Please note that the expenditure list and summary budget and reserves report below is offered as a more accessible summary of the detailed report found at the end of the minutes

Minute 6486b – Expenditure incurred since 6 February 2026

The expenditure was **approved** and any two of the authorised signatories were instructed to sign the relevant cheques/authorise online payments (proposed Cllr Bowditch, seconded Cllr Hannam).

Date	Payee Name	Amount	Transaction Details
9 Feb	GWB Services	426.60	Village maintenance (Jan)
9 Feb	Santander Bank	4.60	A/c 3 charges (Jan transactions)
12 Feb	Viking Direct	65.81	Stationery
12 Feb	WS Citizens Advice	100.00	Donation, min no 6467(c)
15 Feb	Microsoft	4.56	Microsoft OneDrive (Feb)
20 Feb	Staff Payroll	2,660.72	Staff Payroll (February)
24 Feb	BT Business	58.74	Office phone/broadband (bill 25 Feb)
2 Mar	SALC	35.00	Procurement training Clerk
3 Mar	EDF Energy	19.90	Public Toilets electricity (Feb)
3 Mar	EDF Energy	200.18	Office electricity (Feb)
3 Mar	EDF Energy	23.83	Clock Tower electricity (Feb)
4 Mar	BGL Rieber Ltd	223.20	Thermobox, Wed Club grant (Feb min no 6467)
4 Mar	H Brooks	185.00	Tree works, Exeter Close
15 Mar	Risdons Solicitors	350.00	Office rent (15 Feb)
31 Mar	Unity Trust Bank	7.00	Account 4 service fee (Feb transactions)
Total Expenditure		**£ 4,635.14**	

Budget and Reserves Summary Report 2025/2026
as at 5 March 2026

Income

Code	Budget 2025/26	Total Spent	% Spent	EMR spend	Total
1002 Allotment Rental	100.00	100.00	100.0%		100.00
1004 Bank Interest	2,500.00	2,134.29	85.4%		2,134.29
1006 Cemetery Income	4,400.00	5,777.31	131.3%		5,777.31
1009 Miscellaneous Income		213.00	**	7,173.83	7,386.83
1010 Grants received (B)			**	600.00	600.00
1011 Precept	76,248.00	76,248.00	100.0%		76,248.00
1012 Printing & Copying receipts	65.00	90.35	139.0%		90.35
Subtotal Budget Income for Year	**83,313.00**	**84,562.95**	**101.7%**	**7,773.83**	**92,336.78**
1010 Grants received (NB)			**	2,840.00	2,840.00
1013 SALC HWB Grant			**	2,000.00	2,000.00
115 VAT Refunds		6,435.09	**		6,435.09
Subtotal Non-budget income		**6,435.09**	****	**4,840.00**	**11,275.09**
TOTAL All income	**83,313.00**	**90,998.04**	**109.2%**	**12,613.83**	**103,611.87**

Expenditure

Code	Budget 2025/26	Total Spent	% Spent	EMR spend	Total
Parish Office					
4101 Office Rent and supplies	4,580.00	**4,281.73**	93.5%		**4,281.73**
4102 Office utilities and rates	4,700.00	**3,793.24**	80.7%		**3,793.24**
4103 Postage	30.00		0.0%		**0.00**
4104 Stationery + equipment	125.00	**107.18**	85.7%		**107.18**
4105 Telephone & Broadband	600.00	**583.74**	97.3%		**583.74**
4106 Website + IT costs	810.00	**600.29**	74.1%		**600.29**
4108 Printing costs	220.00	**119.01**	54.1%		**119.01**
4109 Office Miscellaneous		**17.62**	**	2,693.54	**2,711.16**
TOTAL Parish Office	**11,065.00**	**9,502.81**	**85.9%**	**2,693.54**	**12,196.35**
Staff Costs					
4201 Salaries	33,000.00	29,267.90	88.7%		29,267.90
4202 Staff travel and expenses	60.00		0.0%		0.00
4203 Staff Training	80.00	35.00	43.8%		35.00
TOTAL Staff Costs	**33,140.00**	**29,302.90**	**88.4%**	**0.00**	**29,302.90**
Administration & Finance					
4301 Audit Fees	625.00	619.00	99.0%		619.00
4302 Bank charges	103.00	92.00	89.3%		92.00
4303 Chairman's Honorarium	250.00	250.00	100.0%		250.00
4304 C/llrs' Expenses/training	330.00	226.31	68.6%		226.31
4306 Elections	235.00		0.0%		0.00
4307 Insurance	1,370.00	1,224.79	89.4%		1,224.79
4308 Statutory Fees	35.00	47.00	134.3%		47.00
4309 Subscriptions	965.00	958.47	99.3%		958.47
4310 Meeting room hire	420.00	308.00	73.3%		308.00
TOTAL Administration & Finance	**4,333.00**	**3,725.57**	**86.0%**	**0.00**	**3,725.57**
Cemetery					
4402 Cemetery Rates	385.00	364.27	94.6%		364.27
4403 Maintenance + bins	6,573.00	3,700.05	56.3%	2,139.68	5,839.73
TOTAL Cemetery	**6,958.00**	**4,064.32**	**58.4%**	**2,139.68**	**6,204.00**
Community Services					
4501 Christmas Tree & Lights	1,120.00	1,711.46	152.8%	100.00	1,811.46
4502 Allotment	100.00	100.00	100.0%		100.00
4504 Support for tourism	200.00		0.0%		0.00
4505 Defibrillator	425.00	150.35	35.4%		150.35
TOTAL Community Services	**1,845.00**	**1,961.81**	**106.3%**	**100.00**	**2,061.81**

Budget and Reserves Summary Report 2025/2026
as at 5 March 2026

Code	Budget 2025/26	Total Spent	% Spent	EMR spend	Total
Village Maintenance					
4601 A39 Verge	1,195.00	756.00	63.3%		756.00
4602 Clock Tower Maintenance	420.00		0.0%		0.00
4603 Clock Tower Electricity	245.00	269.78	110.1%		269.78
4604 General Maintenance	1,100.00	1,008.51	91.7%	1,762.25	2,770.76
4605 The Cross, Gaol and WM	670.00	83.34	12.4%	4,860.00	4,943.34
4606 Palmers Path	550.00	243.00	44.2%		243.00
4607 Public Seating	2,230.00		0.0%		0.00
4608 Public Footpaths	270.00	302.00	111.9%		302.00
4609 Waste services	2,028.00	1,458.53	71.9%		1,458.53
4610 Coleridge Road	320.00	351.00	109.7%		351.00
4611 Millennium Wood	166.00		0.0%		0.00
4612 Plot 173	1,150.00	702.00	61.0%		702.00
4613 Lime Street maint	1,350.00	602.66	44.6%		602.66
4614 New grass cutting areas	1,700.00	1,876.50	110.4%		1,876.50
4616 Clock Tower major works	1,000.00		0.0%		0.00
4617 Parson Cl play area	850.00	324.00	38.1%		324.00
TOTAL Village Maintenance	**15,244.00**	**7,977.32**	**52.3%**	**6,622.25**	**14,599.57**
Castle St Toilets + Car Park					
4701 Castle St Toilets Cleaning	400.00	396.92	99.2%		396.92
4702 Castle St Toilets Electricity	560.00	609.38	108.8%		609.38
4703 Castle Street Rates	977.00	1,135.23	116.2%		1,135.23
4704 Castle St Toilets Repairs	350.00	352.24	100.6%		352.24
4705 Castle St Toilets Water	700.00	746.54	106.6%		746.54
4706 Castle St Car Park maint	750.00	411.13	54.8%		411.13
TOTAL Public Toilets + Car Park	**3,737.00**	**3,651.44**	**97.7%**	**0.00**	**3,651.44**
Grants					
4801 Grants Pool	5,300.00	2,375.34	44.8%		2,375.34
4811 Payments - Other Orgs	2,208.00	1,908.24	86.4%		1,908.24
TOTAL Grants	**7,508.00**	**4,283.58**	**57.1%**	**0.00**	**4,283.58**

Code	Budget 2025/26	Total Spent	% Spent	EMR spend	Total
Total Budget Expenditure	**83,830.00**	**64,469.75**	**76.9%**	**11,555.47**	**76,025.22**
Total Budget Income	**83,313.00**	**84,562.95**	**101.5%**	**7,773.83**	**92,336.78**
Reserve contribution to Budget	**- 517.00**		**Income less expenditure**		**16,311.56**
Non Budget					
515 VAT Paid	0	5,894.49	-	0.00	5,894.49
4503 CANS	0	0.00	-	277.06	277.06
4901 Commy Infrastructure Levy	0	0.00	-	2,323.09	2,323.09
TOTAL Non-Budget Expenditure	**0**	**5,894.49**	**-**	**2,600.15**	**8,494.64**
TOTAL Non-Budget Income	**0**	**6,435.09**	**-**	**4,840.00**	**11,275.09**
TOTAL ALL Expenditure	**83,830.00**	**70,364.24**		**14,155.62**	**84,519.86**
TOTAL ALL Income	**83,313.00**	**90,998.04**		**12,613.83**	**103,611.87**
Balance expenditure-income		**- 20,633.80**			**19,092.01**

Balances

Bank	
UT Current acc	3,646.92
UT Deposit acc	107,878.67
Santander a/c3	79.39
	111,604.98

Balance:	
as at 1 Apr	92,512.97
Plus: income	103,611.87
Less: payments	84,519.86
	111,604.98

Budget and Reserves Summary Report 2025/2026
as at 5 March 2026

Reserves as at 5 March

Account	1 Apr 2025	Debit	Credit	Current Balance
321 Elections Reserve	1,082.00			1,082.00
322 Payroll Reserve	8,804.99			8,804.99
324 Miscellaneous	0.00	2,693.54	6,873.83	4,180.29
325 CANS Reserve	3,560.98		328.46	3,612.38
326 SALC HWB Library grant	0.00		2,000.00	2,000.00
328 Lucy Hobbs Trust (capital fund)	2,335.65			2,335.65
329 Community Infrastructure Levy	18,952.43	2,323.09	840.00	17,469.34
330 Service Devolution Reserve	22,585.50	4,620.00	2,300.00	20,265.50
336 War Memorial Maintenance	2,000.00	240.00		1,760.00
337 Village Maintenance	13,571.79	3,401.93	746.66	10,916.52
338 Lime St/Mill Lane	746.66	746.66		0.00
TOTAL	**73,640.00**	**14,025.22**	**13,088.95**	**72,426.67**
			*CYF	19,092.01
310 General Reserve	**18,872.97**	Nett:	+£1,213.33	**20,086.30**
			Bank Balance at 5 March	**£ 111,604.98**

*Current Year Fund (balance of expenditure/income)