

## Finance Committee June 2026

### Item 6.2 Matters completed and outstanding

#### Outstanding items from previous meetings

| Page No  | Who   | Action                                                                                | Update                                    |
|----------|-------|---------------------------------------------------------------------------------------|-------------------------------------------|
| 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 | Works required to the meter housing first |
| Pg.3313  | Clerk | Share Village Green information with BETSI for them to pursue                         | Done                                      |

#### Actions from this meeting

| Page No       | Who | Action                                                                                                    | Completion | Update                          |
|---------------|-----|-----------------------------------------------------------------------------------------------------------|------------|---------------------------------|
| Pg.3394       | RFO | Notify decisions to grant applicants                                                                      | March      | Done                            |
| <b>003189</b> | RFO | Make payments to two grant applications totalling £1,750                                                  | April      | Done                            |
| Pg.3394       | RFO | Notify Groombridge Scouts of deferred grant application and requested information                         | June       | Application withdrawn by Scouts |
| Pg.3395       | RFO | Chase 2025/26 Monitoring Forms for Wild Groombridge, Withyham Watch, BETSI, AAKSS and St Michael's School | June       | Only AAKSS outstanding          |
| Pg.3395       | RFO | Draft Working Group Terms of Reference for discussion on 7 <sup>th</sup> May                              | May        | Done                            |
| <b>003190</b> | RFO | Update 5.19 and 6.8iii and recommend Financial Regulations to the ASM                                     | May        | Done                            |
| <b>003191</b> | RFO | Check section 11 against the Grants guidelines and recommend the Terms of Reference to the ASM            | May        | Done                            |
| <b>003192</b> | RFO | Check 2.2.6 against the Grants guidelines and recommend the Scheme of Delegation to the ASM               | May        | Done                            |

|               |     |                                                                                                                        |       |      |
|---------------|-----|------------------------------------------------------------------------------------------------------------------------|-------|------|
| <b>003193</b> | RFO | Recommend the Pensions Discretions Policy to April Council                                                             | April | Done |
| <b>003194</b> | RFO | Amend the maximum Council budget to 500,000 Euros and recommend the Borrowing and Investment Strategy to April Council | April | Done |
| <b>003195</b> | RFO | Recommend the Asset Register and Disposals Policy to April Council                                                     | April | Done |
| <b>003196</b> | RFO | Recommend Earmarked Reserve allocations for 2026/27 to Council                                                         | April | Done |
| <b>003197</b> | RFO | Recommend re-appointment of Mulberry LAS for 3 years 2026-2029 to Council                                              | April | Done |

7.1/7.0.

Grant Applications to Finance Cttee June 2026 (2026 - 27 Budget)

|   | Organisation                  | Amount Requested | Total project Cost | Purpose                                                                      | Accs Rec'd | Bank Statement | Safeguarding Policy Rec'd | Quote/s rec'd | Amount Agreed 26-27 budget | Notes                                                                                                                                                                                                                                                                                         |
|---|-------------------------------|------------------|--------------------|------------------------------------------------------------------------------|------------|----------------|---------------------------|---------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 1ST Groombridge Scouts        | £ -              | £ -                | - Expand and improve existing storage facilities at Groombridge Village Hall | Y          | Y              | Y                         | N             |                            | Deferred from March meeting: WITHDRAWN: "The Village Hall, along with the Scout Group have decided that the remodelling of the Hall storage at the rear of the stage is not a viable option. We are looking at some more cost-effective solutions with them which will not require the grant" |
| 2 | St Thomas' Church Groombridge | £ 1,320.00       | £ 1,320.00         | Maintenance of the burial ground                                             | Y          | Y              | Y                         | 1             |                            |                                                                                                                                                                                                                                                                                               |
| 3 | Wild Groombridge              | £ 600.00         | £ 600.00           | Funds for day to day running costs and equipment                             | Y          | Y              | n/a                       |               |                            |                                                                                                                                                                                                                                                                                               |
| 4 | St John's Church, Crowborough | £ 2,000.00       | £ 12,504.00        | Resurfacing the church driveway (Phase 1 - entrance and exit)                | Y          | Y              | Y                         | 3             |                            |                                                                                                                                                                                                                                                                                               |
|   |                               | £ 3,920.00       |                    |                                                                              |            |                |                           |               |                            |                                                                                                                                                                                                                                                                                               |

Amount requested to June 2026 meeting

£3,920.00

**Budget Summary**

Amount Available in 2026/27 budget

Amount spent

Amount remaining in budget if applications agreed

£8,250.00

£4,330.00

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## **Finance Committee – June 2026**

### **Item 8 - Assets of Community Value**

Assets of Community Value/Community Right to Bid gives local groups greater chance to bid on properties or land that become available and would be of benefit to the community.

Applications are made to Wealden District Council by an eligible community group (which includes parish councils).

If Wealden District Council is notified that the owner of land on the 'list of community assets' intends to dispose of the listed asset, they will publicise this and inform the group that made the original nomination. There is a window of six weeks for any formally constituted groups (not just the nominating group) to notify them if they would like to make a bid on the property.

If notice of an intention to make a bid is received then a protected period ('moratorium') of six months is activated. During this time the property owner may not sell or otherwise dispose of the asset unless to a community group. At the end of the six month period the owner may choose to sell the property to whomever they choose - the Community Right to Bid does not give a right of first refusal to community organisations.

**The current list of assets of community value can be found at**

**<https://www.wealden.gov.uk/partnerships-and-localism/town-and-parish-councils-ordnance-survey-mapping/community-right-to-bid-assets-of-community-value/>**

**Withyham Parish Council has registered:**

- The Old Station, Groombridge (on the list to December 2029)
- Groombridge Recreation Ground (on the list to August 2029)

The Junction Inn was listed but reached the end of its 5 year eligibility. An application has been made to re-list it and we await confirmation, expected in July).

Previously WPC made an application to list the Dorset Arms but it was turned down on the basis that it did not sufficiently further the social well-being or interests of the local community.

**Finance Committee is asked whether further applications should be made, for example:**

- The Tanyard (GSGA)
- Areas owned by WDC such as Balls Green Community Space, Teasley Mead Community Space and the allotments at Balls Green
- The village halls in the parish

Or it may be felt that such areas are unlikely to be at risk and/or if they were, the deeds would dictate continued public benefit.

## Finance Committee June 2026

### ITEM 9.1 Agree recommendation re buildings reinstatement valuations

The RFO asked the council's insurer whether they have a formula for the building sums insured/rebuild costs and whether, if we were to have a valuation which showed the reinstatement costs as less than the purchase price, would that impact our premiums.

Our insurer responded *"We can confirm that the building sums insured noted on the policy will be the figure provided at inception by yourselves. We can confirm we do not use a formula as such to work this out. If the valuation concludes that the sums insured need amending in relation to the buildings then yes this may affect the premium."* and then subsequently, *"if you are looking to find out the reinstatement costs of your buildings, then it is best to get a reinstatement valuation carried out. You can source this yourself, or alternatively, we are able to contact Barrett Corp Harrington (BCH) for you, who will then contact you to arrange a valuation."*

Quotes were provided to the May Building Assets Working Group which noted that onsite valuations would be required at a cost of £790+VAT.

They considered that there would be no guarantee that the insurance company would lower premiums if reinstatement costs were less than current figures, and that WPC is currently probably over-insured and so in a better position than if under insured.

***It was therefore AGREED to recommend to Finance Committee that WPC does not pursue reinstatement valuations on its buildings.***

**Finance Committee June 2026****ITEM 9.2 Agree [Assets Working Group] meeting to discuss Transfer of Assets**

The RFO recently attended a webinar on Transfer of Assets which gave an overview of transferring assets/devolving services to town, parish, and community councils, focusing on key considerations for successful transitions.

Key takeaways were that town and parish councils should consider now whether there are any assets belonging to the Principal Authority (Wealden) that we might wish to take on/protect from being disposed of, and then make an approach to WDC.

In so doing it would be necessary to consider if we have the Powers to acquire and to maintain that asset, the community support to do so, and the finances to purchase it/for the fees associated.

**The recommendation is that the RFO convenes an Asset Working Group meeting to consider this.** To facilitate a meeting the RFO can share the webinar and the webinar notes to members ahead of the meeting, and provide a list of WDC assets that WPC may have an interest in.

| Year                                           | Date in | In or opening | Date out | Out      | Explanation | Remaining | Spend by          | Reported on CIL Report |
|------------------------------------------------|---------|---------------|----------|----------|-------------|-----------|-------------------|------------------------|
| <b>Recorded on CIL Monitoring report 23-24</b> |         |               |          |          |             |           |                   |                        |
| 21-22                                          | Oct-21  | 17975.39      | 23-24    | 17176.34 | Playground  |           | £799.05           | Oct-26                 |
| 23-24                                          | Apr-23  | 1895.38       |          |          |             |           | £1,895.38         | Apr-28                 |
| 23-24                                          | Oct-23  | 15382.33      |          |          |             |           | £15,382.33        | Oct-28                 |
|                                                |         |               |          |          |             |           | <b>£18,076.76</b> | <b>at 24.6.24</b>      |
| <b>Recorded on CIL Monitoring report 24-25</b> |         |               |          |          |             |           |                   |                        |
| 21-22                                          | Oct-21  | 799.05        | May-24   | 232.09   | swing TM    |           | £566.96           | Oct-26                 |
| 23-24                                          | Apr-23  | 1895.38       |          |          |             |           | £1,895.38         | Apr-28                 |
| 23-24                                          | Oct-23  | 15382.33      |          |          |             |           | £15,382.33        | Oct-28                 |
| 24-25                                          | Apr-24  | 4893.75       |          |          |             |           | £4,893.75         | Apr-29                 |
|                                                |         |               |          |          |             |           | <b>£22,738.42</b> | <b>at 9.7.25</b>       |
| <b>Recorded on CIL Monitoring report 25-26</b> |         |               |          |          |             |           |                   |                        |
| 21-22                                          | Oct-21  | 566.96        |          |          |             |           | 566.96            | Oct-26                 |
| 23-24                                          | Apr-23  | 1895.38       |          |          |             |           | 1895.38           | Apr-28                 |
| 23-24                                          | Oct-23  | 15382.33      |          |          |             |           | 15382.33          | Oct-28                 |
| 24-25                                          | Apr-24  | 4893.75       |          |          |             |           | 4893.75           | Apr-29                 |
|                                                |         |               |          |          |             |           | <b>£22,738.42</b> | <b>at 28.5.26</b>      |

CIL may be spent on a local project, or the Town/Parish Council may decide to contribute their proportion of the funding to the more strategic projects which are being supported by the District Council.

Any spend of CIL funding must fit within the usual powers of the Town/Parish Council and their powers of competence.

Where the infrastructure to be supported is not permissible due to the responsibilities of the Town/Parish Council then this may still happen by agreeing for the money to remain/be passed back to the District Council for them to have spent in accordance with the wishes of the local community.

Decisions on the expenditure of the 'meaningful proportion' funds are at the Town/Parish Council's discretion, provided that it is in accordance with the CIL regulations. All requests for use of CIL funds from committees are subject to confirmation by Full Council. If a Town/Parish Council has failed to spend CIL funds transferred to them within a period of 5 years from the date of initial receipt, or has not applied the funds in accordance with the regulations, then the District Council can serve a notice on the Town/Parish Council requiring it to repay some or all of the receipts that had been transferred to them.



## **WITHYHAM PARISH COUNCIL**

### **INTERNAL CONTROL POLICY**

**Responsibility:** Finance Committee/Full Council

**Review Cycle:** Annually

| <b>Date of Adoption/Renewal</b> | <b>Date for review</b> |
|---------------------------------|------------------------|
| July 2026                       | July 2027              |

#### **1 1. SCOPE OF RESPONSIBILITY**

Withyham Parish Council (The Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for; and used economically, efficiently and effectively.

Regulation 4 of the Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to ensure "that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions, and which includes arrangements for the management of risk".

#### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the Clerk and the Responsible Financial Officer, but the Council members must ensure that they have an understanding of those controls and are responsible for checking that they are operated effectively.

#### **3. RESPONSIBILITY FOR THE INTERNAL CONTROL ENVIRONMENT**

##### **3.1 The Council:**

The Council as a corporate body is responsible under statute for certain decisions which cannot be delegated; setting of the precept and approval of the Annual governance & accounts return statement. It may delegate responsibility for dealing with the consideration and approval of all other financial matters to the Finance Committee and officers, subject to the approval of delegation arrangements.

The Council will make and keep under review Financial Regulations and may include within its Standing Orders particular provisions relating to contracts. The Council's System of Internal Control is ancillary to and underpins the Financial Regulations and Standing Orders.



The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful with the advice of the Parish Clerk. Neither the Chair nor any individual councillor may make decisions on behalf of the Council.

The Council is required to appoint an independent Internal Auditor. The Internal Auditor will provide a certificate to be submitted with the Annual Return as part of the annual external audit. Reports from the Internal Auditor shall be presented to the Finance Committee and Council.

The Chair of Council or the relevant committee shall initial each page of the minutes, except the last page which will be signed and dated once approved at the Council or committee meetings.

Decisions are made in accordance with the Standing Orders and Financial Regulations approved by the Council.

The Finance Committee is made up of 7 Councillors. The Committee meets quarterly to undertake all financial and other miscellaneous matters on behalf of the Council in accordance with its terms of reference.

The Council approves a budget for the following year by the end of January each year which also approves the level of precept for the following financial year.

The Finance Committee shall receive a budget report at each meeting. Council will receive a quarterly bank reconciliation.

### **3.2 Officers:**

The Council has appointed a Parish Clerk who, as Proper Officer, acts as the Council's advisor and administrator. The Clerk is responsible for the day-to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are maintained.

The Council has appointed a Responsible Financial Officer who is responsible for administering the Council's finances.

The Council has also appointed a Deputy Clerk and Community Engagement Coordinator. Officers and contracted support staff appointed to assist with the administration of the Council will report to and work under the direction and authority of the Parish Clerk.

The duties of staff members are laid down in Job Descriptions which are reviewed from time to time by the Council or a nominated committee.



The Clerk / RFO shall check and authorise payments prior to their presentation for signature in accordance with the approved financial procedures.

The Clerk / RFO submits all the requested information to the internal and external auditor by the required date.

The Clerk / RFO arranges for public notices to be displayed.

The RFO retains all relevant documents relating to finances in accordance with best practice and the council's Document Retention Policy (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset register, Risk assessments, accounts and supporting information).

### **3.3 Internal Auditor**

The Council will appoint a suitably qualified and experienced Independent Internal Auditor who will report to the Council in accordance with the scope of internal audit sufficient to provide an adequate level of assurance for the Council to complete assertions 2 and 6 in its Annual Governance Statement.

The effectiveness of the internal audit shall be reviewed annually, and the council agrees the appointment of the Internal Auditor.

The scope of the work of the Internal Auditor is reviewed annually, the review and the appointment are minuted.

The reports of the Internal Auditor are considered at the following Parish Council meeting as per Financial Regulations 1.13.

### **3.4 External Audit**

The Council's External Auditors are appointed in accordance with the current statutory accounting and audit framework. The Council shall display public notices of the exercise of electors' rights and conclusion of audit as required by regulation.

## **4. FINANCIAL AND ACCOUNTING PROCEDURES**

### **4.1 Signatories**

Following authorisation of the payment list at Council, internet banking payments are raised by the Assistant Clerk, Clerk or RFO and authorised by the RFO or Clerk.

Two councillors sign all cheques, the signatories also initial the cheque stubs.

If payments fall due before the next meeting, payments may be made prior to the meeting and reported to Council.



#### **4.2 Invoicing**

Invoices shall be raised on the basis of the scale of fees and charges effective at the time. The Parish Council will review these annually at the time of setting the budget.

All invoices shall bear reference to payment terms of not more than 30 days.

#### **4.3 Cash and Cheque Handling/Security**

The councils preferred method to receive income is through bank transfer. The RFO will receive all income. All cash and cheques shall be kept safely in a locked place and shall be periodically banked as soon as possible.

Income shall be reported to Council.

#### **4.4 Salaries and other Staff Payments**

Salaries and other staff payments shall be made by no later than the last day of each month (by either cheque or BACS). Payments shall be paid on the basis of information agreed and reviewed from time to time by the Parish Council.

Supplementary payments for additional duties beyond the core duties of staff shall be made if agreed and reported to Staff Committee.

Mileage and any other expenses shall be reimbursed in accordance with rates as per the Green Book.

Upon the production of appropriate receipts, out of pocket expenses for small day to day items appropriate to the duties of the staff member shall be reimbursed.

#### **4.5 Budgetary Control**

The RFO will ensure that all accounts certified for payment are endorsed within the correct budgetary centre

The RFO shall every month reconcile statements of the Parish Council's accounts taken from the information contained in the cash book with copies of the relevant bank statements.

The Finance Committee shall receive a budget report at each meeting.

Council will receive a report of bank reconciliations quarterly.

The Finance Committee will meet in November or December for the purposes of budgetary control review and the preparation of estimates for presentation to the December/January Parish Council meeting.

At that meeting, the Parish Council will approve such estimates and determine its budget requirement and consequent precept for the next financial year.



#### **4.6 Procurement**

Financial Regulations provide a framework and set procedures for dealing with contracts of certain values. Working beneath that framework, provision needs to be made for the day-to-day operational work of the Parish Council to be administered, and to that end the Clerk is authorised to issue orders for office and other supplies to support the Parish Council's administration and day to day operation within agreed budgets.

The Clerk may incur expenditure on behalf of the Council which is necessary for the purposes of any repair, replacement or other work of an urgent nature, whether or not budgetary provision exists for such expenditure, as recorded in the Financial Regulations.

The Clerk shall report the action to Council or the appropriate Committee at the next available meeting.

#### **5. ASSET MANAGEMENT**

The Council's Asset Register and any associated current Management Plans are to be reviewed on an annual basis by the Finance Committee.

#### **6 RISK MANAGEMENT**

The Council's base Risk Assessment of its land, property, and activities, together with any associated current Management Plans are to be reviewed on an annual basis by the Finance Committee.

#### **7 REVIEW OF EFFECTIVENESS**

The Council is responsible for conducting, at least annually, a review of the effectiveness of the system of internal control. This will be incorporated within the annual work programme of the Council's Internal Auditor.

The findings of the annual review shall be reported to and considered by the Council.

## WITHYHAM PARISH COUNCIL

### Members' Allowances Policy

**Responsibility:** Finance & Administration/Full Council

**Review Cycle:** Every 3 years or earlier in the event of legislative changes

| Date of Adoption/Renewal | Date for review |
|--------------------------|-----------------|
| July 2026                | July 2029       |

### Contents

1. Introduction
2. Types of Allowance
3. Setting Levels of Allowances
4. Procedure and Payment
5. Agreed Allowances for Withyham Parish Council

### 1. Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1 May 2003. These regulations apply only to local authorities in England and significantly change the previous system of allowances.

### 2. Types of Allowance

#### 2.1 Basic Parish Allowance

The regulations permit Town and Parish Councils to pay a basic parish allowance (Regulation 25) either to the chairman alone or to each elected member. Co-opted members are not eligible for this allowance. The chairman may receive a higher amount due to additional responsibilities, but all other members must receive the same amount.

#### 2.2 Travelling and Subsistence Allowance

In addition, Regulation 26 allows councils to pay a parish travelling and subsistence allowance to both elected and co-opted members. However, Parish and Town Council members are not entitled to a dependants' carer's allowance.

#### 2.3 Chairman's Expense Budget

Under the Local Government Act 1972, s.15(5), a local council may set aside a chairman's expense budget to cover expenses incurred in carrying out the duties of the office. It can be paid to an *elected* member elected as chairman in addition to the

basic parish allowance, whilst a *co-opted* member elected as chairman would be entitled to this allowance but not to the basic parish allowance.

The Council recognises the need for an additional amount to deal with the expectations of the Office in connection with items such as contribution to raffles, fetes, attendance at charity events, remembrance wreaths, sending flowers/gifts on behalf of the council, hospitality, payment of tickets for their consort and wardrobe. It is important that the purpose to which the budget is put can withstand public scrutiny.

## 2.4 Nature of Allowances

The basic parish allowance and chairman's expense budget are not salaries. They are intended to cover typical expenses associated with fulfilling the role of a councillor.

Travelling and subsistence allowances reimburse members for specific costs incurred while attending meetings, training, or events on behalf of the council.

## **3. Setting Levels of Allowances**

### 3.1 Parish Remuneration Panel

Regulation 27 of the 2003 Regulations allows a district or unitary authority (the "responsible authority") to establish a parish remuneration panel.

### 3.2 Panel Recommendations

When convened, the panel will issue a report recommending:

- The amount of basic parish allowance payable to elected members
- The amount of chairman's allowance (if different from the basic allowance)
- The amount of travelling and subsistence allowance payable

### 3.3 Consideration of Recommendations

Each year Parish and Town Councils must take these recommendations into account when determining their own allowance levels.

## **4. Procedure and Payment**

### 4.1 Payment Arrangements - Basic Parish Allowance

Withyham Parish Council currently pays the basic parish allowance twice yearly in arrears to eligible members through PAYE.

Travelling and subsistence allowances are claimed through submission of an expenses form (available from the parish office) to the RFO.

#### 4.2 Payment Arrangements - Chairman's Expense Budget

The Chair should seek agreement from the Clerk (under their delegated powers) prior to committing any expenditure from this budget.

Payment will be made in arrears upon provision of receipts by the Chairman to the RFO, or from the Chairman requesting that the Clerk makes a purchase on their behalf and that payment being coded to the Chairman's budget line.

#### 4.3 Taxation

Where applicable, income tax must be deducted from the basic parish allowance under the PAYE system. National Insurance contributions are unlikely to apply, as allowance levels typically fall below the lower earnings limit.

#### 4.3 Publication of Allowances

At the end of each financial year, the council must display a notice for at least 14 days in a conspicuous place stating the total amount paid in Member allowances. This will be on the Withyham Parish Council website.

#### 4.4 Forgoing Allowances

If the Council is operating the Basic Parish Allowance Scheme, elected members may individually choose to forgo all or part of their allowances by notifying the Clerk in writing.

#### 4.5 Records and Inspection

The council must maintain records of all allowance payments, including the recipient's name and the type of allowance. These records may be inspected by any local government elector for the parish or town upon reasonable notice. Copies must be provided on request, subject to a reasonable fee.

### **5. Agreed Allowances for Withyham Parish Council**

#### 5.1 Allowances Paid

Withyham Parish Council pays allowances in accordance with relevant legislation, including:

- A basic parish allowance for all eligible members
- A chairman's expense budget under the Local Government Act 1972 s.15(5)
- A parish travelling and subsistence allowance for all members

#### 5.2 Annual Review

Allowance levels are set annually by the Council as part of the budget and precept process. Actual or estimated recommendations from the parish remuneration panel will be taken into consideration when determining these levels.

## WITHYHAM PARISH COUNCIL SALARY/PAY POLICY

**Responsibility:** Finance Committee/Full Council  
**Review Cycle:** 3 yearly or in the event of legislative changes

| Date of Adoption/Renewal | Date for review |
|--------------------------|-----------------|
| July 2026                | July 2029       |

### 1. Introduction

1.1 Withyham Parish Council actively promotes equal opportunities in employment and welcomes diversity within its workforce. The council is committed to ensuring a clear and fair pay policy for its staff members. This policy supports those principals in explaining how pay is calculated, reviewed and paid to staff.

### 2. Legislation

2.1 The relevant legislation concerning equal pay is found within the Equal Pay Act 1970, the Equal Pay (Amendment) Regulations 1983 and the Pensions Act 2011.

2.2 It is included in other United Kingdom legislation, European Community Law, the EU Directive on Fixed Term Work and resultant UK regulations. The legislation applies to all workers or employees regardless of full or part-time status, casual or temporary contract or length of service or any other consideration.

### 3. Pay scales

3.1 To comply with the legislation, the council will operate a transparent pay system, based on objective criteria and publish pay details of staff in line with the requirements of the Local Government Transparency Code 2015.

3.2 All office staff members pay scales will be determined by their grading, which will align to the National Joint Council for Local Government Services (NJC) published pay scales.

3.3 Staff members will be appointed to either a defined salary scale point, or within a defined salary scale published for their role.

3.4 The starting salary on appointment will normally be at the lower end of the salary scale, subject to negotiation based on the appointee's level of relevant knowledge and experience.

3.5 Subject to satisfactory performance, office staff members will progress automatically through the defined range in salary scale by annual increments until reaching the maximum salary in the range. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

3.6 One salary point will be added to an office staff members salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration (CiLCA)
- The Certificate of Higher Education in Community Engagement and Governance – Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- The Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire

3.7 All non-office staff will be appointed at an hourly pay rate deemed appropriate for that role by Staff Committee. This rate may be reviewed annually but must always remain above the National Minimum Wage.

#### **4. Pay reviews**

- 4.1 Each staff member will receive an annual appraisal, which will include a review of their salary.
- 4.2 Subject to satisfactory performance, office staff members appointed within a scale will progress automatically through the salary scale by annual increments until they reach the maximum salary in the range.
- 4.3 Increments will be payable on the 1<sup>st</sup> April. The council may withhold an increment if it is considered that performance fell below the expected level following an annual appraisal, or award additional increments for exemplary performance.
- 4.4 Progression for staff members appointed on a single point salary will depend on Staff Committee recommending a change to salary. Increments for staff members on a single point salary will be payable on a date to be agreed by the Staff Committee.

#### **5. Salary payments**

- 5.1 Staff members are paid in arrears, and receive payment by bank transfer on the 28<sup>th</sup> of each month, or if the 28<sup>th</sup> is a weekend or bank holiday, the previous working day.
- 5.2 Overtime is paid a month in arrears i.e. the payment made on 28<sup>th</sup> February would be for overtime worked in January.
- 5.3 In December, should the 28<sup>th</sup> be a weekend or Bank Holiday, pay day will be moved forwards to the previous working day.

## Detailed Income &amp; Expenditure by Budget Heading 16/06/2026

## Cost Centre Report

|                                     | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|-------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <b>100 Receipts</b>                 |                        |                       |                          |                          |                    |         |                         |
| 1000 Misc Receipts                  | 397                    | 2,000                 | 1,603                    |                          |                    | 19.8%   |                         |
| 1010 Wealden Rail/SVR rent          | 800                    | 4,800                 | 4,000                    |                          |                    | 16.7%   |                         |
| 1011 WRC/SVR rebate utilities       | 0                      | 800                   | 800                      |                          |                    | 0.0%    |                         |
| 1020 Meeting room income            | 201                    | 400                   | 199                      |                          |                    | 50.3%   |                         |
| 1040 Community Cafe receipts        | 129                    | 650                   | 521                      |                          |                    | 19.8%   |                         |
| 1062 PO & Ph Hse Rent               | 1,650                  | 16,800                | 15,150                   |                          |                    | 9.8%    |                         |
| 1063 Post office/Phoenix Hse Rebate | 117                    | 2,500                 | 2,383                    |                          |                    | 4.7%    |                         |
| 1064 WPCIC Contribution             | 91                     | 4,000                 | 3,909                    |                          |                    | 2.3%    |                         |
| 1070 Tanyard grass cutting contribu | 0                      | 270                   | 270                      |                          |                    | 0.0%    |                         |
| 1076 Precept                        | 117,866                | 235,731               | 117,866                  |                          |                    | 50.0%   |                         |
| 1090 Bank Interest                  | 0                      | 2,500                 | 2,500                    |                          |                    | 0.0%    |                         |
| <b>101 Administration</b>           |                        |                       |                          |                          |                    |         |                         |
| 4000 Staff Salary                   | (14,922)               | (66,000)              | 51,078                   |                          | 51,078             | 22.6%   |                         |
| 4001 Staff on-costs                 | (6,353)                | (19,000)              | 12,647                   |                          | 12,647             | 33.4%   |                         |
| 4003 Parish Maintenance Contract    | (1,208)                | (4,700)               | 3,492                    |                          | 3,492              | 25.7%   |                         |
| 4005 Clerical Support & overtime    | (719)                  | (2,000)               | 1,281                    |                          | 1,281              | 35.9%   |                         |
| 4006 Planning Committee             | 0                      | (500)                 | 500                      |                          | 500                | 0.0%    |                         |
| 4007 Training                       | (132)                  | (2,000)               | 1,868                    |                          | 1,868              | 6.6%    |                         |
| 4008 Annual Subs inc SALC/NALC      | (200)                  | (1,800)               | 1,600                    |                          | 1,600              | 11.1%   |                         |
| 4009 Conferences & Networking       | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4010 Chairman's Allowance           | (749)                  | (1,300)               | 551                      |                          | 551                | 57.6%   |                         |
| 4011 Councillors' Allowances        | 0                      | (950)                 | 950                      |                          | 950                | 0.0%    |                         |
| 4012 Parish Office PWLB repayments  | 0                      | (16,000)              | 16,000                   |                          | 16,000             | 0.0%    |                         |
| 4013 Telephone/Broadband            | (241)                  | (1,400)               | 1,159                    |                          | 1,159              | 17.2%   |                         |
| 4015 Stationery & non-electric equi | (501)                  | (1,800)               | 1,299                    |                          | 1,299              | 27.8%   |                         |
| 4016 Computer Software/Hardware     | (314)                  | (1,600)               | 1,286                    |                          | 1,286              | 19.6%   |                         |
| 4017 Photocopier Lease/Maintenance  | (335)                  | (1,500)               | 1,165                    |                          | 1,165              | 22.3%   |                         |
| 4018 Website                        | (52)                   | (1,000)               | 948                      |                          | 948                | 5.2%    |                         |
| 4019 Community Communication        | (897)                  | (1,800)               | 903                      |                          | 903                | 49.8%   |                         |
| 4020 APA expenditure                | (443)                  | (600)                 | 157                      |                          | 157                | 73.8%   |                         |
| 4021 IT Support                     | (1,094)                | (4,200)               | 3,106                    |                          | 3,106              | 26.0%   |                         |
| 4030 Hire of Halls                  | 0                      | (100)                 | 100                      |                          | 100                | 0.0%    |                         |
| 4038 Insurance                      | (1,981)                | (2,400)               | 419                      |                          | 419                | 82.6%   |                         |
| 4039 Staff Recruitment              | 0                      | (500)                 | 500                      |                          | 500                | 0.0%    |                         |
| 4040 Payroll, audit & legal Fees    | (1,194)                | (5,000)               | 3,806                    |                          | 3,806              | 23.9%   |                         |
| 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  | 0                      | (500)                 | 500                      |                          | 500                | 0.0%    |                         |

10:04

## Detailed Income &amp; Expenditure by Budget Heading 16/06/2026

## Cost Centre Report

|                                      | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4062 Withyham Parish Volunteers      | (35)                   | (100)                 | 65                       |                          | 65                 | 35.0%   |                         |
| 4064 Community Cafe expenditure      | (245)                  | (650)                 | 405                      |                          | 405                | 37.7%   |                         |
| 4065 Climate & Ecology Working Grou  | (23)                   | (1,200)               | 1,178                    |                          | 1,178              | 1.9%    |                         |
| 4500 Office associated repairs       | (167)                  | (4,500)               | 4,333                    |                          | 4,333              | 3.7%    |                         |
| 4501 New Office equipment electroni  | 0                      | (400)                 | 400                      |                          | 400                | 0.0%    |                         |
| 4502 Office utilities                | (841)                  | (2,000)               | 1,159                    |                          | 1,159              | 42.0%   |                         |
| 4503 Office maintenance contracts &  | (389)                  | (1,200)               | 811                      |                          | 811                | 32.4%   |                         |
| 4506 Office waste                    | (154)                  | (650)                 | 496                      |                          | 496                | 23.6%   |                         |
| 4510 Meeting Room catering           | (155)                  | (400)                 | 245                      |                          | 245                | 38.8%   |                         |
| 4600 Bank charges                    | (82)                   | (200)                 | 118                      |                          | 118                | 41.0%   |                         |
| <u>102 Grants &amp; Donations</u>    |                        |                       |                          |                          |                    |         |                         |
| 4101 Grants                          | (1,750)                | (10,000)              | 8,250                    |                          | 8,250              | 17.5%   |                         |
| 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     | (16)                   | (500)                 | 484                      |                          | 484                | 3.2%    |                         |
| 4202 Recreation Ground Repairs       | 0                      | (2,000)               | 2,000                    |                          | 2,000              | 0.0%    |                         |
| 4205 Mowing Groombridge Rec & Newto  | 0                      | (6,800)               | 6,800                    |                          | 6,800              | 0.0%    |                         |
| 4206 Mowing Tanyard                  | 0                      | (900)                 | 900                      |                          | 900                | 0.0%    |                         |
| 4211 Waste Collection Service        | 0                      | (1,500)               | 1,500                    |                          | 1,500              | 0.0%    |                         |
| 4213 Dog Waste Collection            | 0                      | (2,100)               | 2,100                    |                          | 2,100              | 0.0%    |                         |
| 4219 Groombridge Playground PWLB rep | (2,831)                | (5,663)               | 2,832                    |                          | 2,832              | 50.0%   |                         |
| 4220 Groombridge Play Area maintena  | (34)                   | (1,000)               | 966                      |                          | 966                | 3.4%    |                         |
| 4222 Groombridge Playground - inspe  | 0                      | (550)                 | 550                      |                          | 550                | 0.0%    |                         |
| 4225 Park Corner Pond                | 0                      | (100)                 | 100                      |                          | 100                | 0.0%    |                         |
| 4230 Trees                           | (150)                  | (3,000)               | 2,850                    |                          | 2,850              | 5.0%    |                         |
| 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                      | (790)                 | 790                      |                          | 790                | 0.0%    |                         |
| 4241 Maintenance of Manor Pound      | 0                      | (500)                 | 500                      |                          | 500                | 0.0%    |                         |
| <u>203 Withyham/Blackham</u>         |                        |                       |                          |                          |                    |         |                         |
| 4260 Mowing & hedge Teasley Mead     | 0                      | (1,800)               | 1,800                    |                          | 1,800              | 0.0%    |                         |
| 4261 Mowing Balls Green              | (31)                   | (870)                 | 840                      |                          | 840                | 3.5%    |                         |
| 4265 Rental Teasley Mead             | 0                      | (65)                  | 65                       |                          | 65                 | 0.0%    |                         |
| 4266 Rental Balls Green              | 0                      | (65)                  | 65                       |                          | 65                 | 0.0%    |                         |
| 4267 Teasley Mead Rec Equipment rep  | 0                      | (300)                 | 300                      |                          | 300                | 0.0%    |                         |
| 4268 BG Playground - Repairs         | 0                      | (300)                 | 300                      |                          | 300                | 0.0%    |                         |
| 4270 Play Inspection BGrn & TMea     | 0                      | (200)                 | 200                      |                          | 200                | 0.0%    |                         |

## Detailed Income &amp; Expenditure by Budget Heading 16/06/2026

## Cost Centre Report

|                                        | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|----------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>401 Highways/Footways/Transport</b> |                        |                       |                          |                          |                    |              |                         |
| 4401 Wealdlink Bus Service             | (171)                  | (628)                 | 458                      |                          | 458                | 27.1%        |                         |
| 4402 External Furniture Repairs        | 0                      | (200)                 | 200                      |                          | 200                | 0.0%         |                         |
| 4403 Roadside Shelters                 | 0                      | (200)                 | 200                      |                          | 200                | 0.0%         |                         |
| 4405 Telephone boxes (adopted)         | 0                      | (150)                 | 150                      |                          | 150                | 0.0%         |                         |
| 4406 Defibrillators                    | 0                      | (1,900)               | 1,900                    |                          | 1,900              | 0.0%         |                         |
| 4407 PMP works/equip/maintenance       | (78)                   | (750)                 | 672                      |                          | 672                | 10.4%        |                         |
| 4410 Notice Boards                     | 0                      | (100)                 | 100                      |                          | 100                | 0.0%         |                         |
| 4415 Rights of Way                     | 0                      | (500)                 | 500                      |                          | 500                | 0.0%         |                         |
| 4420 Finger Posts and signs            | 0                      | (1,000)               | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4421 Highways                          | (13)                   | (1,500)               | 1,487                    |                          | 1,487              | 0.8%         |                         |
| 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%         |                         |
| <b>402 Lighting</b>                    |                        |                       |                          |                          |                    |              |                         |
| 4450 Energy & Maintenance 39 lights    | (628)                  | (2,500)               | 1,872                    |                          | 1,872              | 25.1%        |                         |
| 4451 Repairs Renewals Streetlights     | 0                      | (2,000)               | 2,000                    |                          | 2,000              | 0.0%         |                         |
| 4452 New Columns                       | 0                      | (4,000)               | 4,000                    |                          | 4,000              | 0.0%         |                         |
| <b>500 Post office</b>                 |                        |                       |                          |                          |                    |              |                         |
| 5001 CIC Subsidy/Grant                 | 0                      | (9,000)               | 9,000                    |                          | 9,000              | 0.0%         |                         |
| 5100 PO Building Annual PWLB repay     | (8,389)                | (16,800)              | 8,411                    |                          | 8,411              | 49.9%        |                         |
| 5101 PO building utilities             | (674)                  | (3,000)               | 2,326                    |                          | 2,326              | 22.5%        |                         |
| 5200 Phoenix Hse maintenance           | 0                      | (10,000)              | 10,000                   |                          | 10,000             | 0.0%         |                         |
| <b>Grand Totals:- Income</b>           | <b>121,250</b>         | <b>270,451</b>        | <b>149,201</b>           |                          |                    | <b>44.8%</b> |                         |
| <b>Expenditure</b>                     | <b>48,492</b>          | <b>248,451</b>        | <b>199,959</b>           | <b>0</b>                 | <b>199,959</b>     | <b>19.5%</b> |                         |
| <b>Net Income over Expenditure</b>     | <b>72,757</b>          | <b>22,000</b>         | <b>(50,757)</b>          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>  | <b>72,757</b>          | <b>22,000</b>         | <b>(50,757)</b>          |                          |                    |              |                         |

**Earmarked Reserves**

| Account                            | Opening Balance  | Net Transfers    | Closing Balance   |
|------------------------------------|------------------|------------------|-------------------|
| 327 EMR Groombridge Play Area      | 2,012.83         |                  | 2,012.83          |
| 329 EMR Road Safety Projects       | 3,000.00         |                  | 3,000.00          |
| 332 EMR Withyham Parish Volunteers | 1,940.10         |                  | 1,940.10          |
| 333 EMR Office Associated Repairs  | 3,000.00         |                  | 3,000.00          |
| 336 EMR CiL                        | 22,738.42        |                  | 22,738.42         |
| 337 EMR Parish Assets              | 43,687.77        | 22,000.00        | 65,687.77         |
| 338 EMR Environmental Improvements | 3,916.17         |                  | 3,916.17          |
| 340 EMR Streetlights               | 3,000.00         |                  | 3,000.00          |
| 342 EMR Elections                  | 6,768.39         |                  | 6,768.39          |
|                                    | <b>90,063.68</b> | <b>22,000.00</b> | <b>112,063.68</b> |

**Finance Committee – June 2026**  
**Item 12.2 Cashflow**

The Balance Sheet as at 16 June 2026 is Appendix 1.

It shows General Reserves of £171,504 and Earmarked Reserves of £112,064.

Based on the 2026/27 budget and taking into account income and expenditure since 1 April 2026, between now and year end (31 March 2027) estimated income is £149,201 and expenditure is £199,959.

This would take year end General Reserves to £120,746 (5 to 6 months of budgeted expenditure) which is within the general reserves guidance in the SAPP 'Practitioner Guide'.

***Finance Committee is asked to note this report***

16/06/2026

## Withyham Parish Council

15:18

## Balance Sheet as at 16/06/2026

12.2

31st March 2026

31st March 2027

| Current Assets      |                                              |                |
|---------------------|----------------------------------------------|----------------|
| 1,376               | Debtors                                      | 0              |
| 4,277               | VAT Control                                  | 1,042          |
| 49,875              | Current Bank A/c                             | 106,443        |
| 2                   | Deposit Bank A/c                             | 2              |
| 500                 | Prepaid card                                 | 500            |
| 70,661              | Nationwide                                   | 70,661         |
| 84,927              | Unity Trust C/Acc                            | 104,920        |
| <b>211,619</b>      |                                              | <b>283,568</b> |
| <b>211,619</b>      | <b>Total Assets</b>                          | <b>283,568</b> |
| Current Liabilities |                                              |                |
| 808                 | Creditors                                    | 0              |
| <b>808</b>          |                                              | <b>0</b>       |
| <b>210,811</b>      | <b>Total Assets Less Current Liabilities</b> | <b>283,568</b> |
| Represented By      |                                              |                |
| 120,747             | General Reserves                             | 171,504        |
| 2,013               | EMR Groombridge Play Area                    | 2,013          |
| 3,000               | EMR Road Safety Projects                     | 3,000          |
| 1,940               | EMR Withyham Parish Volunteers               | 1,940          |
| 3,000               | EMR Office Associated Repairs                | 3,000          |
| 22,738              | EMR CiL                                      | 22,738         |
| 43,688              | EMR Parish Assets                            | 65,688         |
| 3,916               | EMR Environmental Improvements               | 3,916          |
| 3,000               | EMR Streetlights                             | 3,000          |
| 6,768               | EMR Elections                                | 6,768          |
| <b>210,811</b>      |                                              | <b>283,568</b> |

The above statement represents fairly the financial position of the authority as at 16/06/2026 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

## Finance Committee – June 2026

### Item 12.4 Outline budget to 31 March 2028

The annual budget from our accounting software has been updated to include an outline/preliminary budget for 2027/28 (next year column).

The annual budget and precept setting happens around November/December each year in order to inform the principal authority of our Precept requirement for the following year in January/February. The attached is therefore very draft and the RFO and Clerk will work together in the autumn to devise the 2027/28 budget based on actuals to date, outstanding items in the Parish Plan and known activities in 2027/28.

2027/28 will be the first year of the 'new' council following elections in May 2027 and is the final year of the current parish plan. During the first half of 2027 therefore, the 'new' council will meet to consider the next Parish Plan for 2028 onwards and from that an outline 3-year budget can be created.

Some notes/caveats in relation to the outline/preliminary budget for 2027/28:

- This report gives limited consideration to Earmarked Reserves, some items shown in the budget may be taken from EMRs rather than budgeted
- 1076 Precept has not been calculated – it is the difference between expenditure and income
- 1070 Grass cutting relates to Tanyard, see 4206 below
- 4011 Councillor Allowances are based on the scenario of a full contingent of 13 elected councillors taking the allowance from May 2027
- 4040 Legal Fees – this would need to be higher if it was decided to pursue any Transfers of Assets
- 4060 Election expenses – This would only be utilised in the event of a contested election. There is also an EMR. Last election the figure given was around £8,000 if both wards (Groombridge and Marden's Hill) were contested.
- Planning, Staff RoW, CEAG Committee budgets – this figure will depend on the committees' requirements. They should consider this early autumn to feed into the budget setting timetable
- 4206 Mowing Tanyard – Finance Committee previously notified GSGA that the expectation is for them to take on the arranging/paying for grass cutting at the Tanyard as it is the only piece of land that WPC cuts that it doesn't own/lease (Finance Committee meeting 29 September, 2025)
- 4221 Playground purchases – the £30,000 is a 'place holder' for a fence at Groombridge playground while quotes are obtained and Council decides on whether the funds come from budget, EMR and/or community fundraising
- 4231 Station Rd fenceline/hedge – this would be if council decides to remove the chainlink fence (and if the hedge behind is sufficiently established)
- 4226 ESCC grass (devolution) – June 2025 Council meeting agreed that WPC would not fund an extra 4 urban verge grass cuts in 2026 but that this will be reviewed in 2026 for 2027
- 5001 CIC subsidy/grant – this is towards the post office and depends on the amount the CIC requests/is agreed by council at budget setting

***Finance Committee is asked to note this report***

## Withyham Parish Council

## Annual Budget - By Centre

Note: Annual Budget 2026/27

|                                       | <u>Last Year 2025/26</u> |         | <u>Current Year 2026/27</u> |            |           | <u>Next Year 2027/28</u> |        |     |                 |
|---------------------------------------|--------------------------|---------|-----------------------------|------------|-----------|--------------------------|--------|-----|-----------------|
|                                       | Budget                   | Actual  | Total                       | Actual YTD | Projected | Committed                | Agreed | EMR | Carried Forward |
| <b>100 Receipts</b>                   |                          |         |                             |            |           |                          |        |     |                 |
| 1000 Misc Receipts                    | 2,000                    | 795     | 2,000                       | 397        | 0         | 0                        | 2,000  | 0   | 0               |
| 1010 Wealden Rail/SVR rent            | 4,800                    | 4,800   | 4,800                       | 800        | 0         | 0                        | 4,800  | 0   | 0               |
| 1011 WRC/SVR rebate utilities         | 800                      | 974     | 800                         | 0          | 0         | 0                        | 800    | 0   | 0               |
| 1020 Meeting room income              | 400                      | 622     | 400                         | 201        | 0         | 0                        | 500    | 0   | 0               |
| 1040 Community Cafe receipts          | 550                      | 435     | 650                         | 129        | 0         | 0                        | 700    | 0   | 0               |
| 1050 Groombridge Play area fundrais   | 0                        | 610     | 0                           | 0          | 0         | 0                        | 0      | 0   | 0               |
| 1062 PO & Ph Hse Rent                 | 16,800                   | 19,801  | 16,800                      | 1,650      | 0         | 0                        | 16,800 | 0   | 0               |
| 1063 Post office/Phoenix Hse Rebate   | 3,000                    | 2,422   | 2,500                       | 117        | 0         | 0                        | 2,500  | 0   | 0               |
| 1064 WPCIC Contribution               | 0                        | 0       | 4,000                       | 91         | 0         | 0                        | 3,000  | 0   | 0               |
| 1070 Tanyard grass cutting contribu   | 321                      | 276     | 270                         | 0          | 0         | 0                        | 0      | 0   | 0               |
| 1076 Precept                          | 235,675                  | 235,675 | 235,731                     | 117,866    | 0         | 0                        | 0      | 0   | 0               |
| 1080 Old Station Loan PWLB            | 0                        | 240,000 | 0                           | 0          | 0         | 0                        | 0      | 0   | 0               |
| 1090 Bank Interest                    | 120                      | 2,395   | 2,500                       | 0          | 0         | 0                        | 2,500  | 0   | 0               |
|                                       | 264,466                  | 508,805 | 270,451                     | 121,250    | 0         | 0                        | 33,600 | 0   | 0               |
| <b>Total Income</b>                   |                          |         |                             |            |           |                          |        |     |                 |
|                                       | 0                        | 610     | 0                           | 0          | 0         | 0                        | 0      | 0   | 0               |
| 6001 less Transfer to EMR             |                          |         |                             |            |           |                          |        |     |                 |
|                                       | 264,466                  | 508,195 | 270,451                     | 121,250    | 0         |                          | 33,600 |     |                 |
| <b>Movement to/(from) Gen Reserve</b> |                          |         |                             |            |           |                          |        |     |                 |
| <b>101 Administration</b>             |                          |         |                             |            |           |                          |        |     |                 |
| 4000 Staff Salary                     | 54,705                   | 59,021  | 66,000                      | 14,922     | 0         | 0                        | 67,000 | 0   | 0               |
| 4001 Staff on-costs                   | 15,000                   | 22,903  | 19,000                      | 6,353      | 0         | 0                        | 20,000 | 0   | 0               |
| 4003 Parish Maintenance Contract      | 4,550                    | 4,558   | 4,700                       | 1,208      | 0         | 0                        | 4,900  | 0   | 0               |
| 4005 Clerical Support & overtime      | 2,000                    | 789     | 2,000                       | 719        | 0         | 0                        | 2,000  | 0   | 0               |
| 4006 Planning Committee               | 500                      | 0       | 500                         | 0          | 0         | 0                        | 500    | 0   | 0               |

Continued on next page

## Withyham Parish Council

## Annual Budget - By Centre

## Note: Annual Budget 2026/27

|                                     | <u>Last Year 2025/26</u> |        | <u>Current Year 2026/27</u> |            |           |           | <u>Next Year 2027/28</u> |     |                 |
|-------------------------------------|--------------------------|--------|-----------------------------|------------|-----------|-----------|--------------------------|-----|-----------------|
|                                     | Budget                   | Actual | Total                       | Actual YTD | Projected | Committed | Agreed                   | EMR | Carried Forward |
|                                     |                          |        |                             |            |           |           |                          |     |                 |
| 4007 Training                       | 2,000                    | 2,743  | 2,000                       | 132        | 0         | 0         | 2,000                    | 0   | 0               |
| 4008 Annual Subs inc SALC/NALC      | 1,600                    | 1,849  | 1,800                       | 200        | 0         | 0         | 1,850                    | 0   | 0               |
| 4009 Conferences& Networking        | 1,000                    | 127    | 1,000                       | -0         | 0         | 0         | 1,000                    | 0   | 0               |
| 4010 Chairman's Allowance           | 1,300                    | 1,344  | 1,300                       | 749        | 0         | 0         | 1,300                    | 0   | 0               |
| 4011 Councillors' Allowances        | 1,000                    | 908    | 950                         | 0          | 0         | 0         | 2,750                    | 0   | 0               |
| 4012 Parish Office PWLB repayments  | 16,000                   | 16,000 | 16,000                      | 0          | 0         | 0         | 16,000                   | 0   | 0               |
| 4013 Telephone/Broadband            | 1,600                    | 1,331  | 1,400                       | 241        | 0         | 0         | 1,400                    | 0   | 0               |
| 4015 Stationery & non-electric equi | 1,500                    | 1,610  | 1,800                       | 501        | 0         | 0         | 1,800                    | 0   | 0               |
| 4016 Computer Software/Hardware     | 1,500                    | 1,988  | 1,600                       | 314        | 0         | 0         | 1,600                    | 0   | 0               |
| 4017 Photocopier Lease/Maintenance  | 1,300                    | 1,516  | 1,500                       | 335        | 0         | 0         | 1,500                    | 0   | 0               |
| 4018 Website                        | 700                      | 650    | 1,000                       | 52         | 0         | 0         | 1,000                    | 0   | 0               |
| 4019 Community Communication        | 1,500                    | 1,034  | 1,800                       | 897        | 0         | 0         | 1,800                    | 0   | 0               |
| 4020 APA expenditure                | 1,225                    | 338    | 600                         | 443        | 0         | 0         | 600                      | 0   | 0               |
| 4021 IT Support                     | 3,806                    | 4,109  | 4,200                       | 1,094      | 0         | 0         | 4,200                    | 0   | 0               |
| 4030 Hire of Halls                  | 100                      | 24     | 100                         | 0          | 0         | 0         | 100                      | 0   | 0               |
| 4038 Insurance                      | 2,200                    | 2,359  | 2,400                       | 1,981      | 0         | 0         | 2,200                    | 0   | 0               |
| 4039 Staff Recruitment              | 0                        | 0      | 500                         | 0          | 0         | 0         | 500                      | 0   | 0               |
| 4040 Payroll, audit & legal Fees    | 2,000                    | 11,526 | 5,000                       | 1,194      | 0         | 0         | 5,000                    | 0   | 0               |
| 4041 Staff Committee                | 500                      | 0      | 500                         | 0          | 0         | 0         | 500                      | 0   | 0               |
| 4051 Community Resilience           | 500                      | 200    | 500                         | 0          | 0         | 0         | 500                      | 0   | 0               |
| 4060 Election Expenses              | 1,200                    | 0      | 1,200                       | 0          | 0         | 0         | 1,200                    | 0   | 0               |
| 4061 Parish Action Plan & Projects  | 500                      | 108    | 500                         | 0          | 0         | 0         | 500                      | 0   | 0               |
| 4062 Withyham Parish Volunteers     | 100                      | 0      | 100                         | 35         | 0         | 0         | 100                      | 0   | 0               |
| 4064 Community Cafe expenditure     | 550                      | 610    | 650                         | 245        | 0         | 0         | 700                      | 0   | 0               |

Continued on next page

## Withyham Parish Council

## Annual Budget - By Centre

Note: Annual Budget 2026/27

|                                     | <u>Last Year 2025/26</u> |         | <u>Current Year 2026/27</u> |            |           | <u>Next Year 2027/28</u> |           |     |                 |
|-------------------------------------|--------------------------|---------|-----------------------------|------------|-----------|--------------------------|-----------|-----|-----------------|
|                                     | Budget                   | Actual  | Total                       | Actual YTD | Projected | Committed                | Agreed    | EMR | Carried Forward |
| 4065 Climate & Ecology Working Grou | 800                      | 810     | 1,200                       | 23         | 0         | 0                        | 1,200     | 0   | 0               |
| 4500 Office associated repairs      | 4,500                    | 1,050   | 4,500                       | 167        | 0         | 0                        | 4,500     | 0   | 0               |
| 4501 New Office equipment electroni | 400                      | 139     | 400                         | 0          | 0         | 0                        | 400       | 0   | 0               |
| 4502 Office utilities               | 2,400                    | 2,188   | 2,000                       | 841        | 0         | 0                        | 2,000     | 0   | 0               |
| 4503 Office maintenance contracts & | 1,200                    | 1,775   | 1,200                       | 389        | 0         | 0                        | 1,200     | 0   | 0               |
| 4506 Office waste                   | 1,000                    | 546     | 650                         | 154        | 0         | 0                        | 650       | 0   | 0               |
| 4507 Old Station Purchase           | 0                        | 255,000 | 0                           | 0          | 0         | 0                        | 0         | 0   | 0               |
| 4510 Meeting Room catering          | 400                      | 420     | 400                         | 155        | 0         | 0                        | 500       | 0   | 0               |
| 4600 Bank charges                   | 200                      | 222     | 200                         | 82         | 0         | 0                        | 300       | 0   | 0               |
|                                     |                          |         | 151,150                     | 33,425     | 0         | 0                        | 155,250   | 0   | 0               |
|                                     |                          |         | 0                           | 0          | 0         | 0                        | 0         | 0   | 0               |
|                                     |                          |         | (151,150)                   | (33,425)   | 0         |                          | (155,250) |     |                 |
|                                     |                          |         |                             |            |           |                          |           |     |                 |
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## Withyham Parish Council

## Annual Budget - By Centre

Note: Annual Budget 2026/27

| Last Year 2025/26 |          |          | Current Year 2026/27 |            |           | Next Year 2027/28 |          |     |                 |
|-------------------|----------|----------|----------------------|------------|-----------|-------------------|----------|-----|-----------------|
|                   | Budget   | Actual   | Total                | Actual YTD | Projected | Committed         | Agreed   | EMR | Carried Forward |
| 4206              |          |          |                      |            |           |                   |          |     |                 |
|                   | 1,068    | 661      | 900                  | 0          | 0         | 0                 | 0        | 0   | 0               |
| 4211              |          |          |                      |            |           |                   |          |     |                 |
|                   | 1,500    | 900      | 1,500                | 0          | 0         | 0                 | 1,500    | 0   | 0               |
| 4213              |          |          |                      |            |           |                   |          |     |                 |
|                   | 2,100    | 1,575    | 2,100                | 0          | 0         | 0                 | 2,100    | 0   | 0               |
| 4219              |          |          |                      |            |           |                   |          |     |                 |
|                   | 5,663    | 5,663    | 5,663                | 2,831      | 0         | 0                 | 5,663    | 0   | 0               |
| 4220              |          |          |                      |            |           |                   |          |     |                 |
|                   | 1,000    | 1,937    | 1,000                | 34         | 0         | 0                 | 1,000    | 0   | 0               |
| 4221              |          |          |                      |            |           |                   |          |     |                 |
|                   | 0        | 0        | 0                    | 0          | 0         | 0                 | 30,000   | 0   | 0               |
| 4222              |          |          |                      |            |           |                   |          |     |                 |
|                   | 0        | 0        | 550                  | 0          | 0         | 0                 | 550      | 0   | 0               |
| 4225              |          |          |                      |            |           |                   |          |     |                 |
|                   | 100      | 0        | 100                  | 0          | 0         | 0                 | 100      | 0   | 0               |
| 4230              |          |          |                      |            |           |                   |          |     |                 |
|                   | 4,000    | 975      | 3,000                | 150        | 0         | 0                 | 3,000    | 0   | 0               |
| 4231              |          |          |                      |            |           |                   |          |     |                 |
|                   | 2,000    | 0        | 2,000                | 0          | 0         | 0                 | 2,000    | 0   | 0               |
| 6000              |          |          |                      |            |           |                   |          |     |                 |
|                   | 25,901   | 15,969   | 26,433               | 3,334      | 0         | 0                 | 55,223   | 0   | 0               |
|                   | 0        | 965      | 0                    | 0          | 0         | 0                 | 0        | 0   | 0               |
|                   | (25,901) | (15,003) | (26,433)             | (3,334)    | 0         |                   | (55,223) |     |                 |
| 202               |          |          |                      |            |           |                   |          |     |                 |
|                   |          |          |                      |            |           |                   |          |     |                 |
| 4240              |          |          |                      |            |           |                   |          |     |                 |
|                   | 651      | 325      | 790                  | 0          | 0         | 0                 | 790      | 0   | 0               |
| 4241              |          |          |                      |            |           |                   |          |     |                 |
|                   | 500      | 0        | 500                  | 0          | 0         | 0                 | 500      | 0   | 0               |
|                   | 1,151    | 325      | 1,290                | 0          | 0         | 0                 | 1,290    | 0   | 0               |
|                   | (1,151)  | (325)    | (1,290)              | 0          | 0         |                   | (1,290)  |     |                 |
| 203               |          |          |                      |            |           |                   |          |     |                 |
|                   |          |          |                      |            |           |                   |          |     |                 |
| 4260              |          |          |                      |            |           |                   |          |     |                 |
|                   | 1,550    | 1,650    | 1,800                | 0          | 0         | 0                 | 2,000    | 0   | 0               |
| 4261              |          |          |                      |            |           |                   |          |     |                 |
|                   | 430      | 199      | 870                  | 31         | 0         | 0                 | 950      | 0   | 0               |
| 4265              |          |          |                      |            |           |                   |          |     |                 |
|                   | 65       | 63       | 65                   | 0          | 0         | 0                 | 65       | 0   | 0               |

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|      |                                | <u>Last Year 2025/26</u> |         | <u>Current Year 2026/27</u> |            |           | <u>Next Year 2027/28</u> |         |     |                 |
|------|--------------------------------|--------------------------|---------|-----------------------------|------------|-----------|--------------------------|---------|-----|-----------------|
|      |                                | Budget                   | Actual  | Total                       | Actual YTD | Projected | Committed                | Agreed  | EMR | Carried Forward |
| 4266 | Rental Balls Green             | 65                       | 63      | 65                          | 0          | 0         | 0                        | 65      | 0   | 0               |
| 4267 | Teasley Mead Rec Equipment rep | 300                      | 15      | 300                         | 0          | 0         | 0                        | 300     | 0   | 0               |
| 4268 | BG Playground - Repairs        | 300                      | 0       | 300                         | 0          | 0         | 0                        | 300     | 0   | 0               |
| 4270 | Play Inspection BGm & TMead    | 200                      | 160     | 200                         | 0          | 0         | 0                        | 250     | 0   | 0               |
|      | Overhead Expenditure           | 2,910                    | 2,150   | 3,600                       | 31         | 0         | 0                        | 3,930   | 0   | 0               |
|      | Movement to/(from) Gen Reserve | (2,910)                  | (2,150) | (3,600)                     | (30)       | 0         |                          | (3,930) |     |                 |
| 401  | Highways/Footways/Transport    |                          |         |                             |            |           |                          |         |     |                 |
| 4226 | ESCC Devolution (grass)        | 1,608                    | 1,608   | 0                           | 0          | 0         | 0                        | 0       | 0   | 0               |
| 4401 | Wealdlink Bus Service          | 660                      | 657     | 628                         | 171        | 0         | 0                        | 700     | 0   | 0               |
| 4402 | External Furniture Repairs     | 200                      | 7       | 200                         | 0          | 0         | 0                        | 200     | 0   | 0               |
| 4403 | Roadside Shelters              | 300                      | 31      | 200                         | 0          | 0         | 0                        | 200     | 0   | 0               |
| 4405 | Telephone boxes (adopted)      | 150                      | 0       | 150                         | 0          | 0         | 0                        | 200     | 0   | 0               |
| 4406 | Defibrillators                 | 400                      | 333     | 1,900                       | 0          | 0         | 0                        | 2,000   | 0   | 0               |
| 4407 | PMP works/equip/maintenance    | 700                      | 785     | 750                         | 78         | 0         | 0                        | 750     | 0   | 0               |
| 4410 | Notice Boards                  | 100                      | 4       | 100                         | 0          | 0         | 0                        | 100     | 0   | 0               |
| 4415 | Rights of Way                  | 500                      | 0       | 500                         | 0          | 0         | 0                        | 500     | 0   | 0               |
| 4420 | Finger Posts and signs         | 1,000                    | 55      | 1,000                       | 0          | 0         | 0                        | 1,000   | 0   | 0               |
| 4421 | Highways                       | 1,500                    | 62      | 1,500                       | 13         | 0         | 0                        | 1,000   | 0   | 0               |
| 4426 | GB Village Sign Maintenance    | 300                      | 0       | 300                         | 0          | 0         | 0                        | 500     | 0   | 0               |
| 4428 | Grit Bins                      | 350                      | 0       | 350                         | 0          | 0         | 0                        | 350     | 0   | 0               |
| 4429 | Salt Spreaders/Salt            | 600                      | 510     | 600                         | 0          | 0         | 0                        | 600     | 0   | 0               |
|      | Overhead Expenditure           | 8,368                    | 4,052   | 8,178                       | 261        | 0         | 0                        | 8,100   | 0   | 0               |

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**Withyham Parish Council**  
**Annual Budget - By Centre**  
**Note: Annual Budget 2026/27**

| Last Year 2025/26 |         |         | Current Year 2026/27 |            |           |           | Next Year 2027/28 |     |                 |
|-------------------|---------|---------|----------------------|------------|-----------|-----------|-------------------|-----|-----------------|
|                   | Budget  | Actual  | Total                | Actual YTD | Projected | Committed | Agreed            | EMR | Carried Forward |
|                   |         |         |                      |            |           |           |                   |     |                 |
|                   | (8,368) | (4,052) | (8,178)              | (261)      | 0         |           | (8,100)           |     |                 |
|                   |         |         |                      |            |           |           |                   |     |                 |
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## Annual Budget - By Centre

Note: Annual Budget 2026/27

|                                       | <u>Last Year 2025/26</u> |         | <u>Current Year 2026/27</u> |            |           | <u>Next Year 2027/28</u> |           |     |                 |
|---------------------------------------|--------------------------|---------|-----------------------------|------------|-----------|--------------------------|-----------|-----|-----------------|
|                                       | Budget                   | Actual  | Total                       | Actual YTD | Projected | Committed                | Agreed    | EMR | Carried Forward |
| <b>Total Budget Income</b>            | 264,466                  | 508,805 | 270,451                     | 121,250    | 0         | 0                        | 33,600    | 0   | 0               |
| <b>Expenditure</b>                    | 264,466                  | 460,342 | 248,451                     | 48,492     | 0         | 0                        | 281,093   | 0   | 0               |
| <b>Net Income over Expenditure</b>    | 0                        | 48,464  | 22,000                      | 72,757     | 0         | 0                        | -247,493  | 0   | 0               |
| plus Transfer from ENR                | 0                        | 25,813  | 0                           | 0          | 0         | 0                        | 0         | 0   | 0               |
| less Transfer to EMR                  | 0                        | 610     | 0                           | 0          | 0         | 0                        | 0         | 0   | 0               |
| <b>Movement to/(from) Gen Reserve</b> | 0                        | 73,667  | 22,000                      | 72,757     | 0         | 0                        | (247,493) |     |                 |