You are hereby summoned to attend a Finance Committee Meeting which will be held on Monday 12th November 2025 at Kirdford Village Hall commencing at 6.00 pm, when the following business will be considered and transacted.

**Kirdford Parish Council, PO Box 437, Billingshurst RH14 4DE**
**clerk@kirdford-pc.gov.uk 07943 892877**

**Finance Committee Agenda**

**1. Apologies for Absence**

To receive both apologies and reasons for absence.

**2. Public Participation**

To receive and note questions, comments or representations made by members of the public.

**3. Disclosures of Interest**

To receive disclosures of prejudicial interest from Councillors on matters considered at the meeting.

**4. Minutes**

To resolve that the minutes of the Finance Committee held on 10th March 2025 be signed as a correct record.

**5. Accounts 2025-2026**

To review current and projected year-end financial position (Appendix A)

**6. Objectives 2023-2024**

To resolve on key objectives for the upcoming year and revise the 5 year plan.

**7. Budget 2025-2026**

To resolve 2025-2026 budget and reserve funds (Appendix B) in line with agreed objectives. To present at next full Council meeting.

**8. Allocated Funds Budget 2024-2025**

To resolve 2025-2026 budget and reserve funds (Appendix A) in line with agreed objectives. To present at next full Council meeting.

**9. Precept 2026/2027**

To investigate the precept for 2026-2027 – to recommend at the next full Council meeting.

**10. Public Participation**

To receive and note any further representations made by members of the public.

**11. Confidential Matters**

The Council may wish to exclude the public and press at this point. Usually this happens when discussions arise on staffing, contract tendering and anything that has legal implications.

**PUBLIC AND PRESS WELCOME TO ATTEND**
**Clerk@kirdford-pc.gov.uk**

**Appendix A: Financial Position**

## Consultancy

| | | Last Year 2024-2025 | | | | Current Year 2025-2026 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 12 | Professional Fees | | | 17,600.00 | 13,542.54 | | | | | 17,952.00 | | | | | |
| 13 | Auditor fees | | 215.00 | 1,500.00 | 195.00 | | | | | 1,500.00 | 845.00 | | 845.00 | | |
| | **SUB TOTAL** | | **215.00** | **19,100.00** | **13,737.54** | | | | | **19,452.00** | **845.00** | | **845.00** | | |

## Grants

| | | Last Year 2024-2025 | | | | Current Year 2025-2026 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 27 | Grants | | | 8,400.00 | 2,820.00 | | | | | 8,600.00 | 6,903.42 | | 6,903.42 | | |
| | **SUB TOTAL** | | | **8,400.00** | **2,820.00** | | | | | **8,600.00** | **6,903.42** | | **6,903.42** | | |

## Income

| | | Last Year 2024-2025 | | | | Current Year 2025-2026 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 4 | Precept | 84,000.00 | 84,000.00 | | | 99,000.00 | 99,000.00 | | 99,000.00 | | | | | | |
| 5 | Grant income | | | | | | | | | | | | | | |
| 6 | Bank interest payment | | 2,777.54 | | | | 1,285.39 | | 1,285.39 | | | | | | |
| 7 | VAT Refunds | | 6,763.23 | | | | 2,336.18 | | 2,336.18 | | | | | | |
| 8 | Donations to KPC | | | | | | | | | | | | | | |
| 9 | CIL payment | | | | | | 515.09 | | 515.09 | | | | | | |
| | **SUB TOTAL** | **84,000.00** | **93,540.77** | | | **99,000.00** | **103,136.66** | | **103,136.66** | | | | | | |

## Insurance

| | | Last Year 2024-2025 | | | | Current Year 2025-2026 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 28 | Insurance | | | 4,000.00 | 1,001.59 | | | | | 4,000.00 | 1,198.19 | | 1,198.19 | | |
| | **SUB TOTAL** | | | **4,000.00** | **1,001.59** | | | | | **4,000.00** | **1,198.19** | | **1,198.19** | | |

## Maintenance

| | | Last Year 2024-2025 | | | | Current Year 2025-2026 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 16 | Maintenance | | | 11,000.00 | 9,977.85 | | | | | 11,500.00 | 7,928.72 | | 7,928.72 | | |
| 33 | Play Equipment Maint | | | | | | | | | 3,060.00 | 248.00 | | 248.00 | | |
| | **SUB TOTAL** | | | **11,000.00** | **9,977.85** | | | | | **14,560.00** | **8,176.72** | | **8,176.72** | | |

## Office Costs

| | | Last Year 2024-2025 | | | | Current Year 2025-2026 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 14 | General Administration | | 186.57 | 5,000.00 | 4,100.86 | | | | | 5,100.00 | 1,802.13 | | 1,802.13 | | |
| 15 | Office Supplies | | | 4,500.00 | 955.41 | | | | | 4,590.00 | 2,564.08 | | 2,564.08 | | |
| 32 | Subscriptions | | | 1,000.00 | 522.06 | | | | | 1,020.00 | 37.50 | | 37.50 | | |
| | **SUB TOTAL** | | **186.57** | **10,500.00** | **5,578.33** | | | | | **10,710.00** | **4,403.71** | | **4,403.71** | | |

## Staff Costs

| | | Last Year 2024-2025 | | | | Current Year 2025-2026 | | | | | | | | Next Year | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Receipts | | Payments | | Receipts | | | | Payments | | | | Receipts | Payments |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Total | Budget | Actual | Forecast | Total | Budget | Budget |
| 1 | Salary | | | 20,105.00 | 22,643.22 | | | | | 25,000.00 | 13,586.32 | | 13,586.32 | | |
| 2 | PAYE | | | 5,971.00 | 6,823.31 | | | | | 9,000.00 | 4,707.68 | | 4,707.68 | | |
| 3 | Pension | | | 1,286.00 | 1,505.88 | | | | | 1,800.00 | 917.39 | | 917.39 | | |
| | **SUB TOTAL** | | | **27,362.00** | **30,972.41** | | | | | **35,800.00** | **19,211.39** | | **19,211.39** | | |

## Training and subscriptions

| Code | Title | Last Year 2024-2025 Receipts Budget | Receipts Actual | Payments Budget | Payments Actual | Current Year 2025-2026 Receipts Budget | Receipts Actual | Receipts Forecast | Receipts Total | Payments Budget | Payments Actual | Payments Forecast | Payments Total | Next Year Receipts Budget | Next Year Payments Budget |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 10 | Training | | | 1,000.00 | 98.04 | | | | | 1,020.00 | | | | | |
| 11 | Subscriptions | | | 600.00 | 16.87 | | | | | 612.00 | 366.17 | | 366.17 | | |
| | **SUB TOTAL** | | | **1,600.00** | **114.91** | | | | | **1,632.00** | **366.17** | | **366.17** | | |

## Allocated Funds

| Code | Title | Last Year 2024-2025 Receipts Budget | Receipts Actual | Payments Budget | Payments Actual | Current Year 2025-2026 Receipts Budget | Receipts Actual | Receipts Forecast | Receipts Total | Payments Budget | Payments Actual | Payments Forecast | Payments Total | Next Year Receipts Budget | Next Year Payments Budget |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 18 | Neighbourhood Plan r | | | 40,000.00 | | | | | | 40,000.00 | | | | | |
| 19 | Planning Support Serv | | | 28,988.67 | 18,887.50 | | | | | 10,101.17 | 2,350.00 | | 2,350.00 | | |
| 20 | Play Equipment Maint | | | 3,000.00 | | | | | | | | | | | |
| 21 | Environmental Concer | | | 12,000.00 | 6,775.00 | | | | | 12,000.00 | 8,862.99 | | 8,862.99 | | |
| 22 | Village Improvement F | | | 5,000.00 | 311.93 | | | | | 6,128.00 | | | | | |
| 23 | Great Common Pavilic | | | 149,255.00 | 2,068.10 | | | | | 135,834.97 | | | | | |
| 25 | Recreation Ground Pa | | | 61,000.00 | 61,000.00 | | | | | | | | | | |
| 26 | Village Hall Extension | | | 11,652.12 | 2,460.82 | | | | | 9,191.30 | | | | | |
| 29 | Village Hall roof replac | | | 86,000.00 | 86,000.00 | | | | | | | | | | |
| 30 | Unallocated Funds | | | | | | | | | 19,800.00 | | | | | |
| 31 | Bonfire Night | | | 1,500.00 | 1,764.89 | | | | | 1,530.00 | 433.58 | | 433.58 | | |
| 34 | Butts common barrier | | | | | | | | | 20,000.00 | | | | | |
| 35 | VE Day Celebrations | | | | | | | | | 972.00 | 972.02 | | 972.02 | | |
| | **SUB TOTAL** | | | **398,395.79** | **179,268.24** | | | | | **255,557.44** | **12,618.59** | | **12,618.59** | | |

## Summary

| | LY Receipts Budget | LY Receipts Actual | LY Payments Budget | LY Payments Actual | CY Receipts Budget | CY Receipts Actual | CY Receipts Forecast | CY Receipts Total | CY Payments Budget | CY Payments Actual | CY Payments Forecast | CY Payments Total | NY Receipts Budget | NY Payments Budget |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **TOTAL** | **84,000.00** | **93,942.34** | **480,357.79** | **243,470.87** | **99,000.00** | **103,136.66** | | **103,136.66** | **350,311.44** | **53,723.19** | | **53,723.19** | | |

**Appendix B – Bank reserves**

| | | | |
|---|---|---|---|
| | **Bank Reconciliation at 31/10/2025** | | |
| | Cash in Hand 01/04/2025 | | 255,761.44 |
| | **ADD**<br>Receipts 01/04/2025 - 31/10/2025 | | 103,136.66 |
| | | | 358,898.10 |
| | **SUBTRACT**<br>Payments 01/04/2025 - 31/10/2025 | | 57,507.94 |
| **A** | **Cash in Hand 31/10/2025**<br>(per Cash Book) | | **301,390.16** |
| | Cash in hand per Bank Statements | | |
| | Natwest Current Account 31/10/2025 | 48,707.46 | |
| | Natwest Business Reserve 31/10/2025 | 167,073.22 | |
| | Lloyds Community Account 31/10/2025 | 34,966.00 | |
| | Lloyds Instant Access Savings Acc 31/10/2025 | 50,897.86 | |
| | | | **301,644.54** |
| | Less unpresented payments | | 254.38 |
| | | | 301,390.16 |
| | Plus unpresented receipts | | |
| **B** | **Adjusted Bank Balance** | | **301,390.16** |
| | **A = B Checks out OK** | | |