

27th January 2026

Dear Sir/ Madam

You are hereby summoned to attend the **Finance and Data Protection Committee Meeting** to be held at the Town Hall on **2nd February 2026**, at 7.00pm for the purpose of transacting the business listed on the agenda below.

AGENDA

01 APOLOGIES FOR ABSENCE.

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

03 MINUTES FROM PREVIOUS MEETINGS.

- 3.1 To agree and sign the minutes of the Finance and General Purposes Committee held on the 3rd February 2025 and **ADOPTED** by Full Council on the 10th February 2025.

04 PUBLIC PARTICIPATION TIME

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes) to allow Members of the Public, and any Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

05 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

- 5.1 Minutes filed

06 EXPENDITURE

- 6.1 To consider and agree if to go ahead with the quote for the repairs to the Wall at St Mary's Churchyard.
6.2 To consider and agree if to go ahead with the quote for the 6-month work highlighted on the tree report.
6.3 To consider and agree if to go ahead with the quote for the verges for 2026.
6.4 To consider and agree if to go ahead with the quote for the grass cutting on Council areas for 2026.
6.5 To consider and agree if to go ahead with the quote for the partition doors at the Town Hall.
6.6 To consider and agree if to purchase planters or planting for the new bus shelter.
6.7 To consider and agree the quotes for the work highlighted on the legionella report.

07 POLICIES AND DOCUMENTS

- 7.1 Update on VAT registration and to consider and agree any actions.

08 BUDGET

- 8.1 Update on the budget and to consider and agree any actions.

09 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

10 Correspondence

11 DATE OF NEXT MEETING

To confirm the next meeting of this Committee is 30TH March 2026.



MINUTES OF THE FINANCE AND DATA PROTECTION COMMITTEE MEETING HELD ON
MONDAY 3rd FEBRUARY 2025 AT THE TOWN HALL.

Present: Cllrs: C Scrivner (Chair) Cllrs: S Toone, M Willoughby,

Members of Public: – 0

Clerk: D.Joy

MINUTES

01 APOLOGIES FOR ABSENCE.

Cllr Green - away

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

None

03 MINUTES FROM PREVIOUS MEETINGS.

3.1 To agree and sign the minutes of the Finance and General Purposes Committee held on the 1st July 2024 and **ADOPTED** by Full Council on the 8th July 2024.

The motion was proposed,

Members **AGREED** the minutes from the Finance and General Purposes Committee held on the 1st July 2024 and **ADOPTED** by Full Council on the 8th July 2024.

The Chair signed the minutes

04 PUBLIC PARTICIPATION TIME

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes) to allow Members of the Public, and any Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/subject please contact the Clerk in writing for submission at a future meeting.

05 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

- 5.1 Minutes filed
- 5.2 Contractor email re quote for Campingfield.
- 5.3 New thumb lock fitted at Town Hall
- 5.4 Laptop purchased
- 5.5 Shredder purchased.
- 5.6 Internal inspections ongoing.
- 5.7 Budget meeting held.

06 EXPENDITURE

6.1 To consider and agree the cost to move the accounts package to income and expenditure.

The motion was proposed,

Members **AGREED** to move the accounts package to income and expenditure.

6.2 To consider and agree the cost for 2 new SAM2 batteries.

The motion was proposed,

Members **AGREED** the cost of £175.50 ex VAT for 2 new SAM2 batteries.

6.4 To consider and agree the fees for the burial ground for 2025/2026.

The motion was proposed,

Members **AGREED** to increase the fees for the burial grounds after holding the costs down for over 8 years.

6.5 To consider and agree the quote for the new streetlight.

The motion was proposed,

Members **AGREED** the quote of £2220.00 for the new streetlight.

6.6 To consider and agree the hall hire charges for 2025/2026.

The motion was proposed,

Members **AGREED** the increase in the hall charges due to the rising costs of electricity and water, and that hirers no longer need to purchase electric cards on top of the hire fee.

6.7 To consider and agree the allotment charges for 2025/2026.

The motion was proposed,

Members **AGREED** to increase the water charge only.

07 POLICIES AND DOCUMENTS

None

08 BUDGET

8.1 Update on the budget and to consider and agree any actions.

The Clerk presented an updated budget to members.

No decision needed

09 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

None

10 Correspondence

None

11 DATE OF NEXT MEETING

To confirm the next meeting of this Committee is 31st March 2025.

Annual Budget - By Centre

Note: Budget 2025-2026

		<u>2024-2025</u>		<u>2025-2026</u>				<u>2026-2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	Administration									
1076	Precept	190,000	190,000	200,000	200,000	0	0	0	0	0
1090	Interest Received	0	3,742	0	2,246	0	0	0	0	0
1800	Training Income	0	717	0	180	0	0	0	0	0
1900	Miscellaneous Income	0	285	0	3,354	0	0	0	0	0
Total Income		190,000	194,744	200,000	205,780	0	0	0	0	0
4105	Misc Expenditure	0	455	0	0	0	0	0	0	0
4200	Insurance	4,400	4,435	5,000	4,688	0	0	0	0	0
4201	Bank charges	100	204	200	196	0	0	0	0	0
4205	Audit Fees	1,200	300	1,200	930	0	0	0	0	0
4210	Subscriptions	1,400	1,202	1,300	834	0	0	0	0	0
4220	Stationery	1,000	792	1,000	586	0	0	0	0	0
4221	Telephone/Mobile	1,200	1,156	1,200	946	0	0	0	0	0
4227	IT	1,000	448	2,000	1,464	0	0	0	0	0
4230	Publications	200	0	0	0	0	0	0	0	0
4245	Election	0	0	100	0	0	0	0	0	0
4255	Miscellaneous Equipment	0	504	0	0	0	0	0	0	0
4265	Civic Expenses	200	0	0	0	0	0	0	0	0
4267	Postage	0	46	30	28	0	0	0	0	0
4280	DO NOT USE	500	628	0	0	0	0	0	0	0
4301	Payroll Software	0	111	0	0	0	0	0	0	0
4310	Training	500	1,255	1,000	543	0	0	0	0	0
4315	Mileage	0	41	0	0	0	0	0	0	0
4440	Professional fees	1,000	1,503	1,000	1,476	0	0	0	0	0

Continued on next page

Annual Budget - By Centre

Note: Budget 2025-2026

		<u>2024-2025</u>		<u>2025-2026</u>				<u>2026-2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		12,700	13,080	14,030	11,691	0	0	0	0	0
Movement to/(from) Gen Reserve		177,300	181,663	185,970	194,089	0		0		
200	<u>Street Lights</u>									
1102	Grants & Donations	0	7,500	0	0	0	0	0	0	0
1130	Insurance Claim	0	1,680	0	0	0	0	0	0	0
1900	Miscellaneous Income	0	625	0	1	0	0	0	0	0
Total Income		0	9,805	0	1	0	0	0	0	0
4010	Street Light Maintenance	7,000	2,400	5,000	1,430	0	0	0	0	0
4015	Street Light Electricity	12,000	8,658	12,000	8,896	0	0	0	0	0
4020	Replacement Columns	5,385	9,780	5,500	6,150	0	0	0	0	0
4021	LED Lamp replacement	0	600	0	9,600	0	0	0	0	0
4200	Insurance	0	80	0	0	0	0	0	0	0
4226	Printing costs	0	148	200	0	0	0	0	0	0
4251	Electricity	0	-280	0	0	0	0	0	0	0
4440	Professional fees	0	1,440	0	0	0	0	0	0	0
Overhead Expenditure		24,385	22,826	22,700	26,076	0	0	0	0	0
200 Net Income over Expenditure		-24,385	-13,021	-22,700	-26,075	0	0	0	0	0
6000	plus Transfer from EMR	0	600	0	4,800	0	0	0	0	0
6001	less Transfer to EMR	0	7,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(24,385)	(19,921)	(22,700)	(21,275)	0		0		
201	<u>Events</u>									
1106	Artisan Market	200	615	0	2,259	0	0	0	0	0

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Annual Budget - By Centre

Note: Budget 2025-2026

		<u>2024-2025</u>		<u>2025-2026</u>				<u>2026-2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1121	D-Day	0	834	0	0	0	0	0	0	0
1151	Annual Event Income	150	1,598	0	1,485	0	0	0	0	0
1152	Quiz Nights	0	310	0	0	0	0	0	0	0
1168	Christmas Income	0	0	0	1,222	0	0	0	0	0
1170	Beer Festival	0	7,715	15,000	9,782	0	0	0	0	0
1602	Open Gardens	0	0	0	764	0	0	0	0	0
1900	Miscellaneous Income	0	22	0	63	0	0	0	0	0
Total Income		350	11,093	15,000	15,574	0	0	0	0	0
4105	Misc Expenditure	0	0	0	573	0	0	0	0	0
4116	Photo Exhibition	0	99	100	0	0	0	0	0	0
4155	Quiz Donations	0	200	0	0	0	0	0	0	0
4210	Subscriptions	0	0	0	45	0	0	0	0	0
4215	Annual Town Meeting	200	573	600	806	0	0	0	0	0
4216	Christmas	0	65	0	12,127	0	0	0	0	0
4220	Stationery	0	0	0	30	0	0	0	0	0
4226	Printing costs	0	-157	0	0	0	0	0	0	0
4408	Volunteer Fair	0	163	150	23	0	0	0	0	0
4409	Beer Festival	0	14,272	15,000	12,555	0	0	0	0	0
4410	Annual Event	7,000	3,365	0	512	0	0	0	0	0
4411	VE Day	0	3,790	5,000	2,754	0	0	0	0	0
4412	Open Gardens	0	0	0	99	0	0	0	0	0
4461	Artisan Market	1,500	2,734	2,800	3,225	0	0	0	0	0
4470	Art Trail	0	336	0	0	0	0	0	0	0
Overhead Expenditure		8,700	25,440	23,650	32,749	0	0	0	0	0

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Annual Budget - By Centre

Note: Budget 2025-2026

		<u>2024-2025</u>		<u>2025-2026</u>				<u>2026-2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(8,350)</u>	<u>(14,347)</u>	<u>(8,650)</u>	<u>(17,174)</u>	<u>0</u>		<u>0</u>		
300	Street Furniture									
1160	Bench Income	0	0	0	300	0	0	0	0	0
1900	Miscellaneous Income	0	215	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>215</u>	<u>0</u>	<u>300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4025	NNDC Bin Collection	2,500	2,228	2,400	2,434	0	0	0	0	0
4032	Planters	0	32	100	0	0	0	0	0	0
4035	Bench	0	0	0	686	0	0	0	0	0
4105	Misc Expenditure	0	28	0	0	0	0	0	0	0
4110	Noticeboards	0	798	0	0	0	0	0	0	0
4131	Pontoon	0	0	0	9,066	0	0	0	0	0
4140	Flagpoles	0	536	1,000	494	0	0	0	0	0
4150	Bins	600	0	0	414	0	0	0	0	0
4151	SAM2	0	176	200	0	0	0	0	0	0
4250	Maintenance	0	40	100	0	0	0	0	0	0
4260	Defibrillator	100	110	750	707	0	0	0	0	0
4998	Cleaning	0	0	0	4	0	0	0	0	0
	Overhead Expenditure	<u>3,200</u>	<u>3,947</u>	<u>4,550</u>	<u>13,805</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(3,200)</u>	<u>(3,732)</u>	<u>(4,550)</u>	<u>(13,505)</u>	<u>0</u>		<u>0</u>		
400	Burial Grounds & Cemeteries									
1120	Burial Income	0	3,485	0	855	0	0	0	0	0
1900	Miscellaneous Income	0	25	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>3,510</u>	<u>0</u>	<u>855</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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Annual Budget - By Centre

Note: Budget 2025-2026

		<u>2024-2025</u>		<u>2025-2026</u>				<u>2026-2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4005	Tree work	0	385	1,000	460	0	0	0	0	0
4025	NNDC Bin Collection	450	445	500	445	0	0	0	0	0
4040	Burial Ground extension	1,000	0	0	0	0	0	0	0	0
4101	Grass Cutting	8,500	4,340	8,500	3,799	0	0	0	0	0
4105	Misc Expenditure	0	486	0	0	0	0	0	0	0
4122	Burial Refunds	0	0	0	55	0	0	0	0	0
4161	Rates	800	686	750	686	0	0	0	0	0
4210	Subscriptions	95	0	0	0	0	0	0	0	0
4250	Maintenance	1,000	315	100	75	0	0	0	0	0
4440	Professional fees	1,000	525	0	500	0	0	0	0	0
	Overhead Expenditure	12,845	7,182	10,850	6,020	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,845)	(3,672)	(10,850)	(5,165)	0		0		
500	<u>Employment</u>									
1150	Pension Repayments	0	0	0	0	0	0	0	0	0
1900	Miscellaneous Income	0	629	0	2,388	0	0	0	0	0
	Total Income	0	629	0	2,388	0	0	0	0	0
4300	Salaries	76,000	40,899	70,500	45,456	0	0	0	0	0
4301	Payroll Software	0	0	150	96	0	0	0	0	0
4305	Do not use	20,040	17,972	0	0	0	0	0	0	0
4306	Locum	0	18,146	0	0	0	0	0	0	0
4307	NI Payment	0	5,104	8,000	3,640	0	0	0	0	0
4400	Employers Pension	0	3,445	20,040	8,861	0	0	0	0	0
4440	Professional fees	0	1,363	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre

Note: Budget 2025-2026

		<u>2024-2025</u>		<u>2025-2026</u>				<u>2026-2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		96,040	86,928	98,690	58,053	0	0	0	0	0
Movement to/(from) Gen Reserve		(96,040)	(86,299)	(98,690)	(55,665)	0		0		
600	<u>Allotments</u>									
1600	Allotment Income	0	521	0	1,601	0	0	0	0	0
Total Income		0	521	0	1,601	0	0	0	0	0
4101	Grass Cutting	0	582	600	640	0	0	0	0	0
4105	Misc Expenditure	0	0	0	16	0	0	0	0	0
4120	Water	0	166	150	364	0	0	0	0	0
4226	Printing costs	0	172	0	0	0	0	0	0	0
4250	Maintenance	0	145	0	45	0	0	0	0	0
4400	Employers Pension	1,600	0	0	0	0	0	0	0	0
4401	Do not use	200	0	0	0	0	0	0	0	0
4402	Deposit refund	0	155	0	175	0	0	0	0	0
4404	Pest control	1,000	900	900	360	0	0	0	0	0
Overhead Expenditure		2,800	2,121	1,650	1,600	0	0	0	0	0
Movement to/(from) Gen Reserve		(2,800)	(1,600)	(1,650)	1	0		0		
601	<u>Grants</u>									
4270	Community Grants	5,000	4,924	5,000	4,983	0	0	0	0	0
4430	Grants	0	131	0	0	0	0	0	0	0
Overhead Expenditure		5,000	5,055	5,000	4,983	0	0	0	0	0
Movement to/(from) Gen Reserve		(5,000)	(5,055)	(5,000)	(4,983)	0		0		
700	<u>Town Hall</u>									

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Annual Budget - By Centre

Note: Budget 2025-2026

		<u>2024-2025</u>		<u>2025-2026</u>				<u>2026-2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1102	Grants & Donations	0	0	0	19,715	0	0	0	0	0
1145	Town Hall Rental	0	6,525	0	2,916	0	0	0	0	0
1900	Miscellaneous Income	0	204	0	10	0	0	0	0	0
Total Income		0	6,729	0	22,641	0	0	0	0	0
4000	Fire Alarm	0	3,756	500	917	0	0	0	0	0
4032	Planters	0	180	0	0	0	0	0	0	0
4105	Misc Expenditure	0	141	0	185	0	0	0	0	0
4120	Water	500	515	550	379	0	0	0	0	0
4210	Subscriptions	120	120	120	120	0	0	0	0	0
4240	Office Costs	200	957	0	0	0	0	0	0	0
4250	Maintenance	200	8,187	200	479	0	0	0	0	0
4251	Electricity	1,500	4,119	5,500	2,079	0	0	0	0	0
4256	Security	2,500	124	0	210	0	0	0	0	0
4405	Town Hall Refurbishment	0	19,966	0	22,062	0	0	0	0	0
4406	Office Refurb	0	16,011	0	0	0	0	0	0	0
4440	Professional fees	1,000	1,024	700	389	0	0	0	0	0
4998	Cleaning	2,000	2,618	3,000	1,460	0	0	0	0	0
Overhead Expenditure		8,020	57,719	10,570	28,279	0	0	0	0	0
700 Net Income over Expenditure		-8,020	-50,990	-10,570	-5,639	0	0	0	0	0
6000	plus Transfer from EMR	0	39,921	0	6,500	0	0	0	0	0
Movement to/(from) Gen Reserve		(8,020)	(11,069)	(10,570)	861	0		0		
701	Mill Side									
4101	Grass Cutting	600	493	600	542	0	0	0	0	0

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Annual Budget - By Centre

Note: Budget 2025-2026

		<u>2024-2025</u>		<u>2025-2026</u>				<u>2026-2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4115	Play Equipment	0	480	500	355	0	0	0	0	0
4125	Playground Inspections	150	0	150	0	0	0	0	0	0
4226	Printing costs	0	0	0	44	0	0	0	0	0
4250	Maintenance	0	178	0	220	0	0	0	0	0
4256	Security	0	40	0	0	0	0	0	0	0
4440	Professional fees	0	89	0	0	0	0	0	0	0
Overhead Expenditure		750	1,280	1,250	1,161	0	0	0	0	0
Movement to/(from) Gen Reserve		(750)	(1,280)	(1,250)	(1,161)	0		0		
702	<u>Staithe</u>									
1102	Grants & Donations	0	0	0	6,258	0	0	0	0	0
Total Income		0	0	0	6,258	0	0	0	0	0
4101	Grass Cutting	0	0	0	392	0	0	0	0	0
4200	Insurance	0	0	0	967	0	0	0	0	0
4226	Printing costs	0	0	0	44	0	0	0	0	0
4250	Maintenance	0	0	0	75	0	0	0	0	0
4440	Professional fees	0	0	0	379	0	0	0	0	0
Overhead Expenditure		0	0	0	1,857	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0	0	4,401	0		0		
800	<u>Newsletter</u>									
4105	Misc Expenditure	0	0	0	65	0	0	0	0	0
4226	Printing costs	3,000	1,767	1,500	258	0	0	0	0	0
Overhead Expenditure		3,000	1,767	1,500	323	0	0	0	0	0

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Annual Budget - By Centre

Note: Budget 2025-2026

		<u>2024-2025</u>		<u>2025-2026</u>				<u>2026-2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(3,000)</u>	<u>(1,766)</u>	<u>(1,500)</u>	<u>(323)</u>	<u>0</u>		<u>0</u>		
801	SBRGC									
1900	Miscellaneous Income	0	421	0	951	0	0	0	0	0
	Total Income	0	421	0	951	0	0	0	0	0
4030	Precept Monies	20,000	20,000	20,000	20,000	0	0	0	0	0
4105	Misc Expenditure	0	421	0	951	0	0	0	0	0
	Overhead Expenditure	20,000	20,421	20,000	20,951	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(20,000)</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>0</u>		<u>0</u>		
802	Land									
1100	Verge Cutting	1,935	1,935	1,935	0	0	0	0	0	0
	Total Income	1,935	1,935	1,935	0	0	0	0	0	0
4005	Tree work	0	800	1,000	0	0	0	0	0	0
4100	Ground Maintenance	1,935	0	0	0	0	0	0	0	0
4101	Grass Cutting	0	890	1,000	588	0	0	0	0	0
4105	Misc Expenditure	0	151	0	0	0	0	0	0	0
4130	Staithe	1,000	0	0	0	0	0	0	0	0
4156	Verges	0	2,010	2,500	2,211	0	0	0	0	0
4440	Professional fees	500	320	1,500	369	0	0	0	0	0
	Overhead Expenditure	3,435	4,171	6,000	3,168	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(1,500)</u>	<u>(2,236)</u>	<u>(4,065)</u>	<u>(3,168)</u>	<u>0</u>		<u>0</u>		
803	Neighbourhood Plan									

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Annual Budget - By Centre

Note: Budget 2025-2026

		<u>2024-2025</u>		<u>2025-2026</u>				<u>2026-2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4480	NDP Meetings	0	4,237	0	0	0	0	0	0	0
	Overhead Expenditure	0	4,237	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(4,237)	0	0	0		0		
	Total Budget Income	192,285	229,601	216,935	256,350	0	0	0	0	0
	Expenditure	200,875	256,175	220,440	210,717	0	0	0	0	0
	Net Income over Expenditure	-8,590	-26,573	-3,505	45,633	0	0	0	0	0
	plus Transfer from EMR	0	40,521	0	11,300	0	0	0	0	0
	less Transfer to EMR	0	7,500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,590)	6,448	(3,505)	56,933	0		0		