

**Minutes of the Finance Committee Meeting  
Held on 7th January 2025**

**Present:** Cllrs J. Houghton (Chair), P. Allsopp, I. Walters and T. Bartram.

In attendance: R. Male (Clerk)

**F070125/1 To Receive Apologies for Absence**

Apologies received from Cllr. I. Hudson.

**F070125/2 Variation of Order of Business**

None.

**F070125/3 Declarations of Members Interests**

None.

**F070125/4 Public Speaking**

No members of the public present.

**F070125/5 To agree the minutes of the meeting held on 7th December 2023 as a true record**

**RESOLVED** that the Minutes of the finance committee meeting held on 7th December 2023 were agreed as a true record.

**F070125/6 Budget**

A draft budget document was discussed and ran through.

**RESOLVED**

- a) the draft budget (attached) be recommended to Council for approval.
- b) an increase of £2,908 in the precept be recommended to Council, and Council are recommended to approve the setting of the 2025/26 precept as £61,075 (number of properties 1053).
- c) the annual fee for the Bowls Club be increased from £150 to £200.
- d) allotment rent from 2026 be increased from £20 to £25 for a half plot and from £40 to £45 for a full plot.

**F070125/7 Review of Asset Register**

Deferred to the next Finance meeting.

**F070125/8 Review of Financial Risk Assessment**

Deferred to the next Finance meeting.

**F070125/9 Meeting close**

The meeting closed at 9.55pm.

Willington Parish Council Draft Budget 2025/26

	24/25 Budget	24/25 Actual to 31.12.24	24/25 total Forecast y/e	Variation	25/26 Budget
Clerk+admin Salary+ NI/Pension and mileage	£ 18,500	£ 12,186.74	£ 17,200	£ 1,300	£ 19,000
				£ -	£ 250
Audit Fee	£ 650	£ 424.95	£ 425	£ 225	£ 650
Accountancy - xero	£ 420	£ 346	£ 445	£ -25	£ 450
				£ -	
Office Admin - post, stationery	£ 300	£ 129.38	£ 300	£ -	£ 300
Training	£ 500	£ -	£ 250	£ 250	£ 500
Subscriptions (DALC + Cem)	£ 1,250	£ 130.00	£ -	£ 1,250	£ 1,250
Insurance	£ 2,500	£ 1,741.87	£ 1,742	£ 758	£ 2,000
Room Hire	£ 750	£ 403.22	£ 750	£ -	£ 1,250
Websites/Email/Office	£ 1,250	£ 13.71	£ 700	£ 550	£ 750
Newsletter Costs	£ 2,500	£ 1,188.01	£ 1,800	£ 700	£ 2,000
Bank Charges	£ 120	£ 53.40	£ 120	£ -	£ 140
Misc Computer Costs	£ 200	£ -	£ -	£ 200	£ 200
				£ -	
VAT				£ -	
Election Costs	£ -	£ -	£ -	£ -	
<b>Total Admin</b>	<b>£ 28,940</b>	<b>£ 16,617</b>	<b>£ 23,732</b>	<b>£ 5,208</b>	<b>£ 28,740</b>
Donations/S137 Grants	£ 2,000	£ 2,010.00	£ 2,010	£ -10	£ 2,250
Litter/ Dog Waste Collections	£ 5,000	£ -	£ 4,000	£ 1,000	£ 4,500
Litter Bin Maintenance/Replace	£ 250	£ -	£ 250	£ -	£ -
				£ -	
Footpath Group Maintenance	£ 500	£ -	£ 500	£ -	£ -
Planters	£ 2,500	£ 2,144.80	£ 2,145	£ 355	£ 4,000
Green Clock	£ 200	£ -	£ -	£ 200	£ 200
Sports Mobile	£ 1,500	£ 1,450.00	£ 1,450	£ 50	£ 1,600
Station Garden	£ 250	£ -	£ 250	£ -	£ 750
Grounds Maintenance	£ 15,000	£ 9,863.94	£ 15,000	£ -	£ 16,000
Allotment Maintenance	£ 500	£ -	£ 500	£ -	£ 500
Play Area Inspection	£ 1,500	£ 1,243.00	£ 1,500	£ -	£ 800
Playground Repairs	£ 3,500	£ 620.00	£ 2,000	£ 1,500	£ 3,500
Bus Shelter Maintenance	£ 1,000	£ -	£ -	£ 1,000	£ -
Xmas Tree and Decorations	£ 500	£ 413.32	£ 1,000	£ -500	£ 1,000
New Bins	£ 1,500	£ -	£ -	£ 1,500	£ 1,000
Neighbourhood Plan Group	£ 2,500	£ 1,897	£ 3,480	£ -980	£ -
Event committee	£ 1,000	£ -	£ -	£ 1,000	£ 1,000
<b>Total Concurrent Expenses</b>	<b>£ 39,200</b>	<b>£ 19,642</b>	<b>£ 34,085</b>	<b>£ 5,115</b>	<b>£ 37,100</b>
					£ 30,605
TRPF Utilities/Elecs	£ 2,000	£ 610.29	£ 1,000	£ 1,000	£ 1,000
Cemetery Maintenance	£ 500	£ 60	£ 250	£ 250	£ 500
Mowing of TRPF	£ 2,500	£ 2,175.88	£ 2,500	£ -	£ 2,750
Misc Repairs	£ 1,000	£ -	£ -	£ 1,000	£ 500
Bowls Club Utilities	£ 500	£ 330.78	£ 500	£ -	£ 400
COMMUNITY BUILDING	£ 5,000	£ 1,515.00	£ 3,000.00	£ 2,000	£ 6,750
Sports Facilities	£ 500	£ -	£ -	£ 500	£ 500
Council Tax Tennis Courts	£ 400	£ 256.43	£ 300	£ 100	£ 325
Allotment Utilities	£ 500	£ -	£ -	£ 500	£ 250
Council Tax Cemetery	£ 550	£ 390.56	£ 450	£ 100	£ 500
Fire Extinguisher (Bowls Club)	£ 300	£ 145.40	£ 145	£ 155	£ 180
Asset Register Maintenance	£ 1,000	£ 100.00	£ 500	£ 500	£ 4,250
<b>Facilities Expenditure</b>	<b>£ 14,750</b>	<b>£ 5,584</b>	<b>£ 8,645</b>	<b>£ 6,105</b>	<b>£ 17,905</b>
Allotment Rent	£ 820	£ 181	£ 960	£ 140	£ 820
Football Club Rent	£ 200	£ -	£ 200	£ -	£ 200

	24/25 Budget	24/25 Forecast y/e	25/26 Budget
Total Admin	£ 28,940	£ 23,731.82	£ 28,740.00
Total Concurrent Expenses	£ 39,200	£ 34,084.80	£ 37,100.00
Facilities Expenditure	£ 14,750	£ 8,645.40	£ 17,905.00
<b>Total Expenditure</b>	<b>£ 82,890</b>	<b>£ 66,462.02</b>	<b>£ 83,745.00</b>
<b>Total Income</b>	<b>£ 85,680</b>	<b>£ 106,295.00</b>	<b>£ 83,838.35</b>

PRECEPT INCREASE OF £2908.35  
TOTAL PRECEPT REQUESTED FOR 2025/26 = £61,075

Precept 24/25 = £58167

Council Tax Support Scheme £ 4,392 Not getting this, this year

Bank Account Balances 31.12.24 £ 344,767.03

£ 344,767.03

7,115

Twyford Road Community Building	£ 30,000.00
PA System	£ 3,500.00
Neighbourhood Plan	£ 5,500.00
Earmarked Reserves for Cemetery/Land Adoption Costs	£ 5,000.00
Earmarked Reserves for Car Park set up costs	£ 5,000.00
Earmarked Reserves for Tennis Court Improvements	£ 1,500.00
Election earmarked	£ 2,000.00
Bus shelter	£ 2,500.00
Play equipment	£ 4,000.00
New bins	£ 1,500.00
<b>TOTAL EARMARKED RESERVES</b>	<b>£ 60,500.00</b>

If 50% of Expenditure to be held in General Reserves as per guidance = £ 41,872.50

Minute Number 241120/7 Earmarked Reserves for upgrading S106 Monies £100,000.00  
50,000

14,443

Total Reserves £ 252,372.50

3,061

Bowls Club Rent	£ 150	£ -	£ 150	£ -	£ 200
Burials	£ 3,000	£ 4,342	£ 5,000	£ 2,000	£ 4,000
Advertising Newsletter	£ 720	£ 1,160	£ 2,000	£ 1,280	£ 1,500
Concurrent Functions	£ 15,631	£ 15,943	£ 15,943	£ 312	£ 15,943
VAT	£ 2,500	£ 5,848	£ 5,848	£ 3,348	£ -
<b>Precept</b>	£ 58,167	£ 58,167	£ 58,167	£ -	£ 61,075
Council Tax Support Scheme	£ 4,392	£ 4,392	£ 4,392	£ -	£ -
Locality Grant		£ 3,480	£ 3,480	£ 3,480	£ -
Interest	£ 100	£ 10,155	£ 10,155	£ 10,055	£ 100
<b>S106 Income</b>	£ -			£ -	
DCC Minor Maintenance Grant	£ -			£ -	
<b>Total Income</b>	£ 85,680	£ 103,668	£ 106,295	£ 20,615	£ 83,838

£ 2,908.35 5% increase

£ 2,627

£ 102,815

£ 21,992