

SOUTH WOOTTON PARISH COUNCIL

Minutes of a Finance Committee meeting held at 7pm on Wednesday 8th April 2026 in the Parish Council Meeting Room

1. **Present:** Mr S Scales, Mr P Bland, Mr H Hofmeister, Mr M Narborough, Mrs T Banks, Mrs M Albinson, Mrs T Carney, Mr T Porter, Mrs T Cornwell (Clerk) and Mrs M Kirby (Assistant Clerk).

Apologies: Mr S Wells

2. **To confirm the minutes of the last meeting 7th January 2026:** These were proposed as a correct record by Mr Scales, seconded by Mr Narborough, with one abstention, all other members were in favour, and they were signed by the Chairman.

3. **To record declarations of interest, personal or prejudicial:** Mrs Banks declared an Interest as she is an Allotment Tenant.

4. **To receive questions from the public:** None present.

5. **To discuss the Year End accounts:** Mr Scales confirmed that all members had been provided with a detailed printout of the finances and explained that he would be going through these section by section answering any questions. It was said that items marked in red are items paid for via Parish Council CIL Funds, making the figures more realistic for the end of the year.

Mr Scales then went through the items referring to the following:

Administration - Salaries and Expenses – These are over; however, this was expected due to the NALC pay increases which have also impacted on the National Insurance and Pension Contributions. The figure for the end of the year sits at £68,451.81 against a budget of £63,100.00.

General Admin – OK; Repairs and Maintenance – OK; Utilities – OK; Telephone/Wi-Fi – A bit high, but once we are out of our current contract we will shop around and hopefully secure a cheaper deal; Internet Charges/Online Backup – A little over but OK; New Equipment - £1,169.59 is the cost of the new Parish Office Chairs; Subscriptions and Insurances – These are both over budget, however, include the cost of the Norfolk Training Partnership subscription which we have recently signed up to; Audit Fees – £1,200.00 against a £1,000.00 budget is a bit up as the Parish Council has now moved into the intermediate charging bracket, £150.00 has been paid to Mrs Elizabeth Manning for carrying out the Internal Audit 2024/2025; Courses/Rates - £1,938.80 in hand, this includes a rebate of £3,874.00 from the Borough Council for Business Rates; Solar Panels/Maint/Refund Hire – The figure of £6,007.35 is the cost of the new

Solar Panels at £5,792.35 and the Maintenance Contract charge of £215.00; Bank Charges – The figure sits at £335.11. It was said that £14,299.94 against a budget of £16,050.00 is OK as it includes several one-off payments and the Solar Panels paid for via Parish Council CIL Funds shown in red.

Allotments – OK, Contract out Work - £1,370.00 against a budget of £250.00 is over but includes money paid to BMAC Garden Services for various jobs such as Plot clearance and the work to install the new rear Fencing; Water – A bit high but OK; Repairs and Maintenance – The figure of £1,822.62 against a budget of £1,500.00 is over but includes the new Fencing along the back boundary, Paint and the cost of the newly installed Water Tank; With Rental Income received at £4,550.00, and a CIL transfer in of £1,409.86 for the Grass Maintenance costs, It was said that the Allotments sit at £2,154.10 in hand which is good.

Bus shelters – OK, New Bus Shelters – The total cost of £31,133.00 has been paid for via a transfer in from the Parish Council CIL Funds, shown in red; leaving a figure of £773.00 for maintenance against a budget of £500.00 which is OK - With more Bus Shelters to maintain the Budget has been increased to £800.00 for Year 2026/2027. The new Bus Shelters are looking really good and are a great improvement to the Parish.

Cemetery – OK; Grass Maintenance - £2,919.54 is under budget; Business Rates/Refund - £260.00 is the refund of a Burial Plot no longer required, this has now been resold. Fees have been received at £25,872.50 and with a CIL transfer in of £1,850.34 for the Grass Maintenance costs leaves a balance of £23,210.89 in hand which is good.

Churchyard – OK, Grass Maintenance - £1,942.38, against a £2,000.00 budget is OK; Repairs/Maintenance – The figure of £10,973.65 is for the ongoing Church Wall Repairs, this has been paid for along with the Grass Maintenance via a transfer in from the Parish Council CIL Funds, shown in red; leaving a figure of £3,646.36 against a budget of £3,000.00 which is OK.

Footway lighting – Supply and Maintenance – OK, this sits at £20,466.08 against a budget of £24,000.00, Mrs Cornwell confirmed that after information received from the Borough Council's CIL Team, future Lighting Maintenance costs can be paid for via the Parish Council's CIL Funds as long as it is placed as Highway Maintenance on the appropriate CIL Form. Members agreed that this was very good news; Insurance - £961.07, is a one-off payment; New Lighting Column/LED - £36,323.51; with a £41,795.82 transfer in from PC CIL Funds for the new Lighting upgrades and K & M Maintenance charges, this leaves an end figure of £16,359.84 against a budget of £25,500.00 which is good.

Litter – OK; Wages – This is under budget but should be countered with the Village Hall wages which is slightly over; Trade Bin – The figure of £1,266.20 is a

one-off payment; The end figure of £11,274.74 against a budget of £13,700.00 is good.

Open Spaces – Contract out Work – The figure of £5,265.50 includes £1,200.00 to Jex Plant for the Pond Survey, payments to Andrew Foreman for the New Bench and Litter Bin installations and money to BMAC Garden Services for various jobs; Grass Maintenance – £5,896.16 against a budget of £6,000.00 is OK, Mrs Cornwell once again explained that after confirmation from the Borough Council's CIL Team, future Grass Maintenance costs can be paid for via the Parish Council's CIL Funds as long as it is placed under the Open Spaces heading on the appropriate CIL Form, it was said that this would save a large amount of money; Repairs and Materials – The figure of £2,036.07 against a budget of £500.00 includes the Dyke Clearance at The Green and the purchase of some materials; Servicing Dog Bins – £1,943.40 is a little high; Tree Surgery – A little high, however, it was confirmed that in the future this can also be paid for by Parish Council CIL Funds; New Equipment/Works – The figure of £44,712.01 includes the cost of the new Trod, the new School Play Equipment for North Wootton Academy and South Wootton Junior School and the Pond Dredging works; With a transfer in of £55,279.87 from Parish Council CIL Funds, the end figure sits at £10,429.00 against a budget of £12,300.00 which is good.

Wootton Park – Contract out Work – OK; SW Share of Expenses – An invoice from NWPC is due, for items such as Grass Cutting and Insurance; Pavilion Repairs/Maint £5,973.53 against a budget of £870.00 is the cost of the new Pavillion Shutters paid for via Parish Council CIL Funds; Dog Bins – OK, slightly over at £647.76, however, this is a one-off payment; New Equipment - £1,517.18 is the cost of the new Pavillion Noticeboard, which has now been recredited via Wootton Park funds; Tree Surgery £5,100.00 against a budget of £3,700.00 is high, however, all items from the Tree Survey are now complete; Pest Control/Inspection Fees – OK; Total spend £9,545.29, with a £5,712.00 transfer from PC CIL Funds, the figure of £3,833.29 against a budget of £9,035.00 is good and well under budget.

Village Hall – Wages and Expenses – These are high but include the increased National Insurance and Pension Contributions (This also relates to the Litter Warden wages which is under budget); Repairs & Maintenance – £23,852.69 against a budget of £8,500.00 is high but includes £1,728.11 to Rentokil, the installation of the new Litter Bin and Slabs at £675.00, £1,250.00 for the replacement Hot Water Tap, £7,516.00 for the Air Conditioning Units paid for from PC CIL funds, £340.00 for the replacement Committee Room Door, £140.00 for the new Litter Bin, £80.00 for the replacement Guttering, the new Fire Door at £780.00, the Emergency Lighting at £460.00, the new Noticeboards at £359.00, some small repairs to the Guttering, the Monthly Cleaning bills, the Fire Alarm / Intruder Alarm and Solar Panel Maintenance, new Defibrillator Pads, the Boiler Service and Repairs to a Car Park Light; Trade Bin – The figure of £1,514.50 is a one-off payment; Utilities – OK, all under budget which is good, possibly due to

the new Solar Panel Battery Packs; New Equipment – The figure of £1,729.17 against a budget of £500.00, includes the new Pre-School Tables; New Works – The figure of £31,297.95 includes the cost of the New Solar Panels, the Village Hall Dusk till Dawn Lights, the Bin Store and the Car Park Resurfacing; With a total spend of £81,922.56 against income of £27,419.50 and a transfer in from Parish Council CIL Funds of £43,401.03, leaves a figure of £11,102.03 against a budget of £5,170.00 which is high but OK as it includes several one off items and improvements which have all been discussed fully and agreed by the Parish Council.

Miscellaneous – The £500.00 donation has been paid to SWiB, and a £200.00 donation has been paid to West Norfolk Befriending.

Income: Bank Interest - £4,226.52 against a budget of £4,000 is OK; Wayleaves - £21.41; Meeting Room Hire - £6,247.50 against a budget of £5,000.00 is good; Solar Panel Income - £2,441.21; making a total of £9,836.19 against a budget of £8,500.00.

Mr Scales confirmed that the nett total sits at £101,442.31 against a Budget of £130,185.00 which is good.

With all members happy, **Mr Narborough proposed that the Finances are a correct record of the Year End accounts; this was seconded by Mr Bland with all members in favour.**

CIL Suggestions: Mrs Banks spoke regarding the Parish Council CIL funds and asked if consideration could be given to improving the Sound System in the Village Hall.

She said that she had recently attended a Quiz Night in the Hall and people were commenting that they were having difficulties in hearing the questions.

Comment was made that the current Sound System has been in place for many years and members felt that it would be a great idea to upgrade it.

With all members happy with the suggestion, Mrs Cornwell stated that she would contact Cooper and Elms and Robert Fuller to obtain a quote for the work.

6. To approve the Accounts Statement for the Annual Meeting: Mrs Cornwell explained that the Accounts Statement had been prepared from the detailed Monitoring Sheets and showed the total spend to 31st March 2026.

She stated that the Accounts Statement will be issued to all residents attending the Annual Parish Assembly on Friday 17th April 2026.

With all members happy, **Mr Hofmeister proposed that the Accounts Statement be accepted, this was seconded by Mr Bland with all members in favour.**

7. To discuss a possible CIL Donation to the Scout and Guide Building:

Mr Bland explained that the Scout and Guide Headquarters situated in Station Road, North Wootton needs a New Roof.

He stated that the building is very well used by local children from Castle Rising, North Wootton and South Wootton, with several children from the new Allison Homes Estate also attending.

Mr Bland explained that the Scout Leader is obtaining quotes for the Roof and also a new Disabled Toilet facility.

He asked whether members would be in favour of supporting in principle, via its Parish Council CIL funds, a donation towards the Project.

Mr Bland went on to explain that support to the project has been received from North Wootton Parish Council, who have paid for the Planning Application fees, Castle Rising Parish Council and Borough/County Cllr Mr Simon Ring. In addition to this a local Architect has given his own time and has kindly produced the plans for the work at no charge.

It was explained that the amount of Parish Council CIL funding required is not yet known as quotes for the work are still being obtained, however, he is just asking if the Parish Council would support the idea in principle, with the application then being put forward to the Borough Council to fund the remaining balance.

Members discussed the suggestion and felt that it is a worthy idea, **Mr Narborough proposed in principle that the Parish Council provides a Donation to the project from its CIL Funds, this was seconded by Mrs Banks with all members in favour.**

Mr Bland thanked members and stated that we will need to wait for the quotes to enable the matter to be discussed further.

There being no further business the Chairman closed the meeting at 7.30pm.

8. Date of next meeting: 7pm on Wednesday 8th July 2026 in the Parish Council Meeting Room.