

Finance Committee November 2025

Item 4.2 Matters completed & outstanding from these minutes:

Completed actions from previous minutes

Page No	Who	Action
Pg.3152	Committee	Treatment of repetitive and maintenance Grant applications on this agenda
002988	RFO	Removed Cllr Fane from bank mandates and added Cllr Gaukroger
Pg.3214	RFO	Included a budget line for staff recruitment in the 2026/27 draft budget
Pg.3269	RFO	Notified BETSI to insure their bench
Pg.3271	RFO	Notified Groombridge Bowling Club that its application was ineligible
003054	RFO	Notified AAKSS that its grant application was successful and request up to date accounts
Pg.3272	RFO	Groombridge Tennis Club monitoring form to November meeting
003055	RFO	Notified GSGA of arrangements for grass cutting
Pg.3272	RFO	Provided CLIF information to GSGA
Pg.3272	RFO/ Clerk	MSport no longer using Groombridge Recreation Ground
Pg.3273	RFO	Conveyancing quotes to this meeting
003056	RFO/ Clerk	Recommended the Reserves Policy to Council
003057	RFO/ Clerk	Recommended the Capital expenditure guidance to Council
003058	RFO/ Clerk	Recommended the Prepaid card policy to Council
Pg.3273	Clerk	Staff Committee considered salaries and training budgets
Pg.3273	RFO	Email agreements from BAWG budgets for building related works
Pg.3273	RFO	See budget paper for info on Members Allowances (travel and subsistence and carers allowances)
Pg.3274	RFO	See budget paper for response to guidance provided by Committee on budget/ Precept 2026/27
003059	RFO	Added the Clerk to Council bank mandates
003060	RFO	Made Prepaid card changes

Outstanding items from previous meetings

Page No	Who	Action	Completion Date
Pg. 2002	Clerk	Pursue free opportunities for advertising the meeting rooms	
Pg. 2993	Clerk	When smart meter fitted arrange to export electricity generated from the solar panels	
Pg.3152	Clerk	Process to be put in place to arrange visits with successful Grant applicants	Autumn 2025
Pg.3154	Clerk	Chase WDC about run-off from Teasley Mead Recreation Ground	April 2025
Pg.3213	Clerk	Contact The Pig about silted-up ditch by the Cricket Club land	November 2025
Pg.3273	Cllr Gordon-James	Email CLIF manager about eligibility for an application	November
Pg.3275	Cllr Lawne	Look at Village Green guidance	November

Grant Applications to Finance Cttee Nov 2025 (2025-26 Budget)

	Organisation	Amount Requested	Total project Cost	Purpose	Accs Rec'd	Bank Statement	Safeguarding Policy Rec'd	Quote/s rec'd	Amount Agreed 25-26 buget	Notes
1	Groombridge Bowling Club	£ 600.00	£ 700.00	Replacement of rotten wood edging on one side of the green with recycled plastic 'timber'	Y	Y	n/a	2		
2	Groombridge Village Hall	£ 1,563.84	£ 3,127.68	Replacement dishwasher	Y	Y	n/a	2		
3	Groombridge Cricket Club	£ 500.00	£ 774.00	To replace 10 blade cutting cylinder on Ransome Superbowl wicket mower	Y	Y	Y	1		
4	St Michael's Primary School	£ 620.00	£ 620.00	Refurbish the Rainbow Room - used for art therapy, targeted interventions and family meetings	Y	Y	Y	0		
		£ 3,283.84							0.00	

Budget Summary 25/26

budget

Amount Available in 2025/26 budget
Amount requested to Nov Finance Committee
Amount remaining for next meeting

£3,106.84
£ 3,283.84
-£177.00

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
D Siddle	Finance	Nov 25	5.4

Confidential	Not Confidential	Exempt	Not Exempt
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Treatment of Repetitive and Maintenance Applications

Background The March 2025 Finance Committee minutes state "It was agreed that the Committee needs to consider how repetitive Grant applications and those for annual maintenance are treated but that it would be most appropriate to do so when reviewing the Grant guidelines in the Autumn" Please see Appendix A showing grants made in the past 5 years. Repetitive applicants/grants include: • St Thomas' Church for upkeep of churchyard (5 out of 5 years) • Withyham PCC for upkeep of churchyard Blackham (5 out of 5 years) • Wealden Citizen's Advice towards costs of its service (5 out of 5 years) • St John's Church for upkeep of drive/churchyard, and 1 application for scaffolding (4 out of 5 years) • Clued Up towards costs of its service (4 out of 5 years) • St Michael's School towards different projects (3 out of 5 years) • Groombridge Village Hall towards different expenditures (3 out of 5 years) • Blackham Village Hall towards different expenditures (2 out of 5 years) • Air Ambulance towards costs of its service (2 out of 5 years) This has led the Committee to question whether repetitive applications are limiting access for other groups to WPC funding and/or whether it leads to an over reliance on our grant programme by a few groups.
Recommendations That the Committee considers whether repetitive and/or maintenance grants are acceptable, and/or whether they wish there to be any parameters to such applications incorporated into the Grant Guidelines.
Reasons for recommendations To give the Committee guidance on when such applications are acceptable To manage applicants' expectations if repetitive/maintenance applications are not always acceptable.
Staffing Implications The grant guidelines would require updating with any recommendations. Should a change in policy be agreed then messaging to existing applicants would be required.
Councillor Involvement Decision making

Budgetary Implications
A change in policy could affect the demand on the grants budget.
How does this meet our Parish Plan?
WPC has committed to providing support to local groups and residents through its grants.
Sustainability, environmental impact and biodiversity impacts (refer to Biodiversity Policy)
n/a
How does the proposed action reduce crime and disorder?
n/a
How does the proposed action seek to eliminate discrimination and advance equalities
A change in policy could make more funds available to groups that have not applied/benefitted previously.
Health & Safety Implications
n/a
Persons consulted
none

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**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
D Siddle	Finance	November 2025	6

Confidential	Not Confidential	Exempt	Not Exempt
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WPCIC 2026/27 Subsidy Request (Groombridge Post Office)

Background
WPCIC has confirm their subsidy request for 2026/27 in order to inform WPC's budget and Precept setting.
They have requested £9,000 and provided an estimated budget for 2026/27 and background paper, both of which are marked Confidential.
Recommendations
To set the WPCIC subsidy for Groombridge Post Office at £9,000 for 2026/27.
Reasons for recommendations
The estimated budget provided by WPCIC demonstrates the subsidy requirement based on estimated loss and contingency.
Staffing Implications
RFO to ensure that the subsidy is paid to WPCIC according to their required payment schedule.
Councillor Involvement
Monitoring of WPC's investment through reports provided by WPCIC to WPC through the year. Cllr Gordon-James is a link councillor to the CIC Cllr Tuke is a Director of the CIC in a personal capacity (and as such should declare an interest and leave the room when WPC meetings discuss matters relating to the CIC)
Budgetary Implications
The RFO has put £9,000 into the draft 2026/27 budget
How does this meet our Parish Plan?
Continuing to support Groombridge post office.
Sustainability, environmental impact and biodiversity impacts (refer to Biodiversity Policy)

n/a
How does the proposed action reduce crime and disorder?
n/a
How does the proposed action seek to eliminate discrimination and advance equalities
Groombridge Post Office needs WPC's subsidy in order to supplement its income from the Post office and the shop, and to continue to operate. People who find it hard to travel to other post offices or banks due to physical or economic barriers rely on the service provided by Groombridge Post Office.
Health & Safety Implications
n/a
Persons consulted
WPCIC Secretary/Treasurer

Withyham Parish Council

Annual Budget - By Combined Account Code

Note: Annual Budget 2026/27 (FINANCE CTTEE)

	Last Year 2024/25		Current Year 2025/26				Next Year 2026/27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Budget Income									
115 VAT reclaimed	17,500	0	0	0	0	0	0	0	0
1000 Misc Receipts	3,500	2,871	2,000	795	0	0	2,000	0	0
1010 Wealden Rail/SVR rent	4,800	4,800	4,800	2,800	0	0	4,800	0	0
1011 WRC/SVR rebate utilities	1,500	684	800	0	0	0	800	0	0
1020 Meeting room income	400	738	400	324	0	0	400	0	0
1030 CIL Receipts	0	4,894	0	0	0	0	0	0	0
1040 Community Cafe receipts	605	293	550	292	0	0	550	0	0
1050 Groombridge Play area fundrais	0	0	0	610	0	0	0	0	0
1062 PO & Ph Hse Rent	16,800	10,413	16,800	11,551	0	0	16,800	0	0
1063 Post office/Phoenix Hse Rebate	3,000	2,656	3,000	1,212	0	0	2,500	0	0
1064 WPCIC Contribution	0	0	0	0	0	0	4,000	0	0
1070 Tanyard grass cutting contribu	314	280	321	0	0	0	270	0	0
1076 Precept	225,641	225,641	235,675	235,675	0	0	235,731	0	0
1090 Bank Interest	100	2,740	120	0	0	0	2,500	0	0
	274,160	256,010	264,466	253,259	0	0	270,451	0	0
Total Income									
Overhead Expenditure									
515 VAT on Payments	17,500	0	0	0	0	0	0	0	0
4000 Staff Salary	51,300	56,880	54,705	33,428	0	0	66,000	0	0
4001 Staff on-costs	15,000	19,203	15,000	11,573	0	0	19,000	0	0
4003 Parish Maintenance Contract	4,164	4,560	4,550	2,662	0	0	4,700	0	0
4005 Clerical Support & overtime	2,000	510	2,000	577	0	0	2,000	0	0
4006 Planning Committee	500	0	500	0	0	0	500	0	0

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Withyham Parish Council

Annual Budget - By Combined Account Code

Note: Annual Budget 2026/27 (FINANCE CTTEE)

	Last Year 2024/25		Current Year 2025/26			Next Year 2026/27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
							Carried Forward	
4007 Training	2,000	1,634	2,000	1,769	0	0	2,000	0
4008 Annual Subs inc SALC/NALC	1,600	1,288	1,600	1,649	0	0	1,800	0
4009 Conferences & Networking	500	269	1,000	67	0	0	1,000	0
4010 Chairman's Allowance	1,300	1,300	1,300	1,344	0	0	1,300	0
4011 Councillors' Allowances	1,000	908	1,000	454	0	0	950	0
4012 Parish Office rent	16,000	16,000	16,000	10,667	0	0	16,000	0
4013 Telephone/Broadband	1,300	1,203	1,600	772	0	0	1,400	0
4015 Stationery & non-electric equi	1,500	1,171	1,500	1,386	0	0	1,800	0
4016 Computer Software/Hardware	1,500	1,435	1,500	1,656	0	0	1,600	0
4017 Photocopier Lease/Maintenance	1,200	901	1,300	871	0	0	1,500	0
4018 Website	500	290	700	610	0	0	1,000	0
4019 Community Communication	1,700	556	1,500	766	0	0	1,800	0
4020 APA expenditure	750	763	1,225	326	0	0	600	0
4021 IT Support	3,600	3,856	3,806	2,680	0	0	4,200	0
4030 Hire of Halls	400	70	100	0	0	0	100	0
4038 Insurance	2,200	2,056	2,200	2,278	0	0	2,400	0
4039 Staff Recruitment	0	0	0	0	0	0	500	0
4040 Payroll, audit & legal Fees	2,000	1,242	2,000	4,336	0	0	5,000	0
4041 Staff Committee	500	150	500	0	0	0	500	0
4051 Community Resilience	100	0	500	0	0	0	500	0
4060 Election Expenses	1,200	0	1,200	0	0	0	1,200	0
4061 Parish Action Plan & Projects	500	495	500	68	0	0	500	0
4062 Withyham Parish Volunteers	100	25	100	0	0	0	100	0
4064 Community Cafe expenditure	605	517	550	429	0	0	650	0

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Withyham Parish Council

Annual Budget - By Combined Account Code

Note: Annual Budget 2026/27 (FINANCE CTTEE)

	Last Year 2024/25		Current Year 2025/26			Next Year 2026/27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
							Carried Forward	
4065 Climate & Ecology Working Grou	500	290	800	36	0	0	1,200	0
4101 Grants	10,000	10,000	10,000	6,893	0	0	10,000	0
4106 Youth Act/Facilities	500	0	500	0	0	0	500	0
4200 Recreation Ground Rent	320	302	320	302	0	0	320	0
4201 Recreation Ground Purchases	200	690	500	62	0	0	500	0
4202 Recreation Ground Repairs	1,000	0	2,000	0	0	0	2,000	0
4205 Mowing Groombridge Rec & Newto	5,510	2,447	5,650	2,504	0	0	6,800	0
4206 Mowing Tanyard	1,048	933	1,068	560	0	0	900	0
4211 Waste Collection Service	1,200	858	1,500	300	0	0	1,500	0
4213 Dog Waste Collection	2,100	1,502	2,100	525	0	0	2,100	0
4219 Groombridge Playground PWLB rep	5,663	5,663	5,663	5,663	0	0	5,663	0
4220 Groombridge Play Area maintena	1,000	258	1,000	1,931	0	0	1,000	0
4222 Groombridge Playground - inspe	0	0	0	0	0	0	550	0
4225 Park Corner Pond	100	0	100	0	0	0	100	0
4226 ESCC Devolution (grass)	1,242	1,242	1,608	1,608	0	0	0	0
4230 Trees	4,000	1,400	4,000	0	0	0	3,000	0
4231 Station Rd Fenceline/hedge	0	0	2,000	0	0	0	2,000	0
4240 Maintenance of Reading Rm Land	638	331	651	0	0	0	790	0
4241 Maintenance of Manor Pound	500	0	500	0	0	0	500	0
4260 Mowing & hedge Teasley Mead	1,500	1,530	1,550	788	0	0	1,800	0
4261 Mowing Balls Green	420	280	430	199	0	0	870	0
4265 Rental Teasley Mead	65	61	65	63	0	0	65	0
4266 Rental Balls Green	65	61	65	63	0	0	65	0
4267 Teasley Mead Rec Equipment rep	2,500	5,232	300	15	0	0	300	0

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Withyham Parish Council

Annual Budget - By Combined Account Code

Note: Annual Budget 2026/27 (FINANCE CTTEE)

	Last Year 2024/25		Current Year 2025/26				Next Year 2026/27			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4268	BG Playground - Repairs	100	0	300	0	0	0	300	0	0
4270	Play Inspection BGm & TMead	270	167	200	160	0	0	200	0	0
4401	Wealdlink Bus Service	650	628	660	493	0	0	628	0	0
4402	External Furniture Repairs	200	0	200	0	0	0	200	0	0
4403	Roadside Shelters	500	254	300	0	0	0	200	0	0
4405	Telephone boxes (adopted)	150	57	150	0	0	0	150	0	0
4406	Defibrillators	200	347	400	215	0	0	1,900	0	0
4407	PMP works/equip/maintenance	500	548	700	500	0	0	750	0	0
4410	Notice Boards	200	26	100	0	0	0	100	0	0
4415	Rights of Way	500	6	500	0	0	0	500	0	0
4420	Finger Posts and signs	1,000	0	1,000	18	0	0	1,000	0	0
4421	Highways	1,500	131	1,500	62	0	0	1,500	0	0
4426	GB Village Sign Maintenance	300	0	300	0	0	0	300	0	0
4428	Grit Bins	350	0	350	0	0	0	350	0	0
4429	Salt Spreaders/Salt	600	222	600	0	0	0	600	0	0
4450	Energy & Maintenance 39 lights	2,000	2,130	2,500	1,257	0	0	2,500	0	0
4451	Repairs Renewals Streetlights	2,000	486	2,000	833	0	0	2,000	0	0
4452	New Columns	3,000	0	3,000	4,515	0	0	4,000	0	0
4500	Office associated repairs	4,500	981	4,500	569	0	0	4,500	0	0
4501	New Office equipment electroni	200	218	400	139	0	0	400	0	0
4502	Office utilities	2,500	2,223	2,400	1,640	0	0	2,000	0	0
4503	Office maintenance contracts &	1,000	1,205	1,200	900	0	0	1,200	0	0
4506	Office waste	1,200	577	1,000	306	0	0	650	0	0
4510	Meeting Room catering	200	347	400	240	0	0	400	0	0

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Withyham Parish Council

Annual Budget - By Combined Account Code

Note: Annual Budget 2026/27 (FINANCE CTTEE)

	Last Year 2024/25		Current Year 2025/26				Next Year 2026/27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4600 Bank charges	150	126	200	78	0	0	200	0	0
5001 CIC Subsidy/Grant	18,000	8,000	12,000	0	0	0	9,000	0	0
5100 PO Building Annual PWLB repay	16,800	16,779	16,800	8,389	0	0	16,800	0	0
5101 PO building utilities repayment	3,000	5,024	3,000	1,143	0	0	3,000	0	0
5200 Phoenix Hse maintenance	5,000	22,984	10,000	412	0	0	10,000	0	0
9037 EMR Parish Assets	35,000	0	35,000	0	0	0	0	22,000	0
Overhead Expenditure	274,160	213,824	264,466	123,748	0	0	248,451	22,000	0
Total Budget Income	274,160	256,010	264,466	253,259	0	0	270,451	0	0
Expenditure	274,160	213,824	264,466	123,748	0	0	248,451	22,000	0
Net Income over Expenditure	0	42,187	0	129,512	0	0	22,000	-22,000	0
plus Transfer from ENR	0	17,755	0	3,965	0	0	0	0	0
less Transfer to EMR	0	4,894	0	610	0	0	0	0	0
Movement to/(from) Gen Reserve	0	55,048	0	132,867	0	0	22,000		

20/11/2025

Withyham Parish Council

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Detailed Income & Expenditure by Budget Heading 19/11/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1000 Misc Receipts	795	2,000	1,205			39.7%	
1010 Wealden Rail/SVR rent	2,800	4,800	2,000			58.3%	
1011 WRC/SVR rebate utilities	0	800	800			0.0%	
1020 Meeting room income	324	400	76			81.0%	
1040 Community Cafe receipts	292	550	258			53.2%	
1050 Groombridge Play area fundrais	610	0	(610)			0.0%	610
1062 PO & Ph Hse Rent	11,551	16,800	5,249			68.8%	
1063 Post office/Phoenix Hse Rebate	1,212	3,000	1,788			40.4%	
1070 Tanyard grass cutting contribu	0	321	321			0.0%	
1076 Precept	235,675	235,675	0			100.0%	
1090 Bank Interest	0	120	120			0.0%	
101 Administration							
4000 Staff Salary	(33,428)	(54,705)	21,277		21,277	61.1%	
4001 Staff on-costs	(11,573)	(15,000)	3,427		3,427	77.2%	
4003 Parish Maintenance Contract	(2,662)	(4,550)	1,888		1,888	58.5%	
4005 Clerical Support & overtime	(577)	(2,000)	1,423		1,423	28.9%	
4006 Planning Committee	0	(500)	500		500	0.0%	
4007 Training	(1,769)	(2,000)	231		231	88.5%	
4008 Annual Subs inc SALC/NALC	(1,649)	(1,600)	(49)		(49)	103.0%	
4009 Conferences& Networking	(67)	(1,000)	933		933	6.7%	
4010 Chairman's Allowance	(1,344)	(1,300)	(44)		(44)	103.4%	
4011 Councillors' Allowances	(454)	(1,000)	546		546	45.4%	
4012 Parish Office rent	(10,667)	(16,000)	5,333		5,333	66.7%	
4013 Telephone/Broadband	(772)	(1,600)	828		828	48.3%	
4015 Stationery & non-electric equi	(1,386)	(1,500)	114		114	92.4%	
4016 Computer Software/Hardware	(1,656)	(1,500)	(156)		(156)	110.4%	
4017 Photocopier Lease/Maintenance	(871)	(1,300)	429		429	67.0%	
4018 Website	(610)	(700)	90		90	87.1%	
4019 Community Communication	(766)	(1,500)	734		734	51.0%	
4020 APA expenditure	(326)	(1,225)	899		899	26.7%	
4021 IT Support	(2,680)	(3,806)	1,126		1,126	70.4%	
4030 Hire of Halls	0	(100)	100		100	0.0%	
4038 Insurance	(2,278)	(2,200)	(78)		(78)	103.5%	
4040 Payroll, audit & legal Fees	(4,336)	(2,000)	(2,336)		(2,336)	216.8%	3,000
4041 Staff Committee	0	(500)	500		500	0.0%	
4051 Community Resilience	0	(500)	500		500	0.0%	
4060 Election Expenses	0	(1,200)	1,200		1,200	0.0%	
4061 Parish Action Plan & Projects	(68)	(500)	432		432	13.7%	
4062 Withyham Parish Volunteers	0	(100)	100		100	0.0%	

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Detailed Income & Expenditure by Budget Heading 19/11/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4064 Community Cafe expenditure	(429)	(550)	121		121	78.1%	
4065 Climate & Ecology Working Grou	(36)	(800)	764		764	4.5%	
4500 Office associated repairs	(569)	(4,500)	3,931		3,931	12.6%	
4501 New Office equipment electroni	(139)	(400)	261		261	34.7%	
4502 Office utilities	(1,640)	(2,400)	760		760	68.3%	
4503 Office maintenance contracts &	(900)	(1,200)	300		300	75.0%	
4506 Office waste	(306)	(1,000)	694		694	30.6%	
4510 Meeting Room catering	(240)	(400)	160		160	60.0%	
4600 Bank charges	(78)	(200)	122		122	39.0%	
<u>102 Grants & Donations</u>							
4101 Grants	(6,893)	(10,000)	3,107		3,107	68.9%	
4106 Youth Act/Facilities	0	(500)	500		500	0.0%	
<u>201 Groombridge</u>							
4200 Recreation Ground Rent	(302)	(320)	18		18	94.4%	
4201 Recreation Ground Purchases	(62)	(500)	438		438	12.3%	
4202 Recreation Ground Repairs	0	(2,000)	2,000		2,000	0.0%	
4205 Mowing Groombridge Rec & Newto	(2,504)	(5,650)	3,146		3,146	44.3%	
4206 Mowing Tanyard	(560)	(1,068)	508		508	52.4%	
4211 Waste Collection Service	(300)	(1,500)	1,200		1,200	20.0%	
4213 Dog Waste Collection	(525)	(2,100)	1,575		1,575	25.0%	
4219 Groombridge Playground PWLB rep	(5,663)	(5,663)	0		0	100.0%	
4220 Groombridge Play Area maintena	(1,931)	(1,000)	(931)		(931)	193.1%	965
4225 Park Corner Pond	0	(100)	100		100	0.0%	
4230 Trees	0	(4,000)	4,000		4,000	0.0%	
4231 Station Rd Fenceline/hedge	0	(2,000)	2,000		2,000	0.0%	
<u>202 St Johns</u>							
4240 Maintenance of Reading Rm Land	0	(651)	651		651	0.0%	
4241 Maintenance of Manor Pound	0	(500)	500		500	0.0%	
<u>203 Withyham/Blackham</u>							
4260 Mowing & hedge Teasley Mead	(788)	(1,550)	762		762	50.9%	
4261 Mowing Balls Green	(199)	(430)	231		231	46.3%	
4265 Rental Teasley Mead	(63)	(65)	2		2	96.9%	
4266 Rental Balls Green	(63)	(65)	2		2	96.9%	
4267 Teasley Mead Rec Equipment rep	(15)	(300)	285		285	5.0%	
4268 BG Playground - Repairs	0	(300)	300		300	0.0%	
4270 Play Inspection BGrn & TMead	(160)	(200)	40		40	80.0%	
<u>401 Highways/Footways/Transport</u>							
4226 ESCC Devolution (grass)	(1,608)	(1,608)	0		0	100.0%	
4401 Wealdlink Bus Service	(493)	(660)	167		167	74.7%	

Detailed Income & Expenditure by Budget Heading 19/11/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4402 External Furniture Repairs	0	(200)	200		200	0.0%	
4403 Roadside Shelters	0	(300)	300		300	0.0%	
4405 Telephone boxes (adopted)	0	(150)	150		150	0.0%	
4406 Defibrillators	(215)	(400)	185		185	53.7%	
4407 PMP works/equip/maintenance	(500)	(700)	200		200	71.4%	
4410 Notice Boards	0	(100)	100		100	0.0%	
4415 Rights of Way	0	(500)	500		500	0.0%	
4420 Finger Posts and signs	(18)	(1,000)	982		982	1.8%	
4421 Highways	(62)	(1,500)	1,438		1,438	4.1%	
4426 GB Village Sign Maintenance	0	(300)	300		300	0.0%	
4428 Grit Bins	0	(350)	350		350	0.0%	
4429 Salt Spreaders/Salt	0	(600)	600		600	0.0%	
402 Lighting							
4450 Energy & Maintenance 39 lights	(1,257)	(2,500)	1,243		1,243	50.3%	
4451 Repairs Renewals Streetlights	(833)	(2,000)	1,167		1,167	41.7%	
4452 New Columns	(4,515)	(3,000)	(1,515)		(1,515)	150.5%	
500 Post office							
5001 CIC Subsidy/Grant	0	(12,000)	12,000		12,000	0.0%	
5100 PO Building Annual PWLB repay	(8,389)	(16,800)	8,411		8,411	49.9%	
5101 PO building utilities repayment	(1,143)	(3,000)	1,857		1,857	38.1%	
5200 Phoenix Hse maintenance	(412)	(10,000)	9,588		9,588	4.1%	
901 Earmarked Reserves							
9037 EMR Parish Assets	0	(35,000)	35,000		35,000	0.0%	
Grand Totals:- Income	253,259	264,466	11,207			95.8%	
Expenditure	123,748	264,466	140,718	0	140,718	46.8%	
Net Income over Expenditure	129,512	0	(129,512)				
plus Transfer from ENR	3,965	0	(3,965)				
less Transfer to EMR	610	0	(610)				
Movement to/(from) Gen Reserve	132,867	0	(132,867)				

9.5.

Withyham Parish Council
Quote for consideration

Report By	For Committee	Date	Agenda Item
D Siddle	Finance	November 2025	9.5

Confidential	Not Confidential	Exempt	Not Exempt
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Quotes – Conveyancing for Groombridge Old Station

Background WPC intends to purchase Groombridge Old Station by end of March 2026. The vendors have appointed their solicitor and have asked for the details of ours to be passed to their solicitor. The RFO has obtained 3 quotes. The spec that these are based on was for the conveyancing for that purchase and also to clarify a point of ownership/right of access and to review covenants with the attached property. Quotes were received from Cooper Burnett, Thomson Snell and Passmore and Wellers Law Group. In no particular order the quotes are as follows (with limited due diligence): A - £3,720 - £3,950 +VAT and disbursements and Land Registry Fee B - £3,080 - £3,960 +VAT and disbursements and Land Registry Fee C - £5,000 - £6,000 +VAT and disbursements (includes Land Registry Fee)
Recommendations <i>That the Committee accepts either Quote A or B</i>
Reasons for recommendations All 3 firms are well established and the Committee can undertake internet searches should they wish to do so. Both quote A & B are similar sums. The assumption could therefore be that C is inflated.
Staffing Implications The RFO will instruct the solicitor and work with them through the process.
Councillor Involvement The RFO will seek support from the Chair of Finance Committee should it be required.
Budgetary Implications Should the invoice come in in this financial year, this will result in an overspend of this year's budget but it could be supplemented by general Reserves or Parish Assets Ear marked Reserves. Should the invoice come in during 2026/27, additional funds have been budgeted.

How does this meet our Parish Plan?
The Parish Plan states 'Ensure that the Council has a fit for purpose building that provides space for its own staff and activities as well as providing a community hub'.
Sustainability, environmental impact and biodiversity impacts (refer to Biodiversity Policy)
n/a
How does the proposed action reduce crime and disorder?
n/a
How does the proposed action seek to eliminate discrimination and advance equalities
n/a
Health & Safety Implications
n/a
Persons consulted
Quotes sought from 5 firms and received from 3.