

To Members of the Finance Committee

Cllr. Sue Bale Cllr. Geoff Holdcroft Cllr. Ruth Leach
Cllr. Sharon Miller Cllr. Nigel Phipps Cllr. Tom Rogerson
Cllr. Robin Sanders Cllr. Mike Sutton Cllr. Katharine Turner

You are hereby summoned to **attend the meeting of the Finance Committee** to be held at the **Shire Hall** on **Wednesday 29th April at 5.30pm.**



Greg Diaper
Town Clerk
24th March 2026

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to fifteen minutes duration.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Woodbridge Town Council vision statement

The Council will strive to ensure Woodbridge is a safe, harmonious, and thriving town where all residents and the wider community feel welcome.

We will work to make Woodbridge a place where all generations can participate in a vibrant, inclusive society that is environmentally resilient.

Agenda

- 1. Apologies.**
- 2. Declarations of Member Interests.**
To receive any declarations of interest in respect of items on this agenda.
- 3. Requests for dispensations.**

To consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

4. Public question time.

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Fifteen minutes maximum – three minutes per person.

5. To agree and approve the [minutes](#) of the meeting held 11th March 2026.

6. To receive a report on the year end position of the 2025/26 and consider any movements within the Council's reserves.

7. To consider a request from the Staffing Committee.

8. To consider the Council's Grants policy for the 2026/2027 financial year.

9. Closure.

Item 6

To receive a report on the year end position of the 2025/26 and consider any movements within the Council's reserves.

The Committee considered in early March the forecast year end overrun which had provided a General Reserve figure of £117,629. The Committee also recommended to Council at the meeting that *'the Council should aim for a General Reserve figure on April 1st, 2026 of £100,000'*

The Committee also asked *'that the Town Clerk present the actual year-end figures at the April meeting of the Committee where any decisions about internal movements can then be agreed'*

Provided overleaf are the year-end income and expenditure reports for 2025/26, Statutory balance sheet and Earmarked Reserve report.

	Budget	Actual	% spent
Income (inc. precept)	£785,118	£739,971	94.2%
Income (ex. Precept)	£229,476	£184,347	80.3%
Expenditure	£548,768	£576,642	105.1%
		General Reserve	Earmarked Reserves
March 31 st 2025		£132,037	£529,955
March 31 st 2026		£125,596	£592,285
		-£6,441	+£62,330

Income – The ex. Precept income is lower than forecast as the Council were unable to complete on the sale of the Theatre Street toilets during that year.

Expenditure – A significant contributor to the 5% overspend on the expenditure budget was staff salaries and on-costs. The budget did not account for two new staff members being employed, with the full time Head Gardener (two months) and Assistant Gardener (six weeks) receiving pay and on costs on top of the staffing expenditure forecast. The significant overtime required of the Estates Manager in setting up the in house gardening is also a contributing factor.

The most significant overspend is code 4642, which was utilised to demonstrate the Council's spending on Comms during a large part of the year – over £5000. The Council has a new budget line in the current year budget of £10,000 for such activities.

General Reserve – The General Reserve at year end was £125,596, slightly increased from the forecast position due to income being received from our insurers further to the damage at the Community Hall (payment of the Chapel Properties fees for undertaking the emergency works). **Members are to receive a report on the year end position of the 2025/26 and consider any movements within the Council's reserves.**

Income & Expenditure by Budget 31/03/2026

Month No: 12

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1100 Hire of Elmhurst Park	975	1,000	25			97.5%
1110 Lease on Kitchen Garden	0	95	95			0.0%
1200 Hire of Kingston Field	590	300	(290)			196.7%
1210 KP-Property Income	4,500	0	(4,500)			0.0%
1216 Whisstocks Develop. Lrt Income	6,077	5,727	(350)			106.1%
1217 Museum Income	814	776	(38)			104.9%
1218 WRT Income	1,974	1,880	(94)			105.0%
1220 Tennis Court Income	2,163	2,163	0			100.0%
1230 Allotment Rents	636	535	(101)			118.8%
1235 Property Re-charges	(2,811)	0	2,811			0.0%
1400 Theatre Street Wayleave	283	0	(283)			0.0%
1500 Hire of Shire Hall	4,625	1,250	(3,375)			370.0%
1505 Hire of Shire Hall Mkt Square	805	1,000	195			80.5%
1510 SH (UF) Property Rent	1,299	1,300	1			99.9%
1520 Hire of Whisstocks Waterfront	5,975	3,000	(2,975)			199.2%
1525 Whisstocks Quay Property Inc.	3,450	0	(3,450)			0.0%
1600 Precept	555,624	555,642	18			100.0%
1605 Grants Received	955	0	(955)			0.0%
1620 Wedding Income	31,068	30,000	(1,068)			103.6%
1630 Other Income	6,345	0	(6,345)			0.0%
1635 Hop to it Income	1,303	0	(1,303)			0.0%
1690 Interest Received	19,575	15,250	(4,325)			128.4%
1700 Market Rents Received	3,883	6,000	2,117			64.7%
1860 SCC Locality Funding Income	2,000	0	(2,000)			0.0%
1870 CIL Income	6,878	6,000	(878)			114.6%
1871 Tide Mill Quay Inc	956	1,000	44			95.6%
1900 Building Insurance Re-charges	2,435	2,200	(235)			110.7%
1905 Capital Receipts	77,594	150,000	72,406			51.7%
Total Income	739,971	785,118	45,147			94.2%
<u>Overhead Expenditure</u>						
4000 Grounds Maintenance Contract	79,694	80,000	306		306	99.6%
4005 Maintenance	21,251	14,101	(7,150)		(7,150)	150.7%
4100 Utilities	12,541	9,700	(2,841)		(2,841)	129.3%
4125 Toilets - cleaning, maint, etc	1,181	2,000	819		819	59.0%
4131 Events/Activities	30,940	28,250	(2,690)		(2,690)	109.5%
4135 Projects	47,764	57,625	9,861	2,530	7,331	87.3%
4410 Allotment Expenses	302	200	(102)		(102)	151.0%
4510 Telephone	888	1,100	212		212	80.7%
4515 Cleaning	3,261	2,700	(561)		(561)	120.8%

Income & Expenditure by Budget 31/03/2026

Month No: 12

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4600 Salaries	132,009	119,032	(12,977)		(12,977)	110.9%
4601 Salaries PAYE Tax/NI	47,492	39,354	(8,138)		(8,138)	120.7%
4602 Salaries Pension Contribs	44,285	39,031	(5,254)		(5,254)	113.5%
4603 Salaries Travel/Mileage	1,629	600	(1,029)		(1,029)	271.5%
4604 Salaries Subsistence	287	400	113		113	71.7%
4620 Mayor's Expenses	1,411	1,500	89		89	94.0%
4625 Mayor's Receptions/Civic Tea	2,179	3,000	821		821	72.6%
4630 Deputy Mayor's Expenses	54	100	46		46	54.2%
4635 Hospitality	211	150	(61)		(61)	140.4%
4636 Staff Vacancy advertising	750	500	(250)		(250)	150.0%
4640 Stationery & Printing	1,290	1,000	(290)		(290)	129.0%
4642 New website	5,945	250	(5,695)		(5,695)	2378.0%
4645 Computer Maintenance Contract	14,915	12,500	(2,415)		(2,415)	119.3%
4650 Training (Staff)	1,275	1,250	(25)	400	(425)	134.0%
4655 Training (Cllrs) & Expenses	0	750	750		750	0.0%
4660 Photocopier	1,529	1,500	(29)		(29)	101.9%
4670 Postage	197	150	(47)		(47)	131.3%
4675 Wedding Expenses	740	750	10		10	98.7%
4685 Handyman Contract	1,592	1,500	(92)		(92)	106.1%
4750 Surgeries and External Meeting	369	500	131		131	73.7%
4800 Grants Scheme	17,750	17,750	0		0	100.0%
4805 Regatta Insurance	537	600	63		63	89.5%
4810 Tide Mill Grant	7,500	7,500	0		0	100.0%
4825 Remembrance Day Expenditure	1,087	1,200	113		113	90.6%
4830 Foreshore Rent -Tide Mill Quay	2,378	2,375	(3)		(3)	100.1%
4835 Crown Estates Mooring Fees	0	300	300		300	0.0%
4841 Youth Engagement	4,407	5,000	593		593	88.1%
4842 Young Adult Support (18-25)	4,290	5,000	710		710	85.8%
4844 Senior Support	3,168	5,000	1,832		1,832	63.4%
4846 NSIPS	500	2,500	2,000		2,000	20.0%
4847 International/Twinning	1,171	1,000	(171)		(171)	117.1%
4853 Christmas Light fund	6,859	9,000	2,142		2,142	76.2%
4881 Whisstocks (other) Expd.	4,409	2,900	(1,509)	63	(1,572)	154.2%
4900 Bank Charges	1,053	400	(653)		(653)	263.2%
4905 Insurance Costs	12,693	12,500	(193)		(193)	101.5%
4910 Audit & Accountancy Charges	2,285	2,500	215		215	91.4%
4915 Other Subscriptions (inc SALC)	2,028	2,000	(28)		(28)	101.4%
4920 Internal Auditor Charges	1,405	1,250	(155)	713	(868)	169.4%
4925 Legal Fees	11,663	13,000	1,337	2,000	(663)	105.1%
4930 Art Club fees	14,096	11,000	(3,096)		(3,096)	128.1%
5100 Amenities Cttee Exp	1,792	10,000	8,208	(0)	8,208	17.9%

Income & Expenditure by Budget 31/03/2026

Month No: 12

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
5150 Planning Cttee Exp	649	1,000	351		351	64.9%
5200 Highways Cttee Exp	892	5,000	4,108	2,253	1,856	62.9%
5250 Climate Emergency Cttee Exp	9,914	10,000	86		86	99.1%
5310 Pest Control	180	500	320		320	36.0%
Total Overhead	568,684	548,768	(19,916)	7,958	(27,874)	105.1%
Total Income	739,971	785,118	45,147			94.2%
Total Expenditure	568,684	548,768	(19,916)	7,958	(27,874)	105.1%
Net Income over Expenditure	171,287	236,350	65,063			
plus Transfer from EMR	115,398	0	(115,398)			
less Transfer to EMR	182,128	0	(182,128)			
Movement to/(from) Gen Reserve	104,558	236,350	131,792			

Agenda Item 10 (b)**Woodbridge Town Council Current Year****Balance Sheet as at 31/03/2026****31st March 2025****31st March 2026**

Current Assets		
10,499	Debtors	925
14,568	VAT Control Account	29,657
3,107	Prepayments	789
6,921	Current Account	10,210
237,542	Money Manager Account	153,190
290,835	Suffolk Building Society	300,070
51	Petty Cash	89
200,775	Unity Trust Account	281,121
764,299		776,050
764,299	Total Assets	776,050
Current Liabilities		
8,678	Creditors	14,886
57,598	Accruals	10,630
2,970	PAYE/NI Creditor	6,225
33,060	Income in Advance	26,429
102,306		58,169
661,992	Total Assets Less Current Liabilities	717,881
Represented By		
132,037	General Reserves	125,596
529,955	Earmarked Reserves	592,285
661,992		717,881

The above statement represents fairly the financial position of the Authority as at 31/03/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Income</u>	<u>Expenditure</u>	<u>Closing Balance</u>
315 Future Years Maintenance Res.	27,415.97	0.00	0.00	27,415.97
325 EMR Amenity Projects	8,000.00	0.00	0.00	8,000.00
335 EMR Elections	5,000.40	0.00	0.00	5,000.40
340 EMR SH Building Mainenance	78,794.15	0.00	0.00	78,794.15
341 EMR Shire Hall Development	37,102.71	0.00	0.00	37,102.71
342 EMR Shire Hall Project	215,642.00	0.00	0.00	215,642.00
350 EMR Community Hall	4,165.00	0.00	0.00	4,165.00
355 EMR Changing Places	72,600.00	0.00	0.00	72,600.00
385 EMR Tide Mill	7,500.00	0.00	0.00	7,500.00
407 EMR Play area equipment	82,891.69	0.00	0.00	82,891.69
408 EMR Greater Whisstocks	9,805.00	0.00	0.00	9,805.00
410 EMR ESC Grant funding	367.83	0.00	0.00	367.83
411 EMR Estate Resilience	23,000.00	0.00	0.00	23,000.00
412 EMR Local Govt. Reorganisation	20,000.00	0.00	0.00	20,000.00
	592,284.75	0.00	0.00	592,284.75

Item 7

To consider a request from the Staffing Committee.

As reported to Town Council, the Staffing Committee have requested that the Finance Committee consider the funding available for the potential hiring of a temporary CEO to Woodbridge Town Council:

Staffing – 16.03.26

12. To receive a report from the Chair following the completion of the Town Clerk's appraisal.

The Committee discussed the Town Clerk's appraisal. It was felt that the Clerk could benefit from some coaching and development training.

After discussion, it was resolved that the budgeted appointment of a new hire to work alongside the Town Clerk and Deputy Town Clerk be delayed. Instead, Committee resolved to send a request to Finance for this funding to be directed to the hiring of a temporary CEO for the remainder of the 25/26 year. This role will be to manage and coach the Clerk and team.

Town Council – 22.04.26

27. To note the publication of the advert for the Finance and Admin. position and consider a proposal from the Staffing Committee regarding additional staffing requirements.

The Council noted the publication of the advert for the Finance and Admin. position and the proposal from the Staffing Committee regarding the appointment of a temporary CEO to the organisation, which has been formally remitted to the Finance Committee in the first instance.

The Council's Staffing budget for the current year has allowed for the employment of an 'Assistant Clerk', paid at SCP 31, for 34 weeks – considering the pay award to be received, a salary of £28,053.

Members are asked to consider a request from the Staffing Committee.

Item 8

To consider the Council's Grants policy for the 2026/2027 financial year.

The Council has a Grants budget of £25,000 for this financial year – the Deputy Town Clerk has prepared adverts for social media and local organisations on the Council's contacts database will be directly invited to apply.



Woodbridge
TOWN COUNCIL

GRANT FUNDING

The deadline for the next phase of grant applications is approaching.



Woodbridge Town Council has a limited amount of funds to grant an organisation or partnership for activities that will bring direct benefit to the area. Application forms and the grant policy is available on our website.

www.woodbridge-suffolk.gov.uk

The policy and application form are uploaded for the Committee to consider should any changes be required for the current year.

Members are asked to consider the Council's Grants policy for the 2026/2027 financial year.