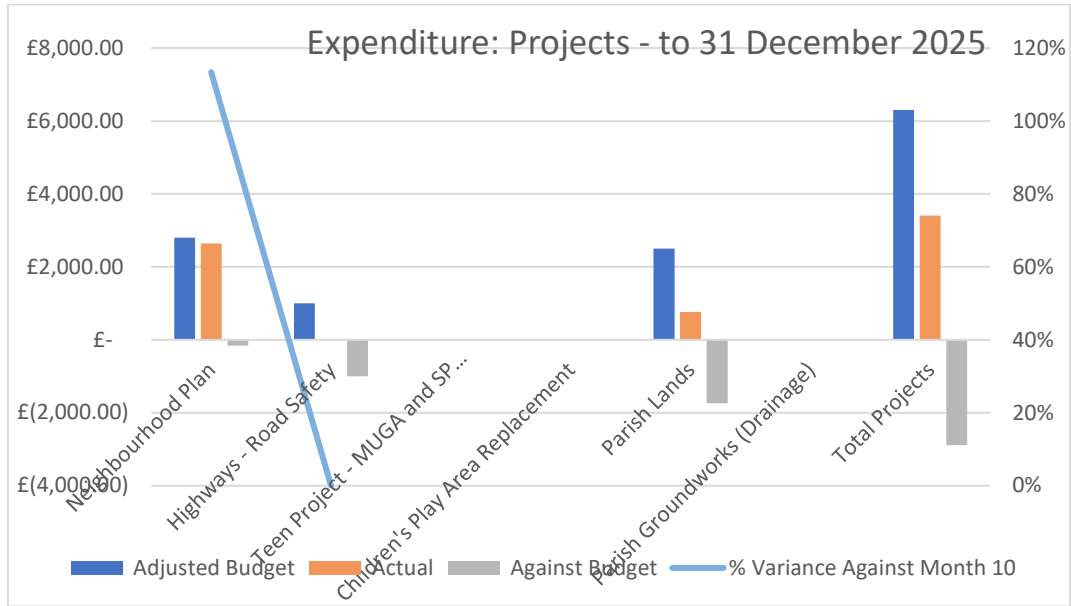
Two applications for grants approved at the April meeting were paid in May. A further application was approved at the July meeting (Local History Society) which was paid in September³, leaving a balance of £9.76.

The underspend (£200) on the Local History Society grant has been repaid to the parish council.

Requests for financial assistance through charitable donations are considered at the February meeting.

^{3 3} Expenditure on grant £265.39 against grant of £500

Projects



Notes:

No significant variations to date.

Further costs under Neighbourhood Planning should have been invoiced in January, but invoice not received despite reminder.

Overview:

A move to BACS has resulted in more timely payments and a reduction in commitments from one financial year being paid in the next. Scheduling decisions on capital expenditure earlier in the financial year have helped to address this issue.

Earmarked Reserves

At the end January '25, following adjustments approved by the parish council at its April, July and September meetings (Min 24.04.14 & 15, 24.07.17ii and 24.09.11 refer), the council's reserves were as below:

Movement in Earmarked Funds	01 April 2024	Changes to Reserves from Approved Budget	Transfer Unspent Funds	Movement	Current
Staff Contingency	£ 1,400.00	£ 1,000.00	£ (1,200.00)	-£200.00	£1,600.00
Training	£ -			£0.00	£0.00
Data Protection	£ 500.00	£ 500.00		£500.00	£0.00
Elections	£ 500.00		£ (100.00)	-£100.00	£600.00
Insurance	£ -			£0.00	£0.00
Grounds & Asset Maintenance	£ 500.00	£ 500.00	£ (3,150.00)	-£1,150.00	£1,650.00
Tree Surgery	£ 1,000.00	£ 1,000.00		£1,000.00	£0.00
Cemetery & Churchyard	£ 1,300.00			£1,300.00	£0.00
Teen Project Replacement	£ -		£ (800.00)	-£800.00	£800.00
Playground & Teen Project Maintenance	£ 1,650.00	£ 1,000.00		£1,000.00	£650.00
Playground Replacement	£ -			£0.00	£0.00
Six Acres Development	£ 1,250.00	£ 1,250.00		£1,250.00	£0.00
Memorial garden *	£ -			£0.00	£0.00
Legacy	£ 250.00			£0.00	£250.00
Day Club	£ 555.00			£0.00	£555.00
Neighbourhood Planning	£ -		£ (2,050.00)	£0.00	£0.00
Safety & Security matters	£ 575.00			£0.00	£575.00
Highways	£ 1,500.00	£ 750.00		£750.00	£750.00
Grants - Local Support & Village Organisations	£ 620.00		£ (700.00)	-£380.00	£1,000.00
Civic Event/Community Engagement	£ -			£0.00	£0.00
Charitable Donations	£ 50.00			£0.00	£50.00
Total	£ 11,650.00	£ 6,000.00	£ (8,000.00)		
Total Earmarked Reserves	£ 11,650.00	£ 5,650.00	£ 13,650.00	£3,170.00	£8,480.00
Operating Reserve	£ 8,524.35				£19,190.91
Total Reserves	£ 20,174.35				£ 27,670.91

At its meeting on 6th February, the Estates Committee considered a proposal for additional maintenance works to play equipment (report WPC.EC.25.0204, Min EC.25.02.09 refers), funded from the successful grant application to West Suffolk (£2250), to be match funded by the parish council. The committee:

Resolved

- i. **The Committee authorise the cost of works at both Bury Road and Cemetery Road Play Areas as set out in Table 1 of report WPC.EC.25.02.04, at a cost of not more than £4725.34 plus VAT (having already received from West Suffolk Council £2250 in match funding, its net contribution being £2475.34 plus VAT.**
- ii. **The Estates Committee recommend to the parish council that the sum of £650.00 be drawn down from Earmarked Reserves [Playground and Teen Project Maintenance] towards this cost.**

Purpose	Minute	From	To	Amount	Adjusted Budget
Maintenance to play equipment	WPC.EC.25.02.09	Earmarked (Playground and Teen Project Maintenance)	Revenue (Cemetery Road)	£650.00	£772.20

Table 1: Movements on Reserves

Recommendation:

The sum of £650.00 be drawn down from Earmarked Reserves [Playground and Teen Project Maintenance] towards the net contribution to works at Bury Road and Cemetery Road Play Areas