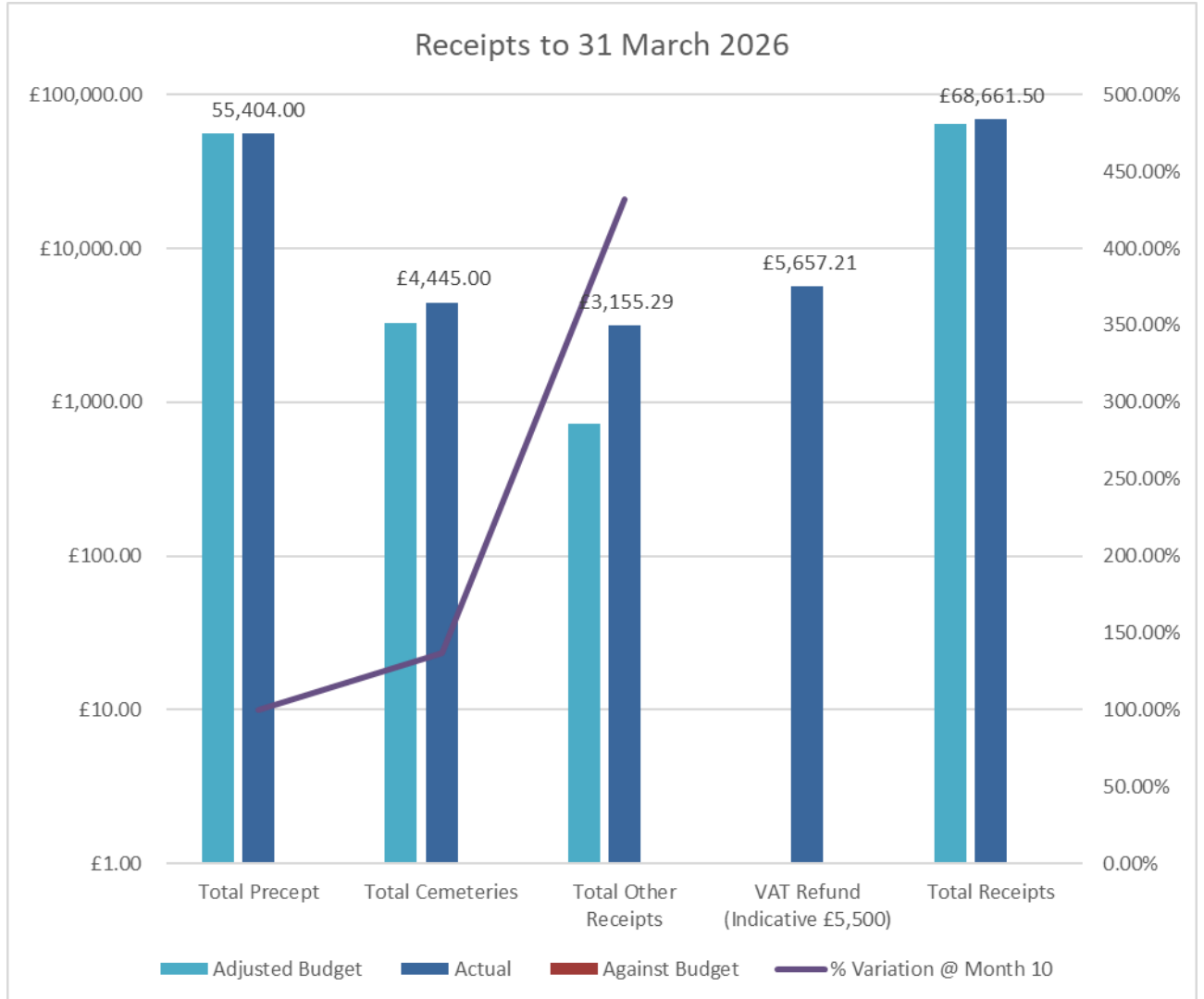


Budget Report to Year End 2024-2025

Income:



Notes:

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

Registration of Wayleaves over the past two years has yielded an income this year of £279.87.

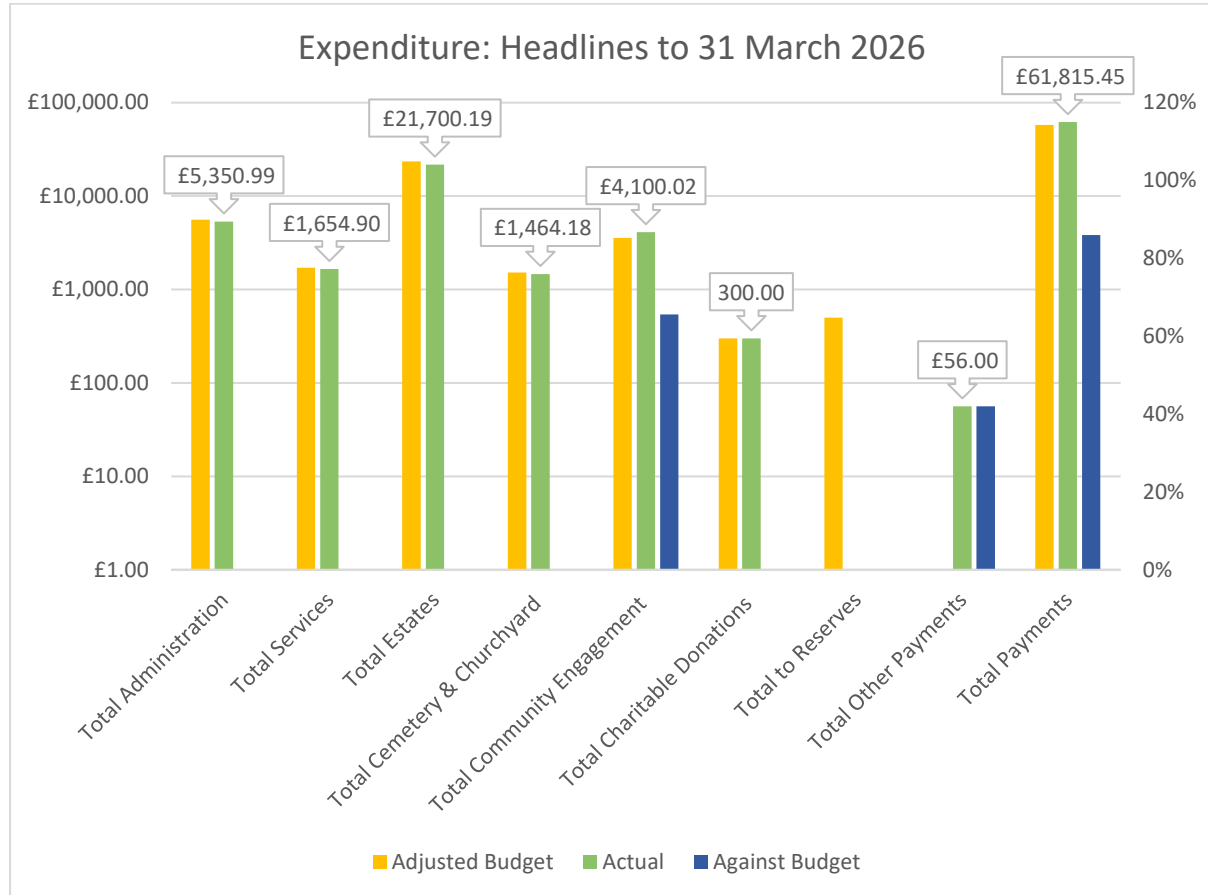
Cemetery receipts were above that estimated for the year (up 36.77% on anticipated receipts).

Expenditure:

This shows expenditure against adjusted budget, which includes:

- Transfer between budgets; and
- Transfer of unspent budget

identified at the February '26 meeting (Min. 26.02.11.7ii)



Administration: The spending profile is skewed towards the first two quarters of the year, when most subscriptions fall due. Staff costs have been recorded separately to align with separate recording under AGAR.

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

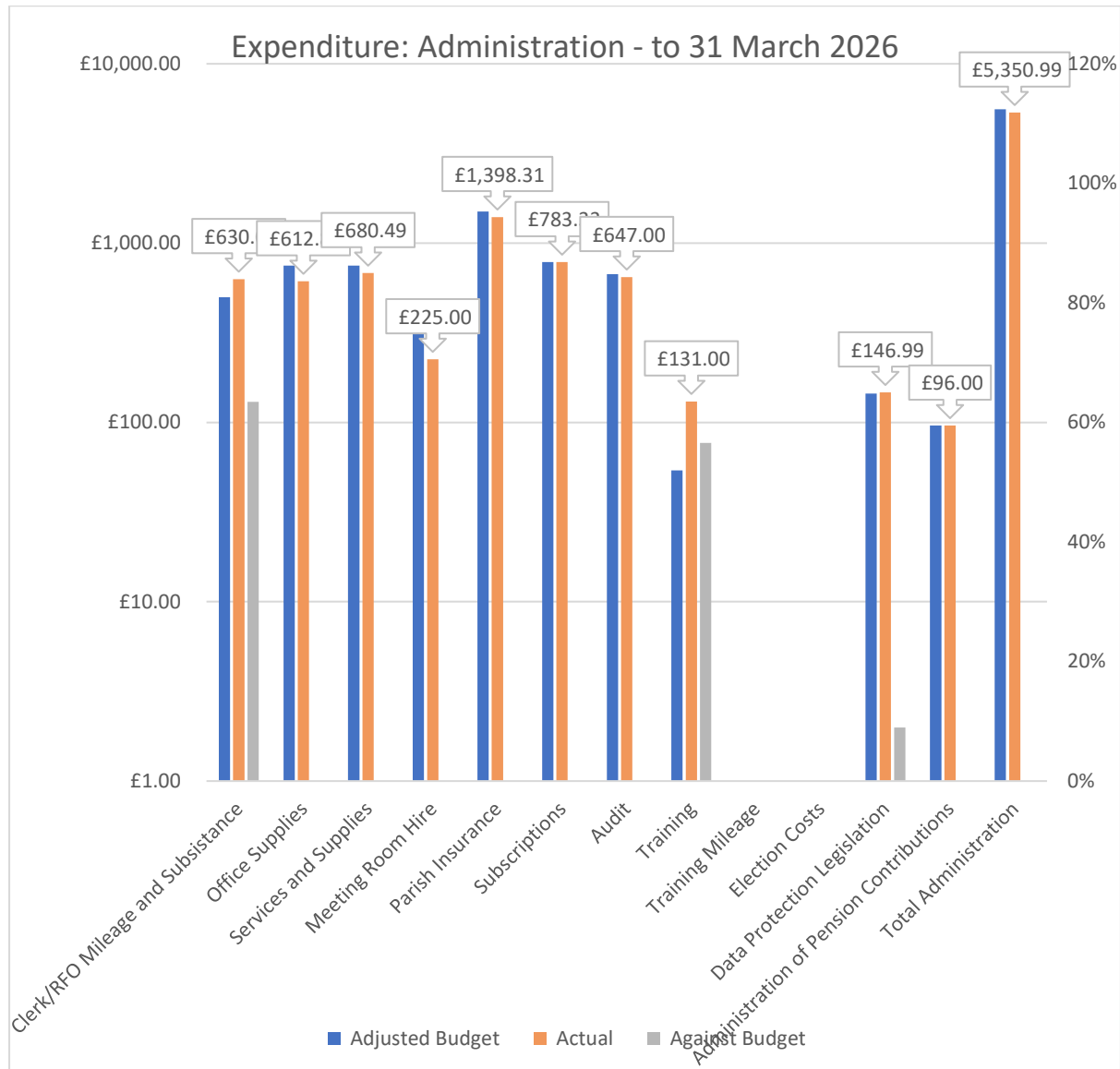
Estates: Grounds contract invoicing is now monthly, with the contract running from March to February. This has assisted in invoicing falling in the relevant financial year.

Donations & Grants: Expenditure under this heading from donations approved at the last meeting in the financial year (February '26).

Projects There has been underspend on the projects lines.

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

Administration



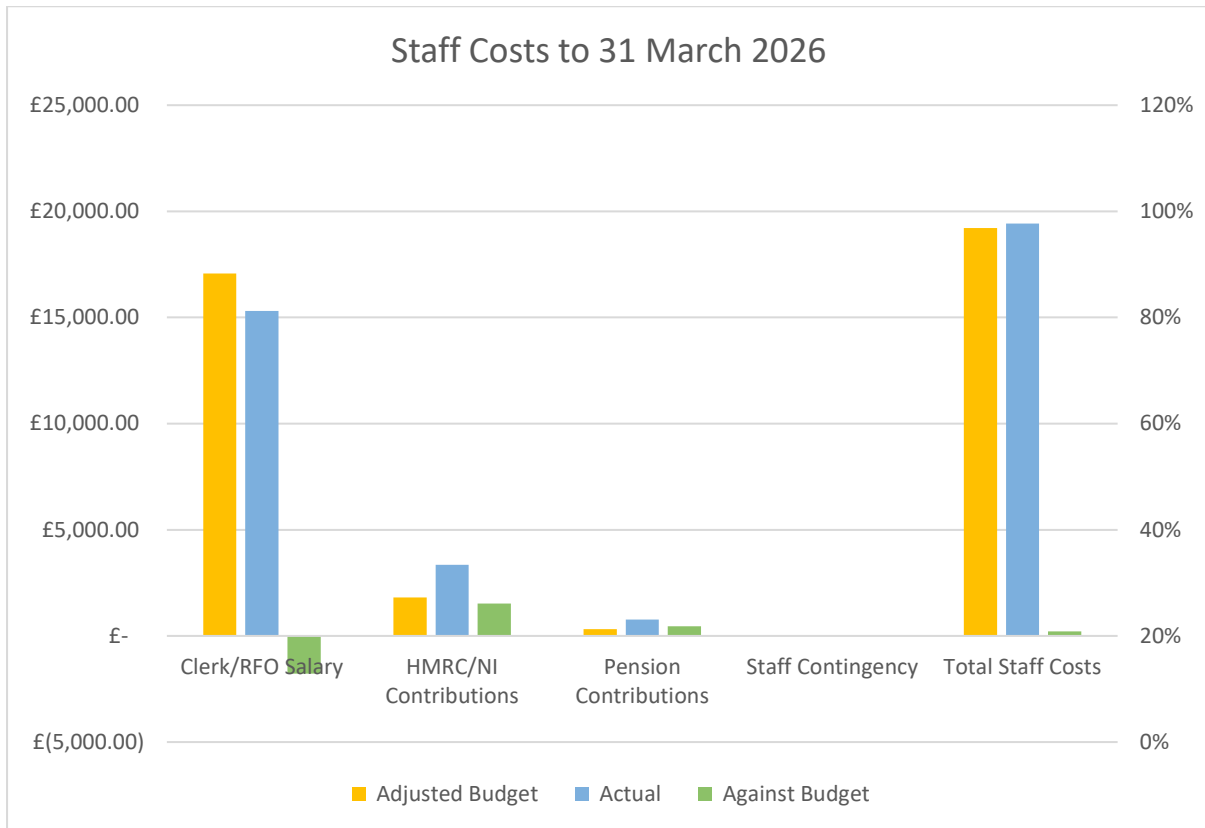
Notes:

Updates to the Asset Register over the year, which included an uplift following the five year Re-build cost assessment to the Chapel of Rest, War Memorial and Gates, resulted in an increase in assets over the financial year of £60,784, resulted in a minor uplift on the premium for the '26-27 financial year over that of '25-26 (£63.83 – just over £1 per £1K increase in assets).

Clerk mileage has been higher this year, in part due to increased cemetery work (mileage for this is calculated when fees and charges are set, but currently cemetery mileage is not recorded separately).

Training budget was underspent (£526.00) and the budget adjusted to move unspent balances to earmarked reserves – the clerk has been making use of the many free webinars available through SALC).

Staff Costs



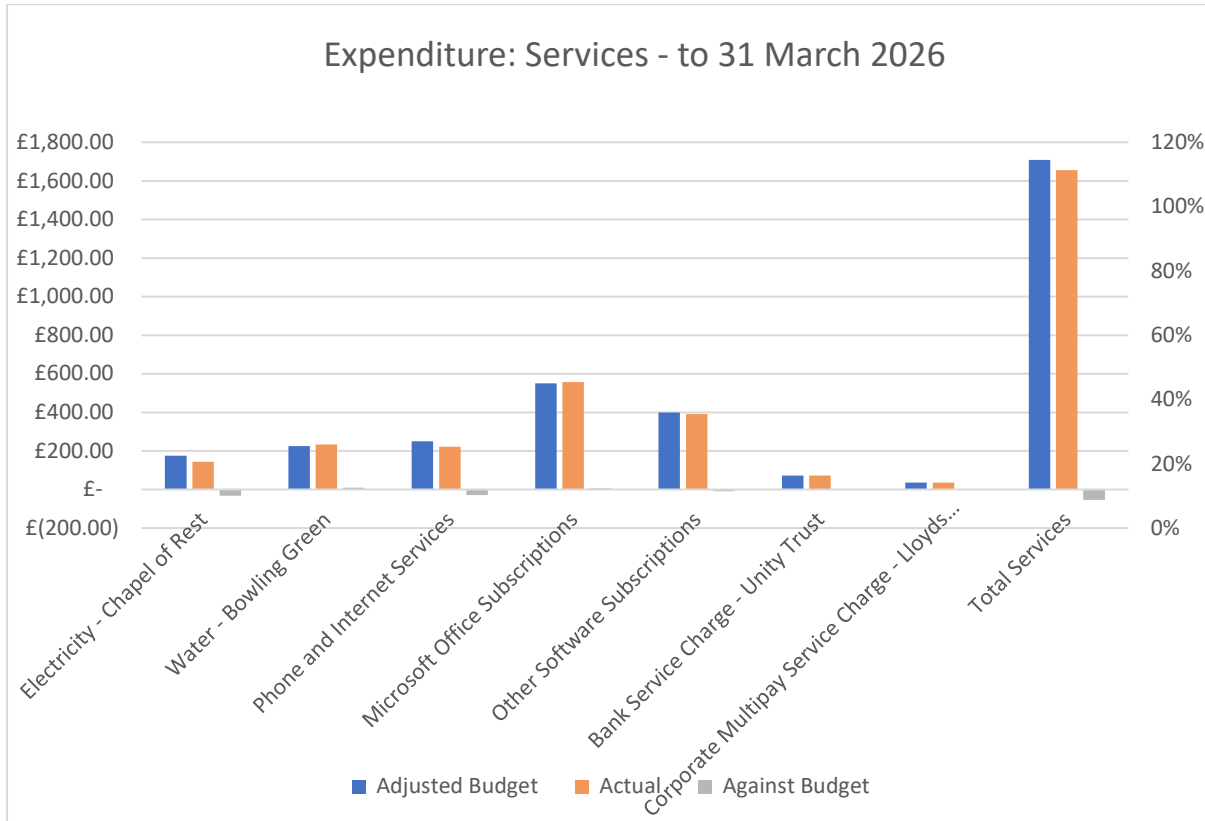
Notes

Despite the annual increment and uplift arising from this (which had been budgeted for), there is currently an underspend on salary of approximately 11% (£1773.45). This is offset by an overspend Tax/NI and pension contributions of £1982.74.

This is the result of clerk salary recorded inclusive of deductions for clerk Tax/NI and pension contributions. The Tax/NI and pension contributions budgeted are for Employer contributions. Payments however are recorded against each budget line.

At year end the overspend was £209.49 – 1.09%

Services



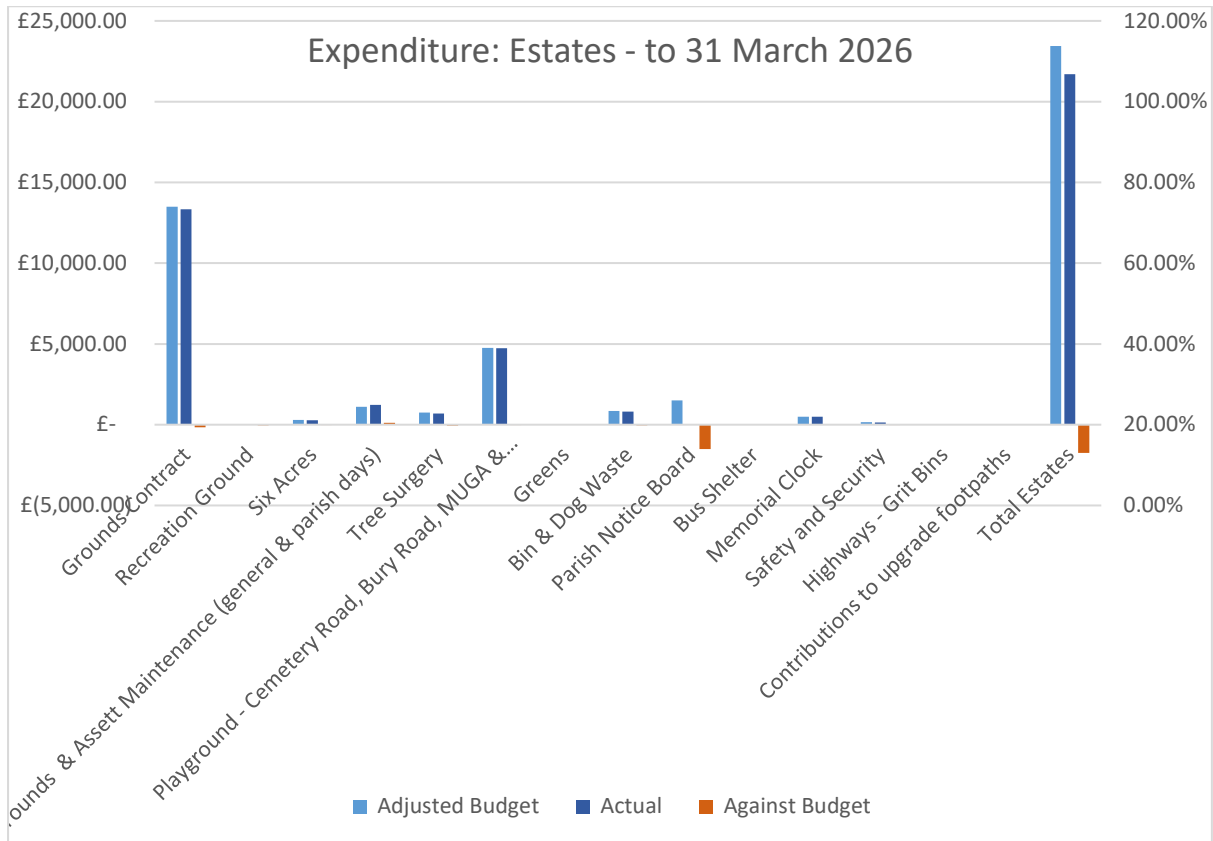
Notes:

The electricity contract was re-negotiated (the new contract taking effect on 24th September '25) with a move to Smart Energy. The new contract has no standing charge, which will substantially reduce electricity costs. This will be monitored carefully as suppliers estimated in November and January, resulting in over billing which will be credited back. The account at year end was under budget.

There was overspend on the water for the bowling green (£8.66) which is offset by the credit on the account of £43.60 which will be carried through into the new financial year. Moving to Everflow for water supply and monthly billing has avoided peak bills despite a fairly dry summer.

Microsoft Subscriptions were unassigned in December and the Microsoft Basic subscription has now been cancelled. The Microsoft Standard licence lapsed in January with a new one being taken out, taking advantage of a three months free offer.

Estates



Notes

Overall, the expenditure under the Estates heading resulted in an underspend of £1739.81 (7.5%) after transfer of unspent balances agreed at the February meeting.

This was partly due to a reduction in the number of cuts on the grounds contract.

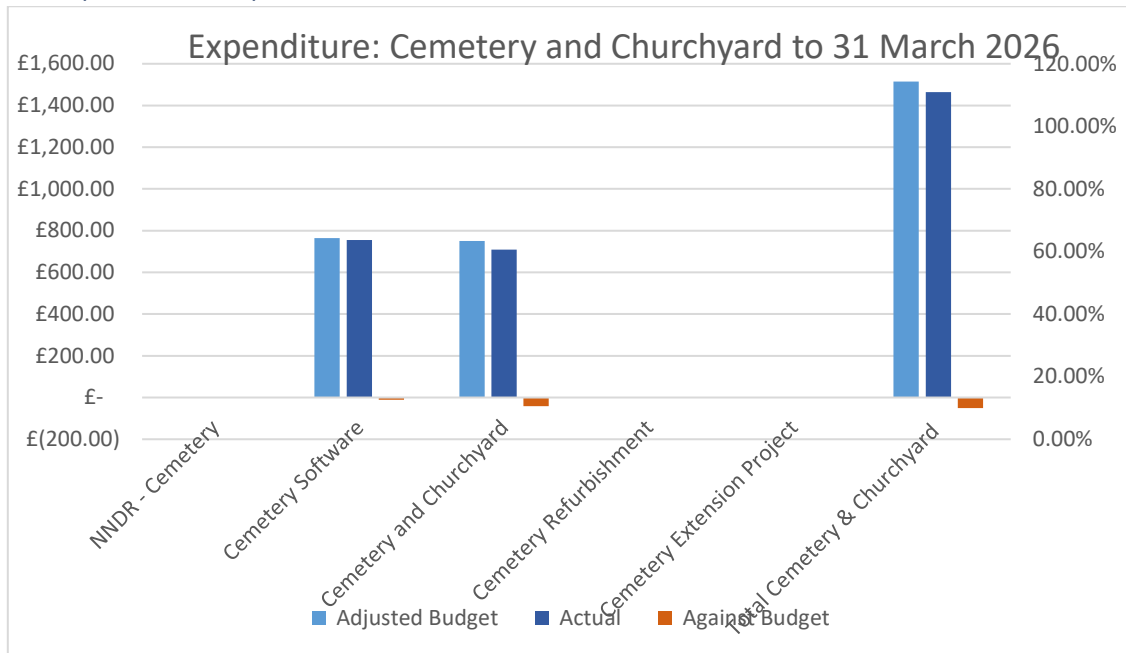
A move to identifying any groundworks required during budgeting process has reduced spending over budget.

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

Maintenance spending on play area equipment was combined across all sites in the 2025-26 budget.

The adjusted budget for new parish noticeboards £1500 was unspent, as the clerk has been awaiting confirmation of agreement from Wickhambrook Surgery to the installation of a wall mounted noticeboard at the Surgery. It is proposed that these unspent funds be transferred to Earmarked reserves and the budget for the current FY be adjusted accordingly.

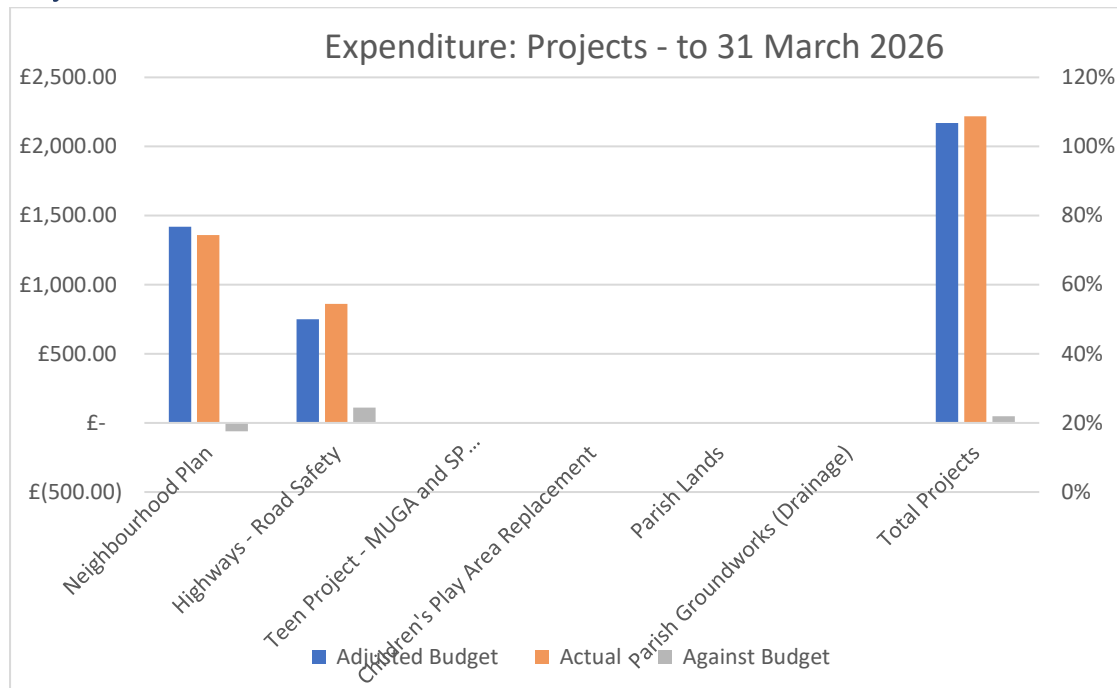
Cemetery and Churchyard



Notes:

The cemetery and churchyard, and cemetery refurbishment revenue lines both resulted in underspent balances £1250 which were transferred to earmarked reserves agreed at the February meeting.

Projects



Notes:

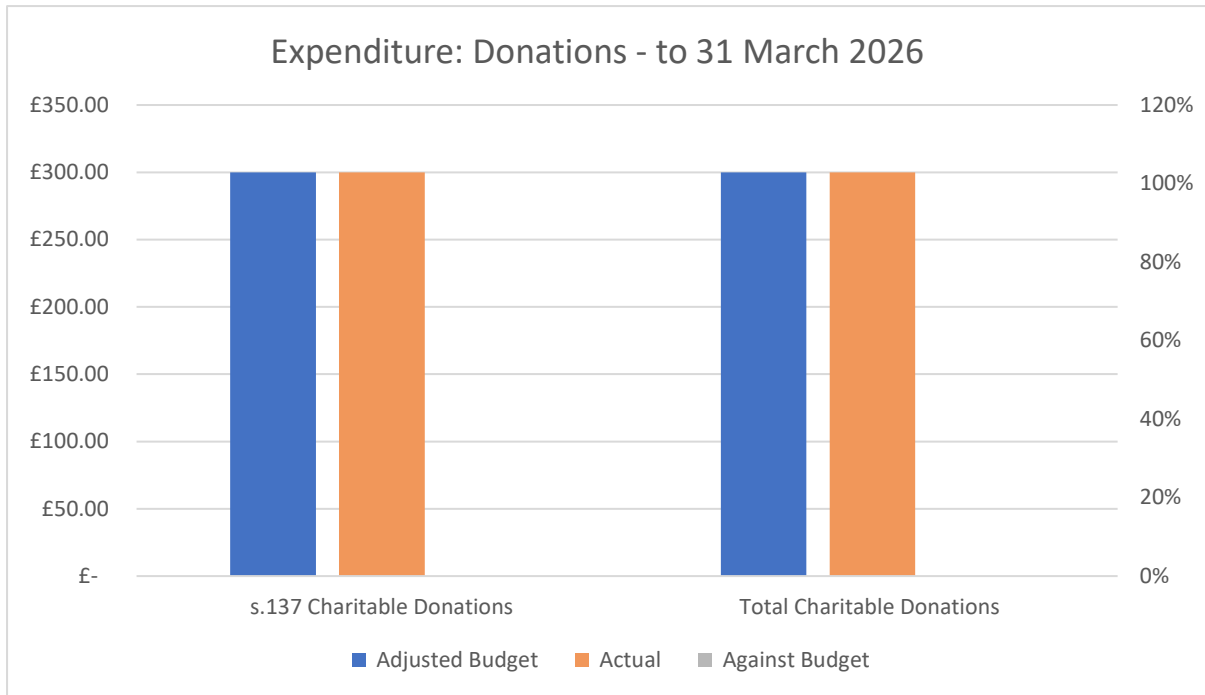
Underspent balance on:

- Neighbourhood Plan (which received a Yes vote on 13th November and was made by West Suffolk Council on 16th December) - £900
- Parish Lands (£250), and Parish Groundworks – drainage (£500)

was transferred to Earmarked reserves as agreed at the February meeting. There was a slight overspend across the whole budget -£49.23 – 2.27%.

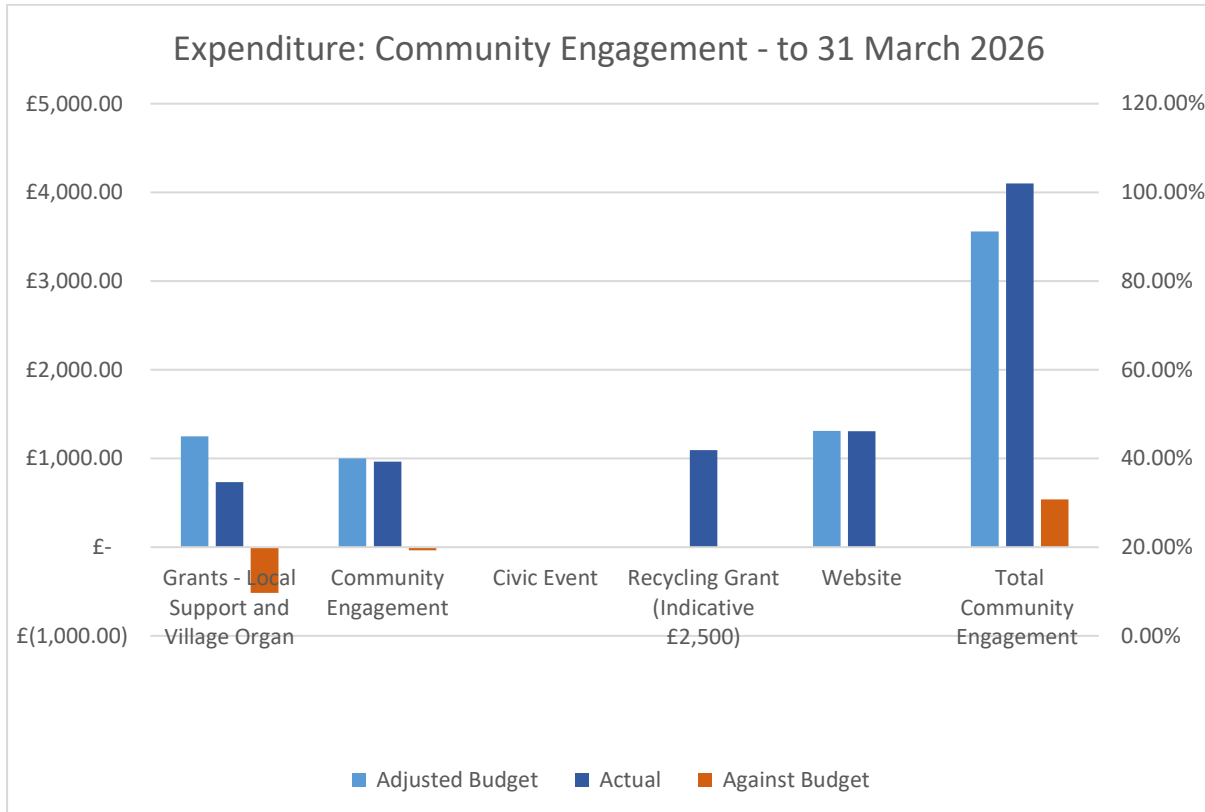
Hilary Workman
 Clerk & RFO
 March 2026

Charitable Donations & Grants



Disbursement of £250 was agreed at the February meeting, of which £150 is yet to clear the account.

Community Engagement



No significant variations once the Recycling grant is discounted (this is paid to Wickhambrook Parish Council and disbursed to Wickhambrook Memorial Social Centre).

Hilary Workman
 Clerk & RFO
 March 2026

The recycling grant will draw to a close in 2027. The parish council has agreed to ask West Suffolk to pay these direct to the Memorial Social Centre in future.

The previous arrangements for support of the website finished in December '25, with a move to a .gov.uk website supported by Parish Online.

Overview

Following the Estates Committee resolution to purchase two new noticeboards (Min. WPC.EC.26.02.10 refers) from the grant funding (£1000) received from West Suffolk Council, the following adjustment to revenue budget lines in the current FY (Min. 26.02.11.7ii refers) was unspent at 31st March '26. It is proposed that this unspent funding be transferred to earmarked reserves to be drawn down in the 2026-27 financial year:

From Revenue Budget	Funds	Earmarked Reserves	Amount
Parish Noticeboards	£1500	Grounds and Asset Maintenance	£1500

Table i

Transfer of funds from General to Earmarked Reserves

At March 31, the council’s reserves were as below:

	01 April 2025	Changes to Reserves from Approved Budget	Transfer Unspent Funds (April Meeting)	Consolidate EMR	Adjustment to Budget (April Meeting)	Transfer Unspent Funds February	Movement	Current
Movement in Earmarked Funds								
Staff Contingency	£ 1,600.00	£ -				£ (500.00)	£ -500.00	£2,100.00
Training - line deleted	£ -	£ -					£0.00	£0.00
Data Protection - line deleted	£ -	£ -					£0.00	£0.00
Elections	£ 600.00	£ (500.00)					£ -500.00	£1,100.00
Insurance - line deleted	£ -	£ -					£0.00	£0.00
Grounds & Asset Maintenance	£ 1,650.00	£ -				£ (3,350.00)	£ -3,350.00	£5,000.00
Tree Surgery - line deleted	£ -	£ -					£0.00	£0.00
Cemetery & Churchyard	£ -	£ -				£ (1,250.00)	£ -1,250.00	£1,250.00
Play Equipment Replacement	£ 800.00	£ -				£ (950.00)	£ -950.00	£1,750.00
Play Equipment Maintenance	£ -	£ -	£ (2,250.00)		£ 2,250.00	£ (500.00)	£ -500.00	£500.00
Playground Replacement - line deleted	£ -	£ -					£0.00	£0.00
Six Acres Development - line deleted	£ -	£ -					£0.00	£0.00
Memorial garden - line deleted	£ -	£ -					£0.00	£0.00
Legacy - line deleted *	£ 250.00	£ -		£ 250.00			£250.00	£0.00
Day Club - line deleted *	£ 555.00	£ -		£ 555.00			£555.00	£0.00
Neighbourhood Planning - line deleted	£ -	£ -	£ (1,870.00)		£ 1,870.00		£0.00	£0.00
Safety & Security matters	£ 575.00	£ -		£ 575.00		£ (300.00)	£275.00	£300.00
Highways	£ 750.00	£ -		£ 575.00	£ 250.00	£ (675.00)	£ -1,000.00	£1,750.00
Grants - Local Support & Village Organisations	£ 1,000.00	£ -	£ (500.00)	£ (855.00)	£ 500.00	£ (665.00)	£ -1,520.00	£2,520.00
Civic Event/Community Engagement	£ 50.00	£ -		£ 50.00			£50.00	£0.00
Charitable Donations - line deleted*	£ -	£ -					£0.00	£0.00
Total		£ (500.00)						
Total Earmarked Reserves	£ 7,830.00	£ 8,330.00	£ (4,620.00)	£ -	£ 4,870.00	£ (8,190.00)	£ -8,440.00	£16,270.00
Operating Reserve	£ 10,975.50							£9,738.39
Total Reserves	£ 18,805.50							£ 26,008.39

Operating reserve at the end of March 2026 was 18.32% of Net Revenue Expenditure¹.

The proposal is to move funds at Table i into the relevant Earmarked Reserves.

Recommendation:

To approve transfer of funds equivalent to the underspend from revenue budget into the relevant Earmarked Reserve indicated in Table i of report WPC.26.04.06 and note net changes to earmarked reserves.

¹ Precept less transfers to reserves and capital expenditure