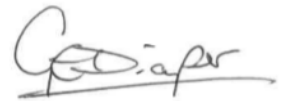


To Members of the Finance Committee

Cllr. Sue Bale	Cllr. Sharon Miller	Cllr. Robin Sanders
Cllr. Geoff Holdcroft	Cllr. Nigel Phipps	Cllr. Michael Sutton
Cllr. Ruth Leach	Cllr. Tom Rogerson	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 July 2026 at 7pm.**



Greg Diaper
Town Clerk
24th July 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 27th June 2026.

6. To review the Council's Risk Management Schemes.

7. To discuss the Council's budget and precept request for the financial year 2027/28.

8. Closure.

Item 6

To review the Council's Risk Management Schemes.

This item provides the Finance Committee with its quarterly review of the Council's Red Risks, and if time allows, the Committee could also consider the amber and green risks currently on record.

The Risk Management Schemes are uploaded to separately to SharePoint, with the public version accessible via the Council's website:

[https://woodbridge-suffolk.gov.uk/site/assets/files/1285/tcp_35 -
_wtc_risk_management_2025-26 - all risks - for website-1.pdf](https://woodbridge-suffolk.gov.uk/site/assets/files/1285/tcp_35_-_wtc_risk_management_2025-26_-_all_risks_-_for_website-1.pdf)

Members are asked to review the Council's Risk Management Schemes.

Item 7

To discuss the Council's budget and precept request for the financial year 2027/28.

Rather than the formal item which is usually provided in September or October to mark the beginning of the budget setting process, a more round table discussion about the potential position of the Councils budget and precept request has been requested for this meeting – this provides Officers with the summer break to investigate any spending requirements or projects tabled at the meeting.

What is a precept?

All local councils set a precept as every council has a budget – the amount of money required to fund their operations. The precept is a calculated amount of money after a council has deducted its predicted income from its planned expenditure for the upcoming year. Most budgets have specific lines (budget codes) detailing the identified income streams (rent payments, hire fees etc) and expenditure items (salaries, cleaning, expenses etc). It is the role of the Finance Committee to consider each budget line and agree on the sum for the forthcoming year.

Previous and current year summary:

WTC requirement	2024/25	2025/26	2026/27
Total income (ex Precept)	£60,990	£229,476	£79,233
Contribution to reserves	£87,004	£186,350	£13,438
Shire Hall contribution/ ringfence	£50,000	£50,000	£0
Expenditure (Operating costs)	£357,008	£379,343	£568,127
Expenditure (Town support)	£73,500	£169,425	£152,425
Budget	£430,508	£548,768	£720,552
PRECEPT	£494,522	£555,642	£654,757

Highlights	2024/25	2025/26	2026/27
Band D Equivalents	3378.86	3540.24	3510.07
Band D Council Tax	£ 146.36	£ 156.95	£ 186.54
Net Band D Increase	£ 20.96	£ 10.59	£ 29.59
Percentage Terms	16.7%	7.2%	18.9%
Cost per week	£ 2.81	£ 3.02	£ 3.59
Increase per week	£ 0.40	£ 0.20	£ 0.57

Budget statement

As part of the precept submission to East Suffolk Council, larger authorities are required to submit a budget statement/ summary – this years submission is provided below for information:

Woodbridge Town Council - budget information for East Suffolk Council						
Expenditure 2025-26 £	Income 2025-26 £	Net Expenditure 2025-26 £	Woodbridge Town Council	Expenditure 2026-27 £	Income 2026-27 £	Net Expenditure 2026-27 £
197,417	-	197,417	Staffing	394,027	-	394,027
119,125	217,833	- 98,708	Administration	118,703	59,780	58,923
3,764	1,095	2,669	Elmhurst Park	4,514	1,000	3,514
1,750	2,998	- 1,248	Kingston Field	2,363	7,728	- 5,365
83,429	-	83,429	Other Amenity Areas	33,519	-	33,519
13,808	3,550	10,258	Shire Hall	14,488	3,000	11,488
17,750	-	17,750	Grants	25,000	-	25,000
26,100	-	26,100	Partnerships	34,300	-	34,300
20,000	-	20,000	Parks and Playgrounds Upgrade	25,000	-	25,000
56,125	-	56,125	Other Major Projects	39,125	-	39,125
2,000	-	2,000	Public Conveniences	18,814	-	18,814
7,500	4,000	3,500	Whisstocks	10,700	7,725	2,975
236,350	-	236,350	Contributions from/to Reserves	13,438	-	13,438
785,118	229,476	555,642	Total	733,990	79,233	654,757

In year position

The position as at 28 July is summarised below:

28/07/2026	Woodbridge Town Council Current Year					Page 3
13:47	Income & Expenditure by Budget 28/07/2026					
Month No: 5	Account Code Report					
	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Total Income	350,715	733,990	383,275			47.8%
Total Expenditure	187,321	720,553	533,232	28,124	505,108	29.9%

Income – once the second part of the precept is received, income will sit around 98%, so on target.

Expenditure – whilst it's still early to forecast a year end position for the expenditure budget, there is potential for an underspend on the salary budget to due slight delays in recruitment. As the largest single line on the budget, this could trend toward an underspend at year end.

2026/27

The following are provided to stimulate discussion at the meeting:

Shire Hall – Members are well aware of the ever evolving plans for the Shire Hall. Should the £50,000 ringfence be reinstated? The Committee have also been asked by Council to consider the funding requirements for the five year maintenance programme re five-year the now repaired and repainted window.

LGR – East Suffolk Council have responded positively to potential asset transfer, possibly before April 1st 2028. Until the Due Diligence checklist is populated by ESC, what funding needs to be provided to cover legal costs and potential remedial works at the priority sites identified by the Council.

Staffing – Assuming the Strategic Change Management position is offered initially on a temporary or consultant basis, how long does the Council envisage this person to be 'working' for the Council.

- Maintenance/ Handyman support – The Council's current Maintenance Office works 20 hours per week. The Estates Team now make significant demands upon his time, whilst recent training has seen Rob also take on the testing (Legionella, Fire Alarm, Play equipment etc) requirements of the Council, which further reduce his time available to fix things! A proposal from the office is that Rob is tasked by the Town Clerk, and the Estates Manager provided a second Maintenance Officer (another twenty hours) to focus on the work of the estates team.

Projects – The current budget spreadsheet already provides for another £25,000 for improvements to Kingston Field. The Estates Team will be submitting funding requests for improvements to the Elmhurst Park kitchen garden. After a year off, should the Council again consider organising public events (Suffolk Day, Gurkha welcome?).

Uploaded to SharePoint is the in-year budget spreadsheet with the income and expenditure columns for 2027/28 now viewable. By adding a 3% increase to the majority of lines in the budget, and including the £50,000 Shire Hall ringfence, an increase of 5.8% is already provided:

WTC requirement	2024/25	2025/26	2026/27	2027/28
Total income (ex Precept)	£60,990	£229,476	£79,233	£84,508
Contribution to reserves	£87,004	£186,350	£13,438	£13,438
Shire Hall contribution/ ringfence	£50,000	£50,000	£0	£50,000
Expenditure (Operating costs)	£357,008	£379,343	£568,127	£582,279
Expenditure (Town support)	£73,500	£169,425	£152,425	£137,425
Budget	£430,508	£548,768	£720,552	£719,704
PRECEPT	£494,522	£555,642	£654,757	£698,633

Highlights	2024/25	2025/26	2026/27	2027/28
Band D Equivalents	3378.86	3540.24	3510.07	3540.24
Band D Council Tax	£ 146.36	£ 156.95	£ 186.54	£ 197.34
Net Band D Increase	£ 20.96	£ 10.59	£ 29.59	£ 10.80
Percentage Terms	16.7%	7.2%	18.9%	5.8%
Cost per week	£ 2.81	£ 3.02	£ 3.59	£ 3.80
Increase per week	£ 0.40	£ 0.20	£ 0.57	£ 0.21

Members are invited to discuss the Council's budget and precept requirements for the financial year 2027/28.