UPTON & NORTH ELMSALL PARISH COUNCIL

The Village Hall, Harewood Lane, Upton, WF9 1JB
(01977) 643283 / 645351 | clerk@uptonandnorthelmsall-pc.gov.uk
admin@uptonandnorthelmsall-pc.gov.uk

To all members of the Finance Committee

Date: 21st October 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance Committee**, to be held on **Tuesday 27th October 2026** at **6:30pm** at **The Village Hall, Upton, WF9 1JB**.

If you are **unable to attend**, please submit your apologies for absence, together with the reason, to the Parish Clerk prior to the meeting.

Yours sincerely

Miss Helen Senior
Parish Clerk & RFO

Meeting of the Finance Committee

Tuesday 27th October 2026 at 6:30pm at the Village Hall

AGENDA

16. Apologies for absence.

16.1. To receive apologies.

16.2. To consider approval of the reasons for absence.

17. Declarations of interest.

17.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.

17.2. To consider any applications for dispensation.

18. To approve and sign the draft minutes of the meeting of the Finance Committee held on Tuesday 28th July 2026. (A)

19. To receive and scrutinise the Quarter 2 financial position for 2026/27 as at 30th September 2026, including the cashbook reports, balance sheet, budget monitoring report, virements and any actual or potential overspends, and to consider any significant movements since the end of Quarter 1. (B)

20. To receive and scrutinise the completed bank reconciliations and corresponding independent checks for June, July and August 2026, noting the reconciled balances and considering any matters or exceptions arising. (C)

21. To receive and review the VAT return for Quarter 2 of 2026/27, including the amount reclaimed and confirmation of submission. (D)

22. To review movements in the Council's general and earmarked reserves between 1st July 2026 and 30th September 2026 and consider whether any recommendations should be made to Full Council. (E)

23. To review the operation of the Council's internal financial controls during Quarter 2, including banking arrangements, online banking, payment authorisation and accounting procedures. (F)

24. To receive and review the initial draft budget for 2027/28, incorporating committee budget requirements, Council services and projects identified by Full Council; to consider projected income, expenditure and reserve requirements; and to establish the Council's indicative baseline budget and precept requirement. (G)

25. To consider the financial implications and affordability of UNEF's three-year funding proposal, having regard to the Council's own 2027/28 budget requirement established under the preceding item; to consider the resulting impact on the indicative precept, reserves and future-year financial commitments; and to formulate a recommendation to Full Council. (H)

26. To note that the next meeting of the Finance Committee will take place on Tuesday 26th January 2027 at 6:30pm at the Village Hall.

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MINUTES OF A MEETING OF THE FINANCE COMMITTEE
Held on Tuesday 28th July 2026 at 6:30pm at the Village Hall

Present: Councillor E Farmer – Vice-Chair
Councillor H Owen
Councillor S Spencer – Chair

Helen Senior – Clerk & RFO

Absent: Councillor A Miles

1. **To appoint a Chair of the Finance Committee for the 2026/27 municipal year.**
   RESOLVED: that Councillor S Spencer be appointed as the Chair of the Finance Committee for the 2026/27 municipal year.

2. **To appoint a Vice-Chair of the Finance Committee for the 2026/27 municipal year.**
   RESOLVED: that Councillor E Farmer be appointed as the Vice-Chair of the Finance Committee for the 2026/27 municipal year.

3. **Apologies and Reasons for Absence.**
   3.1. To receive apologies.
   No apologies were received.

   3.2. To consider approval of the reasons for absence.
   No reasons for absence were recorded.

4. **Declarations of interest.**
   4.1 To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
   No declarations were received.

   4.2. To consider any applications for dispensation.
   There were no applications for dispensation.

Signed: _____

5. **To receive and note the Finance Committee's Terms of Reference, as set out within the Council's Scheme of Delegation.**
   RESOLVED: that the Finance Committee's Terms of Reference be received and noted.

6. **To receive and scrutinise the final financial position for 2025/26 as at 31st March 2026 (Month 12), including the cashbook, balance sheet and year-end budget monitoring report.**
   RESOLVED: that the final financial position for 2025/26 be received and scrutinised; and that no specific concerns requiring action were identified.

7. **To receive and scrutinise the Quarter 1 financial position for 2026/27 as at 30th June 2026, including the cashbook reports, balance sheet, budget monitoring report and any actual or potential overspends, and to consider any significant movements since the 2025/26 year-end.**
   RESOLVED: that the Quarter 1 financial position for 2026/27 be received and scrutinised; that Councillor Spencer establish the anticipated future expenditure required for the flower tubs and report his findings to the Committee for budget consideration; and that the Finance Committee recommend to Full Council that the Village Hall – General Maintenance budget be increased by £2,000, funded from the General Reserve, to ensure sufficient budget provision for the remainder of the 2026/27 financial year.

8. **To receive and scrutinise the completed bank reconciliations and corresponding independent checks for March, April and May 2026, noting the reconciled balances and considering any matters or exceptions arising.**
   RESOLVED: that the completed bank reconciliations and independent checks for March, April and May 2026 be received and scrutinised; and that no matters or exceptions were identified.

9. **To review the Council's VAT position for Quarter 1 of 2026/27.**
   RESOLVED: that the Council's VAT position for Quarter 1 of 2026/27 be reviewed; and that no issues were identified.

10. **To review movements in the Council's general and earmarked reserves between 31st March and 30th June 2026 and consider whether any recommendations should be made to Full Council.**
    RESOLVED: that movements in the Council's reserves be kept under review and that no recommendation to Full Council is considered necessary at this stage.

Signed: _____

11. To review the operation of the Council's internal financial controls during Quarter 1, including banking arrangements, online banking, payment authorisation and accounting procedures.

RESOLVED: that the operation of the Council's internal financial controls during Quarter 1 be reviewed and considered adequate.

12. To receive and note financial information provided by South Kirkby and Moorthorpe Town Council in relation to the Joint Burial Committee, and to consider its implications for the Council's future budget provision.

RESOLVED: that the financial information provided by South Kirkby and Moorthorpe Town Council in relation to the Joint Burial Committee be received and noted; and that the projected net expenditure implications be considered when preparing the draft 2027/28 budget.

13. To note the timetable for preparing the 2027/28 draft budget and precept recommendation to Full Council.

RESOLVED: that the timetable for preparing the 2027/28 draft budget and precept recommendation be noted as follows:

Meeting date	What will happen?
1st September 2026	Staffing Committee will identify and recommend its budget requirements.
22nd September 2026	Allotments Committee will identify and recommend its budget requirements.
6th October 2026	Events Committee will identify and recommend its budget requirements.
20th October 2026	Full Council will identify any projects it wishes to be considered.
27th October 2026	Finance Committee will review the requests and make further suggestions.
17th November 2026	Full Council will review the draft and suggest any amendments.
19th January 2027	Full Council will approve the budget and precept demand.

Signed: _____

14. To confirm any recommendations arising from the meeting to be referred to Full Council.

RESOLVED: that the Finance Committee recommend to Full Council that the 2026/27 Village Hall – General Maintenance budget be increased from £2,000 to £4,000, with the additional £2,000 funded from the General Reserve, to provide sufficient budget for general maintenance during the remainder of the financial year. The servicing and unplanned emergency repairs to the village hall's emergency lighting accounted for £1,860 of the original £2,000 budget during Quarter 1.

15. To note that the next meeting of the Finance Committee will take place on Tuesday 27th October 2026 at 6:30pm at the Village Hall.

RESOLVED: that the next meeting of the Finance Committee, due to be held on Tuesday 27th October 2026 at 6:30pm at the Village Hall, be noted.

In the absence of any further business, the Chair thanked everyone for their attendance and closed the meeting at 7:40pm.

Signed: _____

UPTON & NORTH ELMSALL PARISH COUNCIL
FINANCE COMMITTEE MEETING
Tuesday 27th October 2026

QUARTER 2 FINANCIAL POSITION FOR 2026/27

The Position

The accounts show a £127,576 surplus at 30th September, but this is not spare money or an indication of the likely year-end position. The Council has now received the full annual precept, while a significant proportion of planned expenditure will fall during the second half of the financial year. Overall expenditure at the halfway point stands at £133,180, representing 43.5% of the revised annual expenditure budget. Most budgets remain within provision, although a small number of overspends, budget pressures and approved reserve-funded commitments require monitoring or formal budget adjustment.

Headline Figures At 30th September 2026

Figure	Full-year plan	Position after six months	Notes
Income	£271,930	£260,756 received	95.9% of planned income received; includes the full annual precept
Expenditure	£306,097	£133,180 spent	43.5% of the revised annual budget used
Current position	£34,167 planned use of reserves	£127,576 temporary surplus	Timing difference; significant expenditure remains due in the second half of the year
Cash and bank balances	-	£238,413.59	Includes £81.20 held as petty cash
VAT Control Account	-	£3,865	Recoverable VAT balance shown at 30th September

Why The Planned Budget Now Shows A £34,167 Difference

The difference between planned annual income of £271,930 and revised annual expenditure of £306,097 represents planned expenditure from reserves, rather than an unfunded shortfall. £20,107 relates to the School Street allotment redevelopment, for which funds have been set aside. During Quarter 2, further budget provision totalling £14,060 was approved from General Reserves.

Budget adjustment	Additional provision
Harewood Lane Allotments - Skip Hire	£750
Village Hall - General Maintenance	£2,000
Miners Memorial Garden - Paving and Path Works	£11,310
Total additional provision	£14,060

The £750 allocation increased the Harewood Lane Skip Hire budget to allow three skips to be hired. The Village Hall General Maintenance budget was subsequently increased from £2,000 to £4,000. The Council also approved expenditure of up to £11,310 for the Miners Memorial paving and path works. Each of these additional provisions is funded from General Reserves.

The Quarter 1 reserves reports identified £8,000 as committed from General Reserves for the Community Garden asbestos-removal works approved in June. This is not yet reflected in the revised annual budget because the original resolution did not expressly record the funding source. The Finance Committee is therefore asked to recommend that Full Council formally confirm the £8,000 allocation. If approved, the annual expenditure budget would increase to £314,097 and planned use of reserves to £42,167.

During preparation of the Quarter 2 accounts, staffing budgets and year-to-date expenditure were also reclassified from Administration to the new Staffing & Employment cost centre. This accounting reclassification did not change the Council’s overall expenditure or approved budget.

Budgets Already Overspent

Budget heading	Annual budget	Spent by 30th September	Current position
Village Hall - Refuse Collection	£500	£689	£189 over; no further expenditure currently expected
Harewood Lane - Site Security	£0	£97	No budget provision; no further expenditure currently planned
Environmental Services - General Maintenance	£2,000	£3,348	£1,348 over; any further expenditure will need to be monitored

Budget Areas Requiring Attention

Community Garden

£6,950 has been charged to the Community Garden Contractors heading against the original £100 budget, relating to asbestos-removal works approved by Full Council in June. The Quarter 1 reserves reports identified £8,000 as committed from General Reserves. As the original resolution did not expressly record the funding source, the Committee is asked to recommend that Full Council formally confirm that £8,000 be allocated from General Reserves to the Community Garden Contractors budget. If approved, the Contractors budget would increase to £8,100, leaving £1,150 available. This is therefore approved expenditure from General Reserves which now needs to be formally reflected in the budget.

Environmental Services - General Maintenance

Expenditure stands at £3,348 against the £2,000 annual budget, an overspend of £1,348. The expenditure relates primarily to tree works at the Recreation Ground and the annual fee paid to Wakefield Council for play area inspections. The heading was already overspent at the end of Quarter 1 and should remain under review, with any further expenditure considered against the remaining overall budget position.

Water Displays & Bin Emptying

Although not yet overspent, £6,140 of the £7,000 budget has been used, leaving £860 for the remaining six months. As this heading includes recurring expenditure, the position should be monitored closely.

Grants
At 30th September, grant expenditure stood at £9,000 against the £10,000 annual budget, leaving £1,000 available at the Quarter 2 reporting date.

The remaining £1,000 was subsequently paid to the Foodbank on 1st October 2026, fully utilising the original Grants budget.

On 20th October 2026, Full Council approved a further grant of £1,500 towards the Rugby Club's fireworks display, to be funded from General Reserves. This increases the annual Grants budget to £11,500 and creates an additional £1,500 commitment against General Reserves.

No uncommitted provision remains within the Grants budget. Any further awards during 2026/27 would require an identified source of additional funding.

Harewood Lane - Contractors
At 30th September, expenditure stood at £1,150 against the £1,310 annual budget, leaving £160 available.

On 20th October 2026, Full Council considered a quotation of £1,050 plus VAT from T & D Contractors to clear two recently vacated plots. As the existing budget could not accommodate the works, the proposal would have required additional funding from General Reserves.

Members instead agreed to permit Cllr Stephen Spencer to undertake daytime burning to assist with clearing the plots, avoiding the proposed contractor expenditure. No additional allocation from General Reserves was therefore approved for these works.

The remaining £160 should continue to be monitored against any further contractor requirements during 2026/27.

Other Decisions Since the Quarter 2 Reporting Date
The following decisions were made by Full Council on 20th October 2026. They are not reflected in the expenditure figures at 30th September but should be taken into account when assessing the remaining budget available.

<u>Village Hall – Water Heater Replacement</u>
Full Council approved the installation of a gas combi boiler at a cost of £1,940 plus VAT, to be funded from the Village Hall Improvements budget.

At 30th September, £5,368 remained within that budget. The approved works can therefore be accommodated within the existing provision, leaving £3,428 before any other expenditure or commitments arising since the reporting date.

School Street Redevelopment – Legal Advice

Full Council agreed to seek legal advice regarding the covenant affecting the School Street redevelopment site, to clarify its implications and the options available to the Council.

The cost is not yet known and is expected to be charged to the Legal Fees budget, which had £1,877 remaining at 30th September.

Once a quotation is available, it will need to be assessed against the remaining provision and any other legal expenditure or commitments. Any additional budget requirement will need to be identified before expenditure is authorised.

Events Booklet – Royal Mail Delivery

Full Council approved door-to-door delivery of the new events booklet through Royal Mail, to be funded from the Advertising & Publicity budget.

At 30th September, no expenditure had been charged against this budget. For planning purposes, the full £500 should now be treated as committed until the delivery cost is confirmed.

RialtasWeb

Full Council approved the move to RialtasWeb at an additional annual cost of £418. The additional charge for 2026/27 is £209, with no additional one-off costs.

At 30th September, £2,351 remained within the original £4,000 IT Support budget.

The updated forecast separates Finance Software Licence & Support from IT Support & Cybersecurity. It includes £1,911 for finance software, including the £209 RialtasWeb charge, and £1,923.37 for other IT support.

The combined forecast is £3,834.37 against the original £4,000 provision, leaving £165.63 available. The move can therefore be accommodated within the existing budget on the current forecast.

SLCC Membership

Full Council approved membership of the Society of Local Council Clerks at a cost of £399, to be funded from the Memberships & Subscriptions budget.

At 30th September, £700 remained within that budget. The approved subscription would leave £301 available, before any other expenditure or commitments arising since the reporting date.

The updated forecast separately identifies Other Software & Cloud Services, with £90 of further expenditure anticipated between October and March. Allowing for this alongside the £399 SLCC subscription leaves £211 available across the original Memberships & Subscriptions provision.

Budgets That Look Heavily Spent But Are Not Currently A Concern

Budget	Amount used	Why this is expected
Insurance	93.5%	The annual premium is substantially paid at the beginning of the financial year.
Joint Burial Committee	100.0%	The annual contribution has already been paid.
Youth Provision	96.0%	The principal annual expenditure relates to the summer holiday provision, which has already been paid.
Citizens Advice	99.7%	The annual service contribution has already been paid.
Website	76.8%	Development and final-payment costs were incurred during Quarter 1.

Why The Payment List Looks Higher Than Actual Spending

The Quarter 2 Current Account payment list totals £193,729.97, but includes internal bank transfers, recoverable VAT and petty-cash movements, including the £126,882.50 transfer of the second precept instalment to the Base RateTracker Account. These are cash movements, not additional Council expenditure; the budget report correctly shows cumulative actual expenditure of £133,180 at 30th September.

What Members Are Being Asked To Do

- Receive and note the Quarter 2 financial position, the budget adjustments made during the quarter and the subsequent financial commitments approved by Full Council on 20th October 2026.
- Recommend to Full Council that it formally confirm that the previously approved Community Garden asbestos-removal works are to be funded

from General Reserves, with an £8,000 allocation to the Community Garden Contractors budget.

- Note the additional £1,500 allocation from General Reserves for the Rugby Club fireworks grant and ensure that the approved commitments are reflected in the current-year budget and forecast.
- Keep the remaining budget provision, overspends and unquantified costs under review, identifying any further budget adjustments or funding requirements as they arise.

Upton & North Elmsall Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration								
1058	Accounting Adjustments	3,557	0	0	0			0.0%	
1063	Photocopying & Printing	0	1	0	(1)			0.0%	
1176	Precept	248,670	253,765	253,765	0			100.0%	
1190	Bank Interest	1,318	633	1,640	1,007			38.6%	
1999	Miscellaneous Income	0	0	50	50			0.0%	
	Administration :- Income	**253,545**	**254,399**	**255,455**	**1,056**			**99.6%**	**0**
2000	OLD - Mileage - Staff	28	0	0	0		0	0.0%	
	Administration :- Direct Expenditure	**28**	**0**	**0**	**0**	**0**	**0**		**0**
2003	Mobile Airtime	186	119	300	181		181	39.6%	
2009	HR Services	2,511	0	0	0		0	0.0%	
2010	H & S Services	802	962	2,300	1,338		1,338	41.8%	
4000	Salaries (Inc NI/PAYE)	83,482	0	0	0		0	0.0%	
4001	Pension Administration	634	0	0	0		0	0.0%	
4002	Payroll Administration	499	0	0	0		0	0.0%	
4003	Pension Contributions	2,988	0	0	0		0	0.0%	
4005	Portable Toilet Hire	617	0	0	0		0	0.0%	
4010	Staff Training	235	0	0	0		0	0.0%	
4016	Refreshments & Hospitality	44	13	50	37		37	26.5%	
4020	Legal Fees	0	3,123	5,000	1,877		1,877	62.5%	
4022	Memberships & Subscriptions	1,152	1,300	2,000	700		700	65.0%	
4025	Audit Fees	1,025	1,980	2,150	170		170	92.1%	
4032	Photocopier Lease	1,573	576	1,600	1,024		1,024	36.0%	
4034	Publications & Ref Materials	0	0	100	100		100	0.0%	
4035	Insurance	3,511	4,677	5,000	323		323	93.5%	
4040	Telephone & Broadband	1,511	436	1,200	764		764	36.4%	
4041	Photocopier & Printing Charges	656	229	720	491		491	31.8%	
4042	IT Support & Cybersecurity	3,420	1,649	4,000	2,351		2,351	41.2%	
4043	Bank Charges	138	142	220	78		78	64.7%	
4045	Postage	11	35	60	25		25	58.6%	
4046	Office Stationery	256	94	1,000	906		906	9.4%	
4047	Office Furniture & Equipment	801	1,041	2,500	1,459		1,459	41.6%	
4049	Supplies	0	47	50	3		3	93.0%	
4050	Advertising & Publicity	40	0	500	500		500	0.0%	
4060	Website	1,244	1,536	2,000	464		464	76.8%	
4080	Debit Card Charges	2	0	0	0		0	0.0%	
4120	Equipment Purchases	1,215	16	1,500	1,484		1,484	1.1%	
4244	Fuel Card Charges	13	0	0	0		0	0.0%	
4299	Miscellaneous Expenses	1	0	50	50		50	0.0%	
	Administration :- Indirect Expenditure	**108,565**	**17,974**	**32,300**	**14,326**	**0**	**14,326**	**55.6%**	**0**
	Net Income over Expenditure	**144,952**	**236,425**	**223,155**	**(13,270)**				

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		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Village Hall								
1000	Hall Hire	2,005	1,781	2,120	339			84.0%	
1999	Miscellaneous Income	6	0	200	200			0.0%	
	Village Hall :- Income	**2,011**	**1,781**	**2,320**	**539**			**76.8%**	**0**
2002	Office & Cleaning Supplies	977	394	500	106		106	78.9%	
4027	Skip Hire	713	0	250	250		250	0.0%	
4099	Cleaning Equipment	281	14	200	186		186	6.8%	
4105	Water Charges	880	279	700	421		421	39.9%	
4107	Electricity Charges	5,226	1,738	6,700	4,962		4,962	25.9%	
4108	Gas Charges	2,510	377	3,000	2,623		2,623	12.6%	
4110	Maintenance - Security	1,173	15	600	585		585	2.5%	
4113	Maintenance - General	4,107	2,809	4,000	1,191		1,191	70.2%	
4115	Village Hall Improvements	6,071	1,632	7,000	5,368		5,368	23.3%	
4120	Equipment Purchases	633	833	1,000	167		167	83.3%	
4125	CCTV	3,628	0	1,000	1,000		1,000	0.0%	
4126	Licence Fees	273	0	300	300		300	0.0%	
4240	Refuse Collection	472	689	500	(189)		(189)	137.9%	
4299	Miscellaneous Expenses	136	0	500	500		500	0.0%	
	Village Hall :- Indirect Expenditure	**27,080**	**8,781**	**26,250**	**17,469**	**0**	**17,469**	**33.5%**	**0**
	Net Income over Expenditure	**(25,069)**	**(7,000)**	**(23,930)**	**(16,930)**				
103	Civic & Governance								
4150	Cllrs' Telephone Allowance	0	0	500	500		500	0.0%	
4151	Mileage - Cllrs	160	0	300	300		300	0.0%	
4155	Chair's Allowance	1,304	793	1,500	708		708	52.8%	
4160	Election Costs	9,863	0	13,000	13,000		13,000	0.0%	
	Civic & Governance :- Indirect Expenditure	**11,327**	**793**	**15,300**	**14,508**	**0**	**14,508**	**5.2%**	**0**
	Net Expenditure	**(11,327)**	**(793)**	**(15,300)**	**(14,508)**				
104	Staffing & Employment								
2009	HR Services	0	1,227	2,800	1,574		1,574	43.8%	
4000	Salaries (Inc NI/PAYE)	0	30,609	80,000	49,391		49,391	38.3%	
4001	Pension Administration	0	282	500	218		218	56.4%	
4002	Payroll Administration	0	101	400	300		300	25.1%	
4003	Pension Contributions	0	1,117	3,500	2,383		2,383	31.9%	
4008	Staff Mileage & Expenses	0	0	20	20		20	0.0%	
4010	Staff Training	0	213	1,500	1,287		1,287	14.2%	
	Staffing & Employment :- Indirect Expenditure	**0**	**33,548**	**88,720**	**55,172**	**0**	**55,172**	**37.8%**	**0**
	Net Expenditure	**0**	**(33,548)**	**(88,720)**	**(55,172)**				

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		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	Grants & Donations								
4180	JBB Contribution	16,798	16,798	16,800	2		2	100.0%	
4190	Grants	11,500	9,000	10,000	1,000		1,000	90.0%	
4191	Donations	494	0	1,000	1,000		1,000	0.0%	
4195	Youth Provision	9,600	9,600	10,000	400		400	96.0%	
	Grants & Donations :- Indirect Expenditure	**38,392**	**35,398**	**37,800**	**2,402**	**0**	**2,402**	**93.6%**	**0**
	Net Expenditure	**(38,392)**	**(35,398)**	**(37,800)**	**(2,402)**				
120	School Street Allotments								
1050	Allotment Rents	70	0	0	0			0.0%	
	School Street Allotments :- Income	**70**	**0**	**0**	**0**				**0**
2006	School Street Re-Development	24,893	825	20,107	19,282		19,282	4.1%	825
4027	Skip Hire	238	0	0	0		0	0.0%	
	School Street Allotments :- Indirect Expenditure	**25,130**	**825**	**20,107**	**19,282**	**0**	**19,282**	**4.1%**	**825**
	Net Income over Expenditure	**(25,060)**	**(825)**	**(20,107)**	**(19,282)**				
6000	plus Transfer from EMR	9,310	825	0	(825)				
	Movement to/(from) Gen Reserve	**(15,750)**	**0**	**(20,107)**	**(20,107)**				
121	Harewood Lane Allotments								
1050	Allotment Rents	785	2,791	2,500	(291)			111.6%	
1055	Allotment Key Deposits	45	75	0	(75)			0.0%	
	Harewood Lane Allotments :- Income	**830**	**2,866**	**2,500**	**(366)**			**114.6%**	**0**
2005	Pest Control	425	170	500	330		330	34.0%	
4005	Portable Toilet Hire	608	572	900	328		328	63.6%	
4024	Contractors	2,685	1,150	1,310	160		160	87.8%	
4027	Skip Hire	238	750	1,000	250		250	75.0%	
4105	Water Charges	1,554	335	1,180	845		845	28.4%	
4106	Site Security	0	97	0	(97)		(97)	0.0%	
	Harewood Lane Allotments :- Indirect Expenditure	**5,509**	**3,074**	**4,890**	**1,816**	**0**	**1,816**	**62.9%**	**0**
	Net Income over Expenditure	**(4,679)**	**(208)**	**(2,390)**	**(2,182)**				
124	War Memorial								
4113	Maintenance - General	0	0	100	100		100	0.0%	
4299	Miscellaneous Expenses	0	0	150	150		150	0.0%	
	War Memorial :- Indirect Expenditure	**0**	**0**	**250**	**250**	**0**	**250**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(250)**	**(250)**				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
125	Rose Estate Playing Field								
4024	Contractors	2,960	280	3,000	2,720		2,720	9.3%	
4120	Equipment Purchases	1,495	0	1,500	1,500		1,500	0.0%	
	Rose Estate Playing Field :- Indirect Expenditure	**4,455**	**280**	**4,500**	**4,220**	**0**	**4,220**	**6.2%**	**0**
	Net Expenditure	**(4,455)**	**(280)**	**(4,500)**	**(4,220)**				
127	Stables and Grazing								
1052	Stable and Grazing Rents	6,631	1,710	7,500	5,790			22.8%	
	Stables and Grazing :- Income	**6,631**	**1,710**	**7,500**	**5,790**			**22.8%**	**0**
	Net Income	**6,631**	**1,710**	**7,500**	**5,790**				
129	Grazing Field								
4024	Contractors	4,550	0	0	0		0	0.0%	
4105	Water Charges	1,726	24	1,300	1,276		1,276	1.9%	
4111	Grazing Field Maintenance	0	2,175	3,310	1,135		1,135	65.7%	
	Grazing Field :- Indirect Expenditure	**6,276**	**2,199**	**4,610**	**2,411**	**0**	**2,411**	**47.7%**	**0**
	Net Expenditure	**(6,276)**	**(2,199)**	**(4,610)**	**(2,411)**				
130	Stables								
4113	Maintenance - General	1,200	333	1,100	767		767	30.3%	
	Stables :- Indirect Expenditure	**1,200**	**333**	**1,100**	**767**	**0**	**767**	**30.3%**	**0**
	Net Expenditure	**(1,200)**	**(333)**	**(1,100)**	**(767)**				
132	Quarry Lane								
1061	Lease Income	500	0	500	500			0.0%	
	Quarry Lane :- Income	**500**	**0**	**500**	**500**			**0.0%**	**0**
	Net Income	**500**	**0**	**500**	**500**				
134	Events								
1054	Pantomime Income	218	0	0	0			0.0%	
	Events :- Income	**218**	**0**	**0**	**0**				**0**
4007	Village Show	0	292	0	(292)		(292)	0.0%	
4235	Community Events	2,317	4,354	9,000	4,646		4,646	48.4%	
	Events :- Indirect Expenditure	**2,317**	**4,646**	**9,000**	**4,354**	**0**	**4,354**	**51.6%**	**0**
	Net Income over Expenditure	**(2,099)**	**(4,646)**	**(9,000)**	**(4,354)**				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135	Luke Farmer Memorial Garden								
4105	Water Charges	180	52	200	148		148	26.2%	
4113	Maintenance - General	469	0	1,000	1,000		1,000	0.0%	
	Luke Farmer Memorial Garden :- Indirect Expenditure	**648**	**52**	**1,200**	**1,148**	**0**	**1,148**	**4.4%**	**0**
	Net Expenditure	**(648)**	**(52)**	**(1,200)**	**(1,148)**				
136	School Street Green								
4005	Portable Toilet Hire	100	0	0	0		0	0.0%	
4113	Maintenance - General	2,993	0	1,000	1,000		1,000	0.0%	
4120	Equipment Purchases	11,798	0	1,000	1,000		1,000	0.0%	
	School Street Green :- Indirect Expenditure	**14,891**	**0**	**2,000**	**2,000**	**0**	**2,000**	**0.0%**	**0**
	Net Expenditure	**(14,891)**	**0**	**(2,000)**	**(2,000)**				
139	Miners Memorial Garden								
4113	Maintenance - General	0	1,590	11,810	10,220		10,220	13.5%	
4120	Equipment Purchases	10	0	0	0		0	0.0%	
	Miners Memorial Garden :- Indirect Expenditure	**10**	**1,590**	**11,810**	**10,220**	**0**	**10,220**	**13.5%**	**0**
	Net Expenditure	**(10)**	**(1,590)**	**(11,810)**	**(10,220)**				
140	Environmental Services								
2008	Water Displays & Bin Emptying	12,070	6,140	7,000	860		860	87.7%	
4007	Village Show	67	86	500	414		414	17.1%	
4024	Contractors	570	750	2,000	1,250		1,250	37.5%	
4113	Maintenance - General	120	3,348	2,000	(1,348)		(1,348)	167.4%	
4120	Equipment Purchases	101	211	1,000	789		789	21.1%	
4210	Grass Cutting	12,150	0	8,500	8,500		8,500	0.0%	
4212	Fuel for Equipment	19	0	50	50		50	0.0%	
4214	Flower Containers	0	167	1,000	833		833	16.7%	
4219	Tools	128	0	0	0		0	0.0%	
4220	Christmas Trees & Lights	4,339	0	12,000	12,000		12,000	0.0%	
4299	Miscellaneous Expenses	139	0	210	210		210	0.0%	
	Environmental Services :- Indirect Expenditure	**29,702**	**10,701**	**34,260**	**23,559**	**0**	**23,559**	**31.2%**	**0**
	Net Expenditure	**(29,702)**	**(10,701)**	**(34,260)**	**(23,559)**				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
145	Cllrs Training								
4152	Cllrs Training	934	401	2,000	1,599		1,599	20.0%	
	Cllrs Training :- Indirect Expenditure	**934**	**401**	**2,000**	**1,599**	**0**	**1,599**	**20.0%**	**0**
	Net Expenditure	**(934)**	**(401)**	**(2,000)**	**(1,599)**				
146	Defibrillators								
4049	Supplies	2,277	136	2,000	1,864		1,864	6.8%	
	Defibrillators :- Indirect Expenditure	**2,277**	**136**	**2,000**	**1,864**	**0**	**1,864**	**6.8%**	**0**
	Net Expenditure	**(2,277)**	**(136)**	**(2,000)**	**(1,864)**				
147	Community Garden								
4005	Portable Toilet Hire	625	104	600	496		496	17.3%	
4024	Contractors	0	6,950	100	(6,850)		(6,850)	6950.0%	
4027	Skip Hire	238	0	250	250		250	0.0%	
4049	Supplies	385	75	400	325		325	18.6%	
4105	Water Charges	226	79	500	421		421	15.9%	
4120	Equipment Purchases	6	86	100	14		14	86.2%	
	Community Garden :- Indirect Expenditure	**1,479**	**7,294**	**1,950**	**(5,344)**	**0**	**(5,344)**	**374.1%**	**0**
	Net Expenditure	**(1,479)**	**(7,294)**	**(1,950)**	**5,344**				
148	Floral Displays								
4049	Supplies	823	35	200	165		165	17.5%	
4120	Equipment Purchases	396	30	300	270		270	10.0%	
4222	Plants	1,070	800	1,000	200		200	80.0%	
	Floral Displays :- Indirect Expenditure	**2,289**	**865**	**1,500**	**635**	**0**	**635**	**57.7%**	**0**
	Net Expenditure	**(2,289)**	**(865)**	**(1,500)**	**(635)**				
149	OLD-Cash For Bank-DO NOT USE								
1062	Cash Received for Bank	3,655	0	3,655	3,655			0.0%	
	OLD-Cash For Bank-DO NOT USE :- Income	**3,655**	**0**	**3,655**	**3,655**			**0.0%**	**0**
	Net Income	**3,655**	**0**	**3,655**	**3,655**				
151	Eco Plot								
4120	Equipment Purchases	0	0	200	200		200	0.0%	
4212	Fuel for Equipment	50	0	50	50		50	0.0%	
	Eco Plot :- Indirect Expenditure	**50**	**0**	**250**	**250**	**0**	**250**	**0.0%**	**0**
	Net Expenditure	**(50)**	**0**	**(250)**	**(250)**				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
153	Citizens Advice								
4161	Citizens Advice	4,144	4,289	4,300	11		11	99.7%	
	Citizens Advice :- Indirect Expenditure	**4,144**	**4,289**	**4,300**	**11**	**0**	**11**	**99.7%**	**0**
	Net Expenditure	**(4,144)**	**(4,289)**	**(4,300)**	**(11)**				
157	OLD - Council Van - DO NOT USE								
1999	Miscellaneous Income	279	0	0	0			0.0%	
	OLD - Council Van - DO NOT USE :- Income	**279**	**0**	**0**	**0**				**0**
	Net Income	**279**	**0**	**0**	**0**				
	Grand Totals:- Income	**267,739**	**260,756**	**271,930**	**11,174**			**95.9%**	
	Expenditure	**286,703**	**133,180**	**306,097**	**172,917**	**0**	**172,917**	**43.5%**	
	Net Income over Expenditure	**(18,964)**	**127,576**	**(34,167)**	**(161,743)**				
	plus Transfer from EMR	**9,310**	**825**	0	(825)				
	Movement to/(from) Gen Reserve	**(9,654)**	**128,401**	**(34,167)**	**(162,568)**				

Upton & North Elmsall Parish Council Current Year

Income and Expenditure Account for Year Ended 31st March 2027

31st March 2026		31st March 2027
	Income Summary	
248,670	Precept	253,765
248,670	Sub Total	**253,765**
	Operating Income	
4,875	Administration	634
2,011	Village Hall	1,781
70	School Street Allotments	0
830	Harewood Lane Allotments	2,866
6,631	Stables and Grazing	1,710
500	Quarry Lane	0
218	Events	0
3,655	OLD-Cash For Bank-DO NOT USE	0
279	OLD - Council Van - DO NOT USE	0
267,739	Total Income	**260,756**
	Running Costs	
108,593	Administration	17,974
27,080	Village Hall	8,781
11,327	Civic & Governance	793
0	Staffing & Employment	33,548
38,392	Grants & Donations	35,398
25,130	School Street Allotments	825
5,509	Harewood Lane Allotments	3,074
4,455	Rose Estate Playing Field	280
6,276	Grazing Field	2,199
1,200	Stables	333
2,317	Events	4,646
648	Luke Farmer Memorial Garden	52
14,891	School Street Green	0
10	Miners Memorial Garden	1,590
29,702	Environmental Services	10,701
934	Cllrs Training	401
2,277	Defibrillators	136
1,479	Community Garden	7,294
2,289	Floral Displays	865
50	Eco Plot	0
4,144	Citizens Advice	4,289
286,703	Total Expenditure	**133,180**
	General Fund Analysis	
133,667	Opening Balance	99,595
267,739	Plus : Income for Year	260,756
401,406		360,352
286,703	Less : Expenditure for Year	133,180
114,702		227,172
15,107	Transfers TO / FROM Reserves	4,175
99,595	**Closing Balance**	**222,997**

15/10/2026

08:38

Upton & North Elmsall Parish Council Current Year

Balance Sheet as at 30th September 2026

31st March 2026				31st March 2027	
		Current Assets			
1,348		Debtors	0		
7,635		VAT Control A/c	3,865		
5		VAT Amendment	0		
1,549		Prepayments	0		
8,147		Current A/c	27,793		
91,785		Base RateTracker A/c	209,901		
9,237		Community A/c	638		
0		Petty Cash	81		
119,706				**242,279**	
	119,706	**Total Assets**			**242,279**
		Current Liabilities			
2,551		Creditors	0		
1,809		Accruals	0		
644		Receipts in Advance	0		
5,004				**0**	
	114,702	**Total Assets Less Current Liabilities**			**242,279**
		Represented By			
	99,595	General Reserves			222,997
	15,107	EMR - School St Redevelopment			19,282
	114,702				**242,279**

The above statement represents fairly the financial position of the authority as at 30th September 2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date :_____

UPTON & NORTH ELMSALL PARISH COUNCIL
FINANCE COMMITTEE MEETING
Tuesday 27th October 2026

BANK RECONCILIATIONS AND INDEPENDENT CHECKS

The Position
The Council's accounting records agreed with its bank records for June, July and August. Every reconciliation showed a difference of £0.00, and the independent checks found no exceptions.

What Is a Bank Reconciliation?
This is the monthly check that the figures recorded in Rialtas agree with the money shown in the Council's bank accounts. A difference of £0.00 means that the two sets of records match.

What Was Independently Checked?
The independent checks of the June, July and August reconciliations were completed on 16th October 2026. The payments, receipts and transfers recorded in each active cashbook were checked against the bank records.

Outcome

Month end	Total balance	Difference	Independent check	Exceptions
30th June 2026	£171,969.81	£0.00	Completed 16th October	None
31st July 2026	£149,691.98	£0.00	Completed 16th October	None
31st August 2026	£142,085.50	£0.00	Completed 16th October	None

Additional Notes
The Business Premium and Pavilion accounts (Cashbooks 3 and 5) remained closed following year end. Only the signed reconciliation summary sheets are included with the agenda papers; supporting payment, receipt and transaction checklists are retained with the Council's financial records.

What Members Need to Know and Do
There is no concern. The reconciliations matched the accounting records and the checks found no exceptions. Members are asked to receive and note the June, July and August reconciliations and independent checks.

Date:06/07/2026 **Upton & North Elmsall Parish Council Current Year** Page 1

Time: 09:28 User: CLERK

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 1 - Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	30/06/2026		28,901.59
			28,901.59

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		28,901.59

Unpresented Receipts (Plus)		
	0.00	
		0.00
c/fwd 309.86 (July)		28,901.59
	Balance per Cash Book is :-	**28,901.59**
	Difference is :-	**0.00**

Signatory 1:

Name Steve Pallett Signed ..... Date 16.10.26

Signatory 2:

Name Susie Sykes Signed ..... Date 16/10/26

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 2 - Base RateTracker A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Rate Tracker	30/06/2026		142,671.28
			142,671.28

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		142,671.28

Unpresented Receipts (Plus)		
	0.00	
		0.00
		142,671.28
	Balance per Cash Book is :-	**142,671.28**
	Difference is :-	**0.00**

Signatory 1:

Name Steve Pallett Signed ..... Date 16.10.26

Signatory 2:

Name Julie Rhodes Signed ..... Date 16.10.26.

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Bank Reconciliation Statement as at 30/06/2026
for Cashbook 6 - Community A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Community Account	30/06/2026		396.94
			396.94

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		396.94

Unpresented Receipts (Plus)		
	0.00	
		0.00
		396.94
	Balance per Cash Book is :-	**396.94**
	Difference is :-	**0.00**

Signatory 1:

Name Steve Pallett Signed ..... Date 16.10.26

Signatory 2:

Name Susie Sykes Signed ..... Date 16.10.26.

Date: 03/08/2026 **Upton & North Elmsall Parish Council Current Year** Page 1

Time: 07:47 User: CLERK

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 1 - Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	31/07/2026		26,485.99
			26,485.99
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			26,485.99
Unpresented Receipts (Plus)			
		0.00	
			0.00
			26,485.99
		Balance per Cash Book is :-	**26,485.99** ✓
		Difference is :-	**0.00**

Signatory 1:

Name Steve Parrett Signed ..... Date 16.10.26

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Date:03/08/2026 **Upton & North Elmsall Parish Council Current Year** Page 1

Time: 07:49 User: CLERK

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 2 - Base RateTracker A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Rate Tracker	31/07/2026		122,671.28
			122,671.28

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		122,671.28

Unpresented Receipts (Plus)		
	0.00	
		0.00
		122,671.28
	Balance per Cash Book is :-	**122,671.28**
	Difference is :-	**0.00**

Signatory 1:

Name Steve Pallett Signed [signature] Date 16.10.26

Date:03/08/2026
Time: 07:51

Upton & North Elmsall Parish Council Current Year

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/07/2026		70.60
			70.60

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		70.60

Unpresented Receipts (Plus)		
	0.00	
		0.00
		70.60
	Balance per Cash Book is :-	**70.60**
	Difference is :-	**0.00**

Signatory 1:

Name Steve Pallett Signed [signature] Date 16.10.26

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Date: 03/08/2026 | **Upton & North Elmsall Parish Council Current Year** | Page 1

Time: 07:50 | User: CLERK

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 6 - Community A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Community Account	31/07/2026		464.11
			464.11

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		464.11

Unpresented Receipts (Plus)		
	0.00	
		0.00
		464.11
	Balance per Cash Book is :-	**464.11**
	Difference is :-	**0.00**

Signatory 1:

Name Steve Pallett Signed ..... Date 16.10.26

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Date:01/09/2026 **Upton & North Elmsall Parish Council Current Year** Page 1

Time: 11:27 User: CLERK

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 1 - Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	31/08/2026		18,757.34
			18,757.34

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		18,757.34

Unpresented Receipts (Plus)		
	0.00	
		0.00
		18,757.34
	Balance per Cash Book is :-	**18,757.34** ✓
	Difference is :-	**0.00**

Signatory 1:

Name Steve Pawett Signed ..... Date 16.10.26

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 2 - Base RateTracker A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Rate Tracker	31/08/2026		122,671.28
			122,671.28

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		122,671.28

Unpresented Receipts (Plus)		
	0.00	
		0.00
		122,671.28
	Balance per Cash Book is :-	**122,671.28**
	Difference is :-	**0.00**

Signatory 1:

Name Steve Pallett Signed ..... Date 16.10.26

Date:01/09/2026 **Upton & North Elmsall Parish Council Current Year** Page 1

Time: 11:31 User: CLERK

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/08/2026		70.60
			70.60

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		70.60

Unpresented Receipts (Plus)		
	0.00	
		0.00
		70.60

Balance per Cash Book is :-	**70.60**
Difference is :-	**0.00**

Signatory 1:

Name Steve Pallett Signed ..... Date 16.10.26

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 6 - Community A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Community Account	31/08/2026		586.28
			586.28
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			586.28
Unpresented Receipts (Plus)			
		0.00	
			0.00
			586.28
		Balance per Cash Book is :-	**586.28**
		Difference is :-	**0.00**

Signatory 1:

Name Steve Pallett Signed ..... Date 16.10.26

UPTON & NORTH ELMSALL PARISH COUNCIL
FINANCE COMMITTEE MEETING
Tuesday 27th October 2026

QUARTER 2 VAT POSITION

The Position

The Council received its Quarter 1 VAT refund of £4,376.40 on 28th July 2026. The VAT return for Quarter 2, covering 1st July to 30th September 2026, was submitted to HM Revenue and Customs on 2nd October 2026. The return produced a reclaim of £3,865.26, which was received into the Council's bank account on 8th October 2026.

What VAT Means For The Council

The Council pays VAT on many of the goods and services it buys. Most of this VAT can be reclaimed from HM Revenue and Customs, so it does not normally become a final cost to the Council.

VAT Position

Item	Amount	Position
Quarter 1 VAT refund	£4,376.40	Received on 28th July 2026
VAT charged on Council income in Quarter 2	£0.00	Nothing payable to HMRC
VAT paid on purchases in Quarter 2	£3,865.26	Included in the reclaim submitted to HMRC
Quarter 2 VAT refund	£3,865.26	Submitted 2nd October; received 8th October 2026

The Quarter 2 return records £133,235 of net outputs and £62,910 of net purchases and other inputs. No VAT was due to HMRC on Council income, resulting in the full £3,865.26 input VAT being reclaimable.

Concerns

No issues have been identified.

What Members Are Being Asked To Do

Receive and note the Quarter 2 VAT return, the reclaim of £3,865.26, its submission to HMRC on 2nd October 2026, and receipt of the refund on 8th October 2026.

Source	Ledger	Ref No	Month		Code	Gross	Net	VAT
Cashbook	1		4			4,877.74	4,877.74	0.00
Cashbook	6		4			75.67	75.67	0.00
Cashbook	1		5			319.34	319.34	0.00
Cashbook	6		5			130.67	130.67	0.00
Cashbook	1		6			127,424.44	127,424.44	0.00
Cashbook	2		6			347.02	347.02	0.00
Cashbook	6		6			60.67	60.67	0.00
		OUTPUT		**Total Rate:**	**Z**	**133,235.55**	**133,235.55**	**0.00**
Cashbook	1		4			44.42	42.31	2.11
Cashbook	1		6			644.62	613.92	30.70
		INPUT		**Total Rate:**	**F**	**689.04**	**656.23**	**32.81**
Cashbook	1		4			12,918.76	10,765.64	2,153.12
Cashbook	1		5			2,640.44	2,200.40	440.04
Cashbook	1		6			7,435.74	6,196.45	1,239.29
		INPUT		**Total Rate:**	**S**	**22,994.94**	**19,162.49**	**3,832.45**
Cashbook	1		4			14,330.16	14,330.16	0.00
Cashbook	6		4			8.50	8.50	0.00
Cashbook	1		5			5,341.79	5,341.79	0.00
Cashbook	6		5			8.50	8.50	0.00
Cashbook	1		6			23,265.35	23,265.35	0.00
Cashbook	4		6			129.40	129.40	0.00
Cashbook	6		6			8.50	8.50	0.00
		INPUT		**Total Rate:**	**Z**	**43,092.20**	**43,092.20**	**0.00**

VAT Return Summary:		**Total Outputs**	**133,235.55**	**133,235.55**	**0.00**
		Total Inputs	**66,776.18**	**62,910.92**	**3,865.26**

VAT due in the period on sales and other outputs	**Box 1**	0.00
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	**2**	0.00
Total VAT due	**3**	**0.00**
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	**4**	3,865.26
Net VAT to reclaim from HMRC	**5**	**3,865.26**
Total value of sales and all other outputs excluding any VAT	**6**	**133,235.00**
Total value of purchases and all other inputs excluding any VAT	**7**	**62,910.00**
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	**8**	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	**9**	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States		**0.00**

UPTON & NORTH ELMSALL PARISH COUNCIL
FINANCE COMMITTEE MEETING
Tuesday 27th October 2026

GENERAL AND EARMARKED RESERVES

The Position
At 30th September 2026, the Council's underlying General Reserve stands at £95,420, with a further £19,282 held in the School Street Redevelopment Earmarked Reserve.

Rialtas separately shows a Current Year Fund of £127,576, representing the temporary in-year surplus at the end of Quarter 2. This is not part of the underlying General Reserve and should not be regarded as additional money available for new spending.

The underlying General Reserve and School Street Earmarked Reserve balances themselves have therefore remained unchanged during Quarter 2. What has changed is the amount of the General Reserve that is already committed to approved expenditure.

The Two Types Of Reserve
General Reserve: The Council's main financial safety net. It helps meet unexpected costs, cash-flow requirements and financial risks which have not been provided for elsewhere.

Earmarked Reserve: Money set aside for a specific identified purpose or project. It remains Council money but should normally be used only for the purpose for which it was established.

General Reserve Benchmark
The Quarter 1 report used £72,982.50 as the three-month reserve figure. On review, this was based on three months of gross expenditure.

The Council's finance guidance states that the General Reserve should normally be considered by reference to net revenue expenditure, and that an authority of this size should generally plan towards approximately three months, adjusted according to its own circumstances and risks.

Using the Council's 2026/27 net requirement/precept figure of £253,765 as the working basis, the revised three-month benchmark is therefore:
£253,765 ÷ 4 = £63,441.25

How Much General Reserve Is Realistically Available?

The following calculation includes the commitments identified at Quarter 2 and the additional Rugby Club grant approved by Full Council on 20th October 2026.

Calculation	Amount
Underlying General Reserve	£95,420.00
Three-month working benchmark	(£63,441.25)
Headroom above benchmark	£31,978.75
Community Garden asbestos-removal commitment (subject to formal confirmation)	(£8,000.00)
Harewood Lane Allotments - additional Skip Hire provision	(£750.00)
Village Hall - additional General Maintenance provision	(£2,000.00)
Miners Memorial Garden - paving and path works	(£11,310.00)
Upton A.R.L.F.C. Fireworks Grant – approved 20/10/2026	(£1,500.00)
Remaining headroom after quantified commitments	**£8,418.75**

During Quarter 2, Full Council approved additional General Reserve-funded budget provision of £14,060, comprising £750 for Harewood Lane skip hire, £2,000 for Village Hall General Maintenance and up to £11,310 for the Miners Memorial paving and path works.

A further £8,000 was identified in the Quarter 1 reserves reports for the Community Garden asbestos-removal works. As considered under the Quarter 2 financial position report, the original resolution did not expressly record the funding source and Finance Committee is being asked to recommend that Full Council formally confirm that allocation.

On 20th October 2026, Full Council approved a £1,500 grant towards the Rugby Club's annual fireworks display, to be funded from General Reserves. This brings the total quantified commitments and provisions included in the calculation above to £23,560, leaving estimated headroom of £8,418.75 above the current-year working benchmark.

Important Context

The £8,418.75 figure is not a suggested spending allowance. It represents the estimated General Reserve headroom remaining above the three-month working benchmark after the quantified commitments and provisions currently identified.

It is before any further allocation from General Reserves to cover budget overspends, additional expenditure or commitments whose costs have not yet been confirmed.

A revised quotation is awaited for the Miners Memorial Garden paving and path works. Any additional expenditure above the existing £11,310 provision would require approval and an identified funding source. If a further £7,000 were approved from General Reserves, the estimated headroom would reduce to £1,418.75. This is an illustrative scenario, not an approved commitment.

On 20th October 2026, Full Council agreed that replacement noticeboards should be included in the 2027/28 budget. Their purchase is therefore being planned through next year's budget rather than included as an additional current-year General Reserve commitment in this calculation.

Members should continue to treat General Reserves cautiously when considering further expenditure during the remainder of the financial year.

School Street Earmarked Reserve

The School Street Redevelopment Earmarked Reserve stood at £19,282 at 30th September 2026, with no movement during Quarter 2.

The reserve was increased earlier in the year from £15,107 by an approved £5,000 transfer from General Reserves, before £825 of project expenditure was charged against it in May.

On 20th October 2026, Full Council agreed to seek legal advice regarding the covenant affecting the site, to clarify the situation and the options available. The cost is not yet known and is expected to be charged to the Legal Fees budget.

The decision to obtain legal advice does not release the earmarked reserve or change its designated purpose. The £19,282 remains set aside for School Street redevelopment pending further Council consideration following that advice. Any proposal to transfer some or all of the reserve to another purpose would require a separate Council decision.

What Members Are Being Asked To Do

- Receive and note the General and Earmarked Reserve position at 30th September 2026 and the subsequent £1,500 General Reserve commitment approved by Full Council on 20th October 2026.
- Note the £63,441.25 three-month General Reserve working benchmark and the updated estimated headroom of £8,418.75 after the quantified commitments and provisions identified in this report.
- Note that further reserve-funded expenditure, including any additional allocation for the Miners Memorial Garden paths, would reduce this headroom.
- Note that the £19,282 School Street Redevelopment Earmarked Reserve remains set aside for that project pending further consideration following legal advice.

Upton & North Elmsall Parish Council Current Year

Detailed Balance Sheet - Including Stock Movement

Month 6 Date 30/09/2026

A/c	Description	Actual		
	Current Assets			
105	VAT Control A/c	3,865		
200	Current A/c	27,793		
201	Base RateTracker A/c	209,901		
204	Community A/c	638		
250	Petty Cash	81		
	Total Current Assets		**242,279**	
	Represented by :-			
300	Current Year Fund	127,576		
310	General Reserves	95,420		
330	EMR - School St Redevelopment	19,282		
	Total Equity			**242,279**

Upton & North Elmsall Parish Council Current Year

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
330	EMR - School St Redevelopment	15,107.00	4,175.00	19,282.00
		15,107.00	**4,175.00**	**19,282.00**

UPTON & NORTH ELMSALL PARISH COUNCIL
FINANCE COMMITTEE MEETING
Tuesday 27th October 2026

INTERNAL FINANCIAL CONTROLS

The Position
The Council's routine financial controls continued to operate during Quarter 2. Accounting records have been maintained, payment and banking controls have continued to operate, and no significant control weakness has been identified from the records reviewed.

Controls Reviewed

What was checked?	What this means	Quarter 2 result
Accounting records	Cashbooks, budget reports, payment records and the nominal ledger are maintained and reviewed as part of the quarterly close.	Completed
Banking arrangements	Council bank accounts are monitored through the accounting system and monthly reconciliation process.	Operating
Online banking	Two authorised people are required to approve payments through online banking.	Operating
Bank reconciliations	Accounting records are compared with bank statements and independently reviewed.	Quarter 2 reconciliations reported separately under Item 20
Payment scrutiny	Full Council receives and reviews payment schedules each month.	Operating; September payment schedule reviewed by Full Council on 20th October 2026, with no concerns raised.
VAT	The VAT return is reconciled to the accounting records before submission to HMRC.	Q2 reclaim £3,865.26; submitted 2nd October and received 8th October

Petty cash	The physical balance is recorded separately and monitored against the cashbook.	£81.20 at 30th September
Quarter-end accounting review	Coding and budget classification are reviewed so reports reflect the Council's current accounting structure.	Staffing budgets and expenditure reclassified to Staffing & Employment; no change to total expenditure

Overall Finding

No unexplained accounting differences or other significant control exceptions were identified during the Quarter 2 review. The review identified that staffing budgets and year-to-date expenditure remained classified under the former Administration cost centre. Correcting journal entries and budget virements were made to transfer these to Staffing & Employment. This was a classification correction only and did not change the Council's total expenditure or overall approved budget.

The Quarter 2 VAT return was submitted to HMRC on 2nd October 2026 and the £3,865.26 refund was received on 8th October 2026. Bank reconciliations continue to be considered separately through the Council's normal independent review and reporting process.

Concerns

No significant control weakness has been identified. The accounting reclassification identified during the quarter-end review has been corrected and the revised reports now reflect the current cost-centre structure.

What Members Are Being Asked To Do

Receive and note the review of the Council's internal financial controls during Quarter 2, including the accounting, banking, payment authorisation and VAT controls described above, and note that no significant control exceptions were identified.

UPTON & NORTH ELMSALL PARISH COUNCIL
FINANCE COMMITTEE MEETING
Tuesday 27th October 2026

INITIAL DRAFT BUDGET 2027/28

Purpose of Report

To present the Finance Committee with the initial working draft budget for 2027/28, incorporating known operational requirements, committee budget recommendations and provision for existing Council services, assets and anticipated expenditure.

The report also provides an initial assessment of the resulting precept requirement, indicative Council Tax impact and the Council's current reserve position, together with options which may affect the eventual funding requirement.

The draft reflects the decisions and priorities identified by Full Council on 20th October 2026, including provision for replacement noticeboards and quarterly newsletters. It remains subject to Finance Committee review, confirmation of outstanding project costs and further amendments before the final budget and precept are recommended to Full Council. No provision for UNEF's funding request is included; this is considered separately under the following agenda item.

Budget-Setting Approach

The working draft has been prepared taking account of current and forecast expenditure during 2026/27; existing contractual and operational commitments; anticipated staffing, pension and other recurring costs; recommendations received from the Employment & Staffing, Allotments and Events Committees; the ongoing management and maintenance requirements of the Council's land, buildings and other assets; projected income; and the appropriate use of reserves.

A number of headings have been created, separated or refined for 2027/28 so that the cost of individual services and assets can be monitored more clearly. Where no specific major works are currently planned, the draft generally provides modest allowances for routine, reactive or statutory expenditure rather than assuming that every contingency will be spent.

The purpose of this initial stage is to establish the underlying cost of operating the Council and delivering its existing services and agreed priorities before considering significant additional commitments, external funding requests or discretionary use of reserves.

The supporting spreadsheet includes a working forecast for 2026/27, with expenditure regrouped under the proposed budget headings. These working allocations and estimates should be distinguished from the approved budgets and recorded expenditure presented in the Quarter 2 accounting reports. Pension adjustments, outstanding costs and other forecast assumptions remain subject to reconciliation and confirmation. The forecast should not therefore be treated as a confirmed year-end outturn or as evidence that additional reserves are available.

Committee Budget Requirements

Employment & Staffing Committee

The Employment & Staffing Committee recommended a 2027/28 budget of £90,920. The principal provisions are £75,000 for salaries including employer costs and £9,000 for pension contributions, reflecting the anticipated full-year effect of the Council's move to the Local Government Pension Scheme. The recommendation also provides for HR and payroll support, pension administration, staff training, mileage and expenses, and a £1,000 Occupational Health & Staff Welfare contingency.

The recommendation has been incorporated in full within the consolidated draft budget.

Allotments Committee

The Allotments Committee recommended total expenditure of £16,100 across Harewood Lane Allotments, the Grazing Field, Stables and Eco Plot. The recommendation provides more realistic and clearly separated allowances for routine grounds maintenance, portable toilet and skip hire, water, pest and invasive weed control, fencing and gates, surveys and remediation, plot clearance, tree and hedge work, repairs, access security and equipment.

The latest draft also includes projected income of £10,350 from allotment rents, key deposits and stables/grazing tenancy income, giving an indicative net cost of £5,750. The Committee's expenditure recommendation has been incorporated within the consolidated draft.

Events Committee

The Events Committee recommended total expenditure of £19,000 for 2027/28. The latest draft now shows the individual event allocations discussed at the Committee rather than grouping the smaller activities within a broad £7,000 heading. Provision is included for the Village Show, coastal and Christmas market trips, Christmas Pantomime, Upton After Dark, the Christmas Lights Celebration, Halloween Trail, Pumpkin Picking, Easter Crafts Competition, Scarecrow Festival, Spring Fayre, reusable event equipment and safety supplies, and a small general community-events contingency.

Projected Events income of £420 has also been included, giving an indicative net Events cost of £18,580. The allocations are spending limits rather than commitments to spend the full amounts and individual events will continue to require appropriate planning, quotations and authorisation.

Council Services and Asset Management

The draft provides for the continued operation, administration and maintenance of the Council's existing services and assets, including the Village Hall, allotments, stables and grazing field, play areas and playing fields, memorial gardens, environmental services, Community Garden, floral displays, defibrillators, community services, grants, youth provision, the Joint Burial Committee and festive lighting.

The revised structure is intended to provide a more realistic assessment of foreseeable expenditure and reduce reliance on in-year virements or unplanned reserve use.

Key Budget Judgements

Village Hall

The Village Hall budget has been reworked so that current-year expenditure is allocated to more appropriate individual headings. The resulting 2027/28 Village Hall provision is £25,480, compared with the current 2026/27 budget of £24,250.

Site Improvements & Capital Works has been reduced to £3,000. This retains some provision for known functional improvements to the building, including the need to adapt the former office so that CCTV equipment and associated information can be held securely and managed appropriately, without assuming that the wider redecoration project will proceed.

Play Areas and Outdoor Gym Equipment

Provision for inspections has been split between Rose Estate and School Street, with £300 allowed at each site. Wider provisions have also been reduced because no significant new works are currently planned. The draft includes £3,500 for Rose Estate Playing Field and £3,500 for School Street Green, principally to provide modest cover for inspections, reactive repairs, equipment and fencing requirements.

The timing, scope and funding of the replacement surfacing at School Street remain to be confirmed. The draft does not currently include a separately costed allocation for this work. Any proposed expenditure will need to be assessed alongside the Council’s other priorities and available funding.

Defibrillators

The draft provides £2,000 in total for the Council's defibrillators: £800 for cabinets and equipment, £500 for maintenance, £200 for training and £500 for replacement pads and batteries. The cabinet/equipment allowance is deliberately below the cost of a full replacement cabinet but provides some contingency should equipment fail or require replacement.

Elections

The draft includes £15,000 for the May 2027 parish elections. The current 2026/27 Elections budget is £13,000 and no expenditure is presently forecast against that provision.

The current-year £13,000 is not itself a reserve and cannot simply be carried forward as an unspent budget. If it remains unspent, it will contribute to the Council's overall year-end position. Subject to the actual year-end outturn, Full Council could either allow that underspend to strengthen General Reserves or resolve to transfer all or part of it into a specific Elections Earmarked Reserve.

If £13,000 were available and earmarked for the May 2027 elections, the £15,000 expenditure provision could remain in the budget while only £2,000 would need to be financed from the 2027/28 precept. This option is illustrated later in the report.

Projects and Priorities

Full Council considered priorities for 2027/28 on 20th October 2026. The following provisions and outstanding costings reflect that discussion.

Noticeboards

The draft includes £3,000 for two replacement noticeboards, one at the Miners Memorial Garden and one at Rose Estate Field. This is a provisional allowance of £1,500 per location, subject to quotations covering supply and installation.

The provision is included within the £4,000 Environmental Services budget for Street Furniture, Bollards, Bins & Signage, leaving £1,000 for other requirements under that heading. The church has also agreed that its noticeboard can be used for Council information in North Elmsall.

Quarterly Newsletter

The draft includes £2,000 under Newsletters, Printing & Publicity towards a quarterly newsletter delivered through Royal Mail’s door-to-door service. This is a provisional allowance, pending confirmation of printing and distribution costs for four editions.

Village Hall Solar Panels

Members identified solar panels at the Village Hall as a project to investigate, with the aim of reducing electricity costs. No specific installation allowance or additional savings have been included in the draft pending an assessment of feasibility, quotations and potential funding opportunities.

Harewood Lane Car Park

Members identified the proposed Harewood Lane car park as a priority. Confirmation is awaited from Wakefield Council regarding the availability and cost of purchasing or leasing the land.

No specific project allowance has been included pending clarification of the land arrangements and the costs of any associated works and ongoing maintenance.

Further Budget Development

The Finance Committee is asked to review these priorities and provisional allowances. Projects with outstanding costs will require further consideration of affordability, timing and funding before inclusion in the final budget.

Initial Draft Budget Position

The latest working draft produces the following overall position:

	2027/28
Gross proposed expenditure	£325,292
Less projected income excluding precept	(£14,771)
Net expenditure requirement	£310,521
Less proposed use of School Street Redevelopment EMR	(£19,282)
Indicative baseline precept requirement	£291,239

The draft retains £19,282 of proposed School Street redevelopment expenditure, matched by funding from the earmarked reserve. This remains a planning assumption, subject to review following legal advice and confirmation of the Council's intended approach to the site.

The current-year working budget reflects revised provision of £20,107, comprising £15,107 carried forward and the additional £5,000 allocation from General Reserves approved in April 2026. After £825 expenditure, £19,282 remains in the earmarked reserve.

If that expenditure is deferred or removed, the matching earmarked reserve funding must also be deferred or removed. Removing both amounts would leave the indicative precept requirement unchanged.

The £291,239 baseline includes the provisional noticeboard and newsletter allowances. It excludes UNEF funding and any additional provision for projects whose costs remain outstanding. The figure remains subject to Finance Committee review, confirmation of costs and any further budget amendments or reserve-funding decisions.

Indicative Council Tax Impact

The Council Tax Base for 2027/28 has not yet been provided. For planning purposes, the existing 2026/27 Council Tax Base of 1,778 Band D equivalents has therefore been used.

	2026/27	Indicative 2027/28
Parish Precept	£253,765	£291,239
Increase		£37,474
Percentage increase		14.77%
Band D equivalent	£142.72	£163.80
Annual Band D increase		£21.08
Approx. monthly Band D increase		£1.76

These figures exclude any UNEF funding. They remain illustrative: the final Council Tax impact will depend upon the confirmed 2027/28 tax base, outstanding project costs and any further amendments to the budget or its funding.

General Reserves and Funding Capacity

The Detailed Balance Sheet at 30th September 2026 records underlying General Reserves of £95,420.

For this initial assessment, three months of the updated 2027/28 baseline net requirement has been used as an indicative working benchmark: £291,239 ÷ 4 = £72,809.75

Calculation	Amount
Current underlying General Reserve	£95,420.00
Indicative three-month benchmark	(£72,809.75)
Raw headroom above benchmark	£22,610.25
Current quantified General Reserve commitments/provisions	(£23,560.00)
Indicative headroom after quantified commitments	(£949.75)

The £23,560 comprises the Community Garden asbestos-removal provision, additional Harewood Lane skip provision, additional Village Hall General Maintenance provision, Miners Memorial Garden paving and path works, and the Rugby Club fireworks grant.

This is a planning comparison using the existing underlying reserve balance, identified commitments and next year's provisional benchmark. It is not a forecast of the General Reserve balance at 31st March 2027. The actual year-end position will depend upon the Council's full income and expenditure outturn.

The calculation excludes any additional cost for the Miners Memorial Garden paths and any further allocations needed to cover budget pressures.

On this basis, there is no identified headroom above the provisional benchmark for additional reserve-funded commitments. Any proposal to use General Reserves should therefore be supported by an updated year-end forecast and consideration of the Council's cash-flow requirements and financial risks.

The School Street Redevelopment Earmarked Reserve remains separate and has not been treated as available for general expenditure.

Election Funding Option

The draft includes £15,000 for the May 2027 parish elections. The current-year Elections budget contains £13,000, with no expenditure presently forecast against it.

If the overall 2026/27 year-end position permits, Full Council could resolve to set aside up to £13,000 in an Elections Earmarked Reserve. This could fund part of next year's election expenditure, reducing the amount required from the 2027/28 precept.

This scenario is illustrative only. Any transfer into an Elections Earmarked Reserve must be based on the actual 2026/27 year-end position and would require an appropriate Council resolution. If the underspend is not earmarked, it would instead contribute to the overall year-end surplus and may strengthen the General Reserve.

Illustrative Election EMR Scenario	**Amount / Effect**
2027/28 Elections expenditure provision	£15,000
Potential Elections EMR funded from 2026/27 year-end underspend	£13,000
Amount remaining to be financed from 2027/28 precept	£2,000
Revised indicative precept if £13,000 EMR is available	£278,239
Indicative Band D using current tax base	£156.49
Percentage increase over the 2026/27 precept	9.64%

This remains an illustrative option. An unspent budget does not itself constitute a separate reserve, and the £13,000 cannot yet be assumed to be available. The current-year forecast must first be completed, including remaining staffing and pension costs, approved commitments and other anticipated expenditure.

Any proposed earmarking must be considered alongside the need to maintain adequate General Reserves. The same year-end funds cannot be counted both as election funding and as money available to strengthen General Reserves.

The expenditure provision of £15,000 would remain in the 2027/28 budget. Only its funding would change.

Decisions Confirmed by Full Council

On 20th October 2026, Full Council approved the move to RialtasWeb and membership of the Society of Local Council Clerks.

RialtasWeb

The move adds £418 to the annual charge, bringing the recurring annual Rialtas cost to £1,140 excluding VAT. The draft 2027/28 budget includes £2,000 under Finance Software Licence & Support to accommodate this and any other relevant software costs.

The additional charge for 2026/27 is £209, with no additional one-off costs. The full-year recurring cost is reflected in the proposed 2027/28 provision.

SLCC Membership

Full Council approved SLCC membership at a current subscription cost of £399. The draft 2027/28 Memberships & Subscriptions budget of £2,000 includes provision for continuing membership, subject to confirmation of the renewal rate and the other subscriptions payable.

UNEF Funding Request

No provision for UNEF funding is included in the £291,239 indicative baseline precept requirement set out in this report.

UNEF has requested £33,637 for 2027/28, £35,295 for 2028/29 and £36,707 for 2029/30, totalling £105,939 over three years.

Full Council discussed the proposal on 20th October 2026. Members' comments will inform the Finance Committee's separate assessment under the following agenda item. No funding award was approved at that meeting.

The Finance Committee is asked first to establish the Council's own indicative budget requirement, including its services, commitments and identified priorities, before considering the affordability of the UNEF proposal.

The assessment should take account of the effect on the precept, the limited capacity within General Reserves, future-year commitments and the evidence supporting UNEF's proposed route to financial sustainability. Any alternative funding amount or staffing arrangement would require confirmation from UNEF of the services it could realistically maintain.

Matters for Consideration

1. Receive and review the updated draft budget for 2027/28.
2. Consider whether the proposed income and expenditure provisions adequately reflect the Council's anticipated services, commitments and asset-management requirements.
3. Review the budget recommendations received from the Employment & Staffing, Allotments and Events Committees.
4. Consider the provisional £3,000 noticeboard allowance and £2,000 newsletter allowance, and identify any further quotations or amendments required.
5. Note that Village Hall solar panels and the proposed Harewood Lane car park require further investigation and costing before any specific budget provision can be recommended.
6. Note the General Reserve assessment, including existing commitments and the absence of identified headroom above the provisional 2027/28 working benchmark.
7. Consider whether to recommend an Elections Earmarked Reserve of up to £13,000, subject to a completed current-year forecast, sufficient available funds and consideration of General Reserve requirements.
8. Establish an indicative baseline budget and precept requirement before considering the separate UNEF funding proposal, noting the current working requirement of £291,239 before any election reserve funding or further amendments.
9. Identify the outstanding information and changes required before the final budget and precept recommendation is presented to Full Council.

UPTON & NORTH ELMSALL PARISH COUNCIL G

BUDGET 2027-28

Working Forecast 2026/27, Subject to Reconciliation

INCOME

Code	Title	2026-27	Forecast													2027-2028
101	**Administration**	**Budget**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**
1176	Precept	253,765.00	126882.50	0.00	0.00	0.00	0.00	126882.50	0.00	0.00	0.00	0.00	0.00	0.00	253,765.00	0.00	
1063	Photocopying & Printing	0.00	0.00	0.10	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.30	1.40	-1.40	1
1190	Bank Interest	1640	0.00	0.00	286.25	0.00	0.00	347.00	0.00	0.00	450.00	0.00	0.00	350.00	1,433.25	206.75	1500
1999	Miscellaneous Income	50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0
	SUB TOTAL	**255,455.00**	**126,882.50**	**0.10**	**286.25**	**0.00**	**0.00**	**127,230.50**	**0.00**	**0.00**	**450.00**	**0.00**	**0.00**	**350.30**	**255,199.65**	**255.35**	**1,501.00**
102	**Village Hall**	**Budget**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**
1000	Hall Hire	2,120.00	186.00	303.00	614.00	176.00	82.00	420.00	50.00	100.00	50.00	50.00	100.00	50.00	2,181.00	-61.00	2000
1999	Miscellaneous Income	200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0
	SUB TOTAL	**2,320.00**	**186.00**	**303.00**	**614.00**	**176.00**	**82.00**	**420.00**	**50.00**	**100.00**	**50.00**	**50.00**	**100.00**	**50.00**	**2,181.00**	**139.00**	**2,000.00**
121	**Harewood Lane Allotments**	**Budget**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**
1050	Allotment Rents	2,500.00	1872.00	676.00	104.00	104.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,791.00	-291.00	2800
1055	Allotment Key Deposits	0.00	0.00	0.00	0.00	50.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	-75.00	50
	SUB TOTAL	**2,500.00**	**1,872.00**	**676.00**	**104.00**	**154.00**	**60.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**2,866.00**	**-366.00**	**2,850.00**
127	**Stables & Grazing Rent**	**Budget**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**
1052	Stable & Grazing Tenancy Income	7,500.00	83.00	642.68	247.00	247.00	308.00	182.00	247.00	247.00	247.00	247.00	247.00	4490.32	7,435.00	65.00	7500
	SUB TOTAL	**7,500.00**	**83.00**	**642.68**	**247.00**	**247.00**	**308.00**	**182.00**	**247.00**	**247.00**	**247.00**	**247.00**	**247.00**	**4,490.32**	**7,435.00**	**65.00**	**7,500.00**
132	**Quarry Lane**	**Budget**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**
1061	Lease Income	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	500
	SUB TOTAL	**500.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**500.00**	**0.00**	**0.00**	**500.00**	**0.00**	**500.00**
149	**Cash for Bank**	**Budget**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**
1062	Cash Received for Bank	3,655.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,655.00	0
	SUB TOTAL	**3,655.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**3,655.00**	**0.00**
134	**Events**	**Budget**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**
1054	Other Event Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Day Trip Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Village Show Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
	Christmas Pantomime Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	-200.00	400.00
	SUB TOTAL	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**200.00**	**0.00**	**0.00**	**0.00**	**200.00**	**-200.00**	**420.00**
	TOTAL	**271,930.00**	**129,023.50**	**1,621.78**	**1,251.25**	**577.00**	**450.00**	**127,832.50**	**297.00**	**347.00**	**947.00**	**797.00**	**347.00**	**4,890.62**	**268,381.65**	**-106.65**	**14,771.00**

EXPENDITURE

Code	Title	2026-27	Forecast													2027-2028
101	**Administration**	**Budget**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**
2003	Mobile Airtime	300.00	19.80	19.80	19.80	19.80	19.80	19.80	19.80	19.80	19.80	19.80	19.80	19.80	237.60	62.40	250
2010	H & S Services	2,300.00	160.00	160.30	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	1,920.30	379.70	2100
4016	Refreshments & Hospitality	50.00	0.00	0.00	8.00	0.00	5.00	0.00	0.00	8.00	0.00	0.00	8.00	0.00	29.00	21.00	50
4020	Legal Fees	4,877.00	0.00	0.00	0.00	0.00	0.00	3000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	1,877.00	5000
4022	Memberships & Subscriptions	1,880.00	1270.00	0.00	0.00	0.00	0.00	0.00	399.00	0.00	0.00	0.00	0.00	0.00	1,669.00	211.00	2000
4025	Internal Audit	1,350.00	0.00	1350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,350.00	0.00	1500
	External Audit	800.00	0.00	0.00	0.00	0.00	0.00	630.00	0.00	0.00	0.00	0.00	0.00	0.00	630.00	170.00	800
	Licences & Regulatory Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100
	Property, Land Registry & Surveying Fees	123.00	56.00	14.00	14.00	21.00	18.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.00	0.00	200
	Planning & Building Control Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4032	Photocopier Lease	1,600.00	244.00	88.00	0.00	244.00	0.00	0.00	244.00	0.00	0.00	244.00	0.00	0.00	1,064.00	536.00	1000
4034	Publications & Reference Material	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	144.00	0.00	144.00	-44.00	300
4035	Insurance	5,000.00	788.00	3888.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,676.17	323.83	5000
4040	Telephone & Broadband	1,200.00	78.00	126.26	85.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	730.26	469.74	620
4041	Photocopying & Printing Charges	720.00	0.00	0.00	93.00	54.00	47.00	49.00	60.00	60.00	55.00	50.00	50.00	55.00	573.00	147.00	700
4042	IT Support & Cybersecurity	2,089.00	180.65	157.72	149.00	148.00	159.00	157.00	159.00	165.00	162.00	162.00	162.00	162.00	1,923.37	165.63	2500
4043	Bank Charges	220.00	0.00	36.10	37.00	26.00	21.00	22.00	21.00	20.00	25.00	23.00	20.00	20.00	271.10	-51.10	300
4045	Postage	60.00	0.00	0.00	14.00	0.00	6.00	14.00	0.00	10.00	0.00	0.00	10.00	0.00	54.00	6.00	60
4046	Stationery & Office Consumables	1,050.00	10.00	74.97	0.00	43.00	0.00	9.00	43.00	0.00	0.00	10.00	43.00	0.00	232.97	817.03	500
4047	Office Furniture & Equipment	4,000.00	943.00	11.07	0.00	0.00	103.00	3.00	50.00	0.00	10.00	0.00	100.00	0.00	1,220.07	2,779.93	2000
	Finance Software Licence & Support	1,911.00	722.00	980.00	0.00	0.00	0.00	0.00	0.00	209.00	0.00	0.00	0.00	0.00	1,911.00	0.00	2000
4060	Website Hosting & Routine Maintenance	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	1,750.00	500
	Website Development & Projects	0.00	0.00	0.00	1536.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,536.00	-1,536.00	500
	Advertising & Public Notices	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50
	Newsletters, Printing & Publicity	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00	2000
	IT Hardware & Mobile Devices	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100
	Other Software & Cloud Services	120.00	0.00	0.00	0.00	0.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	120.00	0.00	180
4299	Miscellaneous Expenses	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0
	SUB TOTAL	**32,300.00**	**4,471.45**	**6,906.39**	**2,115.80**	**764.80**	**602.80**	**4,127.80**	**1,219.80**	**715.80**	**495.80**	**982.80**	**1,280.80**	**480.80**	**24,164.84**	**8,135.16**	**30,310.00**
102	**Village Hall**	**Budget**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**	**TOTAL**	**Variance**	**Proposed Budget**
2002	Cleaning & Hygiene Consumables	500.00	83.00	99.98	61.00	4.00	104.00	6.00	80.00	0.00	100.00	0.00	80.00	0.00	617.98	-117.98	700
4027	Waste Clearance & Skip Hire	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	500
	Laundry & Dry-Cleaning	0.00	0.00	0.00	36.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00	-36.00	50
4099	Cleaning Equipment	200.00	0.00	0.00	0.00	0.00	14.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	29.00	171.00	50
4105	Water Charges	700.00	239.79	0.00	0.00	279.00	0.00	0.00	280.00	0.00	0.00	200.00	0.00	0.00	998.79	-298.79	1000
4107	Electricity Charges	6,700.00	0.00	0.00	1,124.00	0.00	0.00	614.00	0.00	0.00	1000.00	0.00	0.00	1,500.00	4,238.00	2,462.00	5500
4108	Gas Charges	3,000.00	350.43	240.57	94.00	42.00	0.00	0.00	100.00	150.00	200.00	250.00	250.00	200.00	1,877.00	1,123.00	2500
	Security, Access & Fire Alarm Systems	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355.00	270.00	370.00	0.00	0.00	995.00	-395.00	1000
4106	Keys, Locks & Access Security	0.00	0.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	30.00	-30.00	50
	Routine Building Repairs	2,140.00	1,288.00	36.98	9.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,334.30	805.70	2000
	Water Hygiene & Legionella	0.00	80.00	37.49	0.00	300.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	1,017.49	-1,017.49	1000
	Electrical Repairs & Lighting	0.00	18.00	28.49	-17.67	0.00	23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.82	-51.82	200
	Village Hall Equipment	1,000.00	0.00	49.54	10.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	559.54	440.46	500
	Heating, Plumbing & Hot-Water Systems	3,575.00	0.00	1635.00	0.00	0.00	0.00	0.00	0.00	0.00	1,940.00	0.00	0.00	0.00	3,575.00	0.00	1500
	Furniture & Fittings	0.00	0.00	0.00	0.00	0.00	0.00	774.00	0.00	0.00	0.00	0.00	0.00	0.00	774.00	-774.00	1000
	Site Improvements & Capital Works	3,425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,425.00	3000
	Electrical Testing & PAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	400.00	-400.00	1000
	Fire Extinguishers & Emergency Lighting	1,860.00	1860.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	2,010.00	-150.00	800
	Specialist Surveys & Remediation	0.00	320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	320.00	-320.00	300
4125	CCTV	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	300
	Hygiene Waste Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	624.00	0.00	0.00	624.00	-624.00	630
	Music & Premises Licences	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1130.28	0.00	0.00	0.00	0.00	1,130.28	-830.28	1200
	Miscellaneous Expenses	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0
4240	Refuse & Recycling Collection	500.00	578.00	0.00	112.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	690.00	-190.00	700
	SUB TOTAL	**26,250.00**	**4,817.22**	**2,128.05**	**1,443.65**	**625.00**	**141.00**	**1,394.00**	**460.00**	**2,735.28**	**3,510.00**	**1,474.00**	**880.00**	**1,700.00**	**21,308.20**	**4,941.80**	**25,480.00**

103 Civic & Governance	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4150 Cllrs Telephone Allowance	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0
4151 Councillor Mileage & Expenses	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300
4155 Chair's Allowance	1,500.00	0.00	0.00	793.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	793.00	707.00	750
Councillor Training	2,000.00	0.00	75.20	103.00	28.00	89.00	105.00	210.00	28.00	28.00	75.00	0.00	75.00	816.20	1,183.80	2000
Civic & Commemorative Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4160 Elections	13,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,000.00	15000
SUB TOTAL	**17,300.00**	**0.00**	**75.20**	**896.00**	**28.00**	**89.00**	**105.00**	**210.00**	**28.00**	**28.00**	**75.00**	**0.00**	**75.00**	**1,609.20**	**15,690.80**	**18,050.00**

104 Staffing & Employment	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
2009 HR Services	2,800.00	193.00	206.67	207.00	207.00	207.00	207.00	207.00	207.00	207.00	207.00	207.00	207.00	2,469.67	330.33	3000
4000 Salaries (Inc NI/PAYE)	80,000.00	5138.00	5033.86	4891.00	4890.00	3636.00	7021.00	5037.00	5037.00	5037.00	5037.00	5037.00	5037.00	60,831.86	19,168.14	75000
4001 Pension Administration	500.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	47.00	564.00	-64.00	900
4002 Payroll Administration	400.00	0.00	0.00	0.00	0.00	101.00	0.00	101.00	0.00	0.00	101.00	0.00	101.00	404.00	-4.00	500
4003 Pension Contributions	3,500.00	223.00	223.41	0.00	447.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	7,133.41	-3,633.41	9000
2000 Staff Mileage & Expenses	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20
Occupational Health & Staff Welfare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000
4010 Staff Training	1,500.00	0.00	0.00	0.00	128.00	28.00	56.00	0.00	0.00	0.00	0.00	0.00	0.00	212.00	1,288.00	1500
SUB TOTAL	**88,720.00**	**5,601.00**	**5,510.94**	**5,145.00**	**5,719.00**	**4,799.00**	**8,111.00**	**6,172.00**	**6,071.00**	**6,071.00**	**6,172.00**	**6,071.00**	**6,172.00**	**71,614.94**	**17,105.06**	**90,920.00**

110 Grants & Donations	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4190 Grants	11,500.00	1,000.00	0.00	0.00	4,000.00	0.00	4000.00	2,500.00	0.00	0.00	0.00	0.00	0.00	11,500.00	0.00	10000
4191 Donations	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	500.00	1000
SUB TOTAL	**12,500.00**	**1,000.00**	**0.00**	**0.00**	**4,000.00**	**0.00**	**4,000.00**	**2,500.00**	**0.00**	**500.00**	**0.00**	**0.00**	**0.00**	**12,000.00**	**500.00**	**11,000.00**

120 School Street Allotments	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
2006 School Street Re-Development	20,107.00	0.00	825.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00	19,282.00	19282
SUB TOTAL	**20,107.00**	**0.00**	**825.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**825.00**	**19,282.00**	**19,282.00**

121 Harewood Lane Allotments	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
2005 Pest & Invasive Weed Control	500.00	0.00	85.00	0.00	0.00	85.00	0.00	0.00	85.00	0.00	0.00	85.00	0.00	340.00	160.00	400
4005 Portable Toilet Hire	900.00	0.00	104.00	104.00	104.00	104.00	104.00	104.00	104.00	104.00	104.00	104.00	104.00	1,144.00	-244.00	1200
4027 Waste Clearance & Skip Hire	1,000.00	0.00	0.00	0.00	750.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1000
Grounds & Site Maintenance	1,310.00	0.00	750.00	0.00	0.00	400.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	1,350.00	-40.00	2000
Tree & Hedge Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300
Site Improvements & Capital Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Specialist Surveys & Remediation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300
Fencing & Gates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800
Allotment Plot Clearance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
Tools, Equipment & Site Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200
4105 Water Charges	1,180.00	0.00	0.00	0.00	335.00	0.00	0.00	335.00	0.00	0.00	150.00	0.00	150.00	970.00	210.00	1200
4106 Keys, Locks & Access Security	0.00	0.00	0.00	97.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.00	-97.00	100
SUB TOTAL	**4,890.00**	**0.00**	**939.00**	**201.00**	**1,189.00**	**589.00**	**104.00**	**889.00**	**189.00**	**104.00**	**254.00**	**189.00**	**254.00**	**4,901.00**	**-11.00**	**8,000.00**

124 War Memorial	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
Site Improvements & Capital Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Cleaning & Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250
Grounds & Site Maintenance	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250
SUB TOTAL	**250.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**250.00**	**500.00**

125 Rose Estate Playing Field	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
Grounds & Site Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
Play & Outdoor Gym Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300
Play & Outdoor Gym Purchases	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1000
Site Improvements & Capital Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Play & Outdoor Gym Repairs	3,000.00	0.00	280.00	0.00	0.00	0.00	0.00	590.00	0.00	0.00	0.00	0.00	0.00	870.00	2,130.00	1000
Tree & Hedge Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200
Fencing & Gates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
SUB TOTAL	**4,500.00**	**0.00**	**280.00**	**0.00**	**0.00**	**0.00**	**0.00**	**590.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**870.00**	**3,630.00**	**3,500.00**

129 Grazing Field		Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4105	Water Charges	1,300.00	380.64	0.00	0.00	24.00	0.00	0.00	350.00	0.00	0.00	50.00	0.00	50.00	854.64	445.36	1100
	Grounds & Site Maintenance	3,310.00	0.00	475.00	0.00	1,700.00	0.00	0.00	0.00	0.00	1,183.00	0.00	0.00	0.00	3,358.00	-48.00	2000
	Site Improvements & Capital Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	Specialist Surveys & Remediation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300
	Tree & Hedge Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2005	Pest & Invasive Weed Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2000
	Fencing & Gates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800
	SUB TOTAL	**4,610.00**	**380.64**	**475.00**	**0.00**	**1,724.00**	**0.00**	**0.00**	**350.00**	**0.00**	**1,183.00**	**50.00**	**0.00**	**50.00**	**4,212.64**	**397.36**	**6,200.00**

130 Stables		Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4106	Keys, Locks & Access Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100
	Site Improvements & Capital Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	Routine Building Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
	Grounds & Site Maintenance	1,100.00	0.00	130.00	0.00	0.00	203.00	0.00	0.00	0.00	767.00	0.00	0.00	0.00	1,100.00	0.00	800
	SUB TOTAL	**1,100.00**	**0.00**	**130.00**	**0.00**	**0.00**	**203.00**	**0.00**	**0.00**	**0.00**	**767.00**	**0.00**	**0.00**	**0.00**	**1,100.00**	**0.00**	**1,400.00**

134 Events		Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
	Village Show	500.00	0.00	0.00	86.00	0.00	114.00	178.00	0.00	0.00	0.00	0.00	0.00	0.00	378.00	122.00	1000
	Day Trips	2229.00	0.00	0.00	90.00	1860.00	279.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2229.00	0.00	4000
	Christmas Pantomime	5750.00	2125.00	0.00	0.00	0.00	0.00	0.00	0.00	1500.00	2125.00	0.00	0.00	0.00	5750.00	0.00	6000
	Upton After Dark	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3000
	Christmas Lights Celebration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
	Halloween Trail	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250
	Pumpkin Picking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
	Easter Crafts Competition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000.00	1000.00	-1000.00	1000
	Scarecrow Festival	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250
	Spring Fayre	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
	Event Equipment & Safety Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000
4235	Other Community Events	1,021.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,021.00	1000
	SUB TOTAL	**9,500.00**	**2,125.00**	**0.00**	**176.00**	**1,860.00**	**393.00**	**178.00**	**0.00**	**1,500.00**	**2,125.00**	**0.00**	**0.00**	**1,000.00**	**9,357.00**	**143.00**	**19,000.00**

135 Luke Farmer Memorial Garden		Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
	Grounds & Site Maintenance	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	500
	Tree & Hedge Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
	Specialist Surveys & Remediation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	Site Improvements & Capital Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	Cleaning & Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
	Fencing & Gates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250
4105	Water Charges	200.00	7.76	0.00	0.00	39.00	13.00	0.00	20.00	0.00	0.00	20.00	0.00	0.00	99.76	100.24	150
	SUB TOTAL	**1,200.00**	**7.76**	**0.00**	**0.00**	**39.00**	**13.00**	**0.00**	**20.00**	**0.00**	**0.00**	**20.00**	**0.00**	**0.00**	**99.76**	**1,100.24**	**1,900.00**

136 School Street Green		Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
	Grounds & Site Maintenance	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00	-1,000.00	500
	Play & Outdoor Gym Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300
	Play & Outdoor Gym Purchases	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1000
	Site Improvements & Capital Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	Play & Outdoor Gym Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000
	Tree & Hedge Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200
	Fencing & Gates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
	SUB TOTAL	**2,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**2,000.00**	**0.00**	**0.00**	**2,000.00**	**0.00**	**3,500.00**

139 Miners Memorial Garden		Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
	Grounds & Site Maintenance	500.00	0.00	580.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	580.00	-80.00	750
	Cleaning & Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000
	Site Improvements & Capital Works	11,310.00	0.00	0.00	0.00	0.00	0.00	1,010.00	0.00	10,300.00	0.00	0.00	0.00	0.00	11,310.00	0.00	0
	Tree & Hedge Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250
	Specialist Surveys & Remediation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	SUB TOTAL	**11,810.00**	**0.00**	**580.00**	**0.00**	**0.00**	**0.00**	**1,010.00**	**0.00**	**10,300.00**	**0.00**	**0.00**	**0.00**	**0.00**	**11,890.00**	**-80.00**	**2,000.00**

140 Environmental Services	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
2008 Public Bin Emptying & Waste Disposal	7,000.00	480.00	480.00	360.00	720.00	480.00	360.00	480.00	480.00	480.00	480.00	480.00	480.00	5,760.00	1,240.00	6500
Grounds & Site Maintenance	4,000.00	0.00	2,800.00	0.00	0.00	0.00	548.00	0.00	0.00	0.00	0.00	0.00	0.00	3,348.00	652.00	1000
Tree & Hedge Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1000
4027 Waste Clearance & Skip Hire	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250
Street Furniture, Bollards, Bins & Signage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4000
Specialist Surveys & Remediation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300
Fencing & Gates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
4212 Fuel for Grounds Equipment	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0
Grounds Tools & Equipment	1,000.00	0.00	0.00	0.00	0.00	0.00	211.00	0.00	0.00	0.00	0.00	0.00	0.00	211.00	789.00	100
Grounds Equipment Repairs & Servicing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50
4210 Grass Cutting	8,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,250.00	10,250.00	-1,750.00	11000
4299 Miscellaneous Expenses	210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	0
SUB TOTAL	**20,760.00**	**480.00**	**3,280.00**	**360.00**	**720.00**	**480.00**	**1,119.00**	**480.00**	**480.00**	**480.00**	**480.00**	**480.00**	**10,730.00**	**19,569.00**	**1,191.00**	**24,700.00**

146 Defibrillators	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
Defibrillator Cabinets & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800
Defibrillator Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500
Defibrillator Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200
Replacement Pads & Batteries	2,000.00	0.00	0.00	0.00	0.00	0.00	136.00	0.00	0.00	0.00	0.00	0.00	0.00	136.00	1,864.00	500
SUB TOTAL	**2,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**136.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**136.00**	**1,864.00**	**2,000.00**

147 Community Garden	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4005 Portable Toilet Hire	600.00	0.00	104.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00	0.00	104.00	312.00	288.00	650
Grounds & Site Maintenance	100.00	0.00	0.00	0.00	6,950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,950.00	-6,850.00	500
Tree & Hedge Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250
Specialist Surveys & Remediation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300
Site Improvements & Capital Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Fencing & Gates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250
Gardening Materials & Supplies	400.00	0.00	0.00	0.00	0.00	7.00	68.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	325.00	300
Tools & Equipment	100.00	0.00	0.00	0.00	0.00	54.00	32.00	0.00	0.00	0.00	0.00	0.00	0.00	86.00	14.00	100
4106 Keys, Locks & Access Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50
4027 Waste Clearance & Skip Hire	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	250
4105 Water Charges	500.00	0.00	0.00	23.45	0.00	0.00	56.00	0.00	0.00	60.00	0.00	0.00	25.00	164.45	335.55	500
SUB TOTAL	**1,950.00**	**0.00**	**104.00**	**23.45**	**6,950.00**	**61.00**	**156.00**	**250.00**	**0.00**	**60.00**	**104.00**	**0.00**	**129.00**	**7,837.45**	**-5,887.45**	**3,150.00**

148 Floral Displays	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
Compost, Soil & Fertiliser	200.00	0.00	0.00	35.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	135.00	65.00	200
Planting & Maintenance	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	2000
Tubs, Barrels & Containers	1,000.00	0.00	0.00	167.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	167.00	833.00	500
Floral Display Watering	0.00	0.00	0.00	250.00	1,500.00	1,000.00	750.00	1,000.00	250.00	0.00	0.00	0.00	0.00	4,750.00	-4,750.00	5000
Watering Equipment & Repairs	300.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	270.00	500
4222 Plants & Flowers	1,000.00	0.00	0.00	800.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	1,600.00	-600.00	1600
SUB TOTAL	**2,500.00**	**0.00**	**0.00**	**2,032.00**	**1,500.00**	**1,000.00**	**750.00**	**2,650.00**	**250.00**	**0.00**	**0.00**	**0.00**	**0.00**	**8,182.00**	**-5,682.00**	**9,800.00**

151 Eco Plot	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
Grounds & Site Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100
Site Improvements & Capital Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4120 Tools & Equipment	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	100
4212 Fuel for Equipment	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0
Tree & Hedge Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300
SUB TOTAL	**250.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**250.00**	**500.00**

153 Citizens Advice	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4161 Citizens Advice Service	4300	0.00	4,289.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,289.00	11.00	4500
SUB TOTAL	**4,300.00**	**0.00**	**4,289.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**4,289.00**	**11.00**	**4,500.00**

Joint Burial Committee	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4180 JBB Contribution	16,800.00	0.00	16798.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,798.00	2.00	19500
SUB TOTAL	**16,800.00**	**0.00**	**16,798.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**16,798.00**	**2.00**	**19,500.00**

Youth Provision	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4195 Summer Camp	10,000.00	0.00	0.00	0.00	0.00	0.00	9600.00	0.00	0.00	0.00	0.00	0.00	0.00	9,600.00	400.00	10100
SUB TOTAL	**10,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**9,600.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**9,600.00**	**400.00**	**10,100.00**

Christmas Trees & Festive Lighting	Budget	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4220 Christmas Tree & Lights	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	3,000.00	3,000.00	500.00	0.00	0.00	7,500.00	4,500.00	10000
SUB TOTAL	**12,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,000.00**	**3,000.00**	**3,000.00**	**500.00**	**0.00**	**0.00**	**7,500.00**	**4,500.00**	**10,000.00**

TOTAL	**307,597.00**	**18,883.07**	**42,320.58**	**12,392.90**	**25,118.80**	**8,370.80**	**30,790.80**	**16,790.80**	**25,269.08**	**18,323.80**	**12,111.80**	**8,900.80**	**20,590.80**	**239,864.03**	**67,732.97**	**325,292.00**

EXPENDITURE LESS INCOME = **£310,521.00**

LESS EMR = **£291,239.00**

General Reserves £95,420.00

UPTON & NORTH ELMSALL PARISH COUNCIL
FINANCE COMMITTEE MEETING
Tuesday 27th October 2026

UNEF THREE-YEAR FUNDING PROPOSAL – FINANCIAL IMPLICATIONS, AFFORDABILITY AND OPTIONS

Purpose of Report

To assess the financial implications and affordability of UNEF's three-year funding proposal alongside the Council's own draft budget, reserve requirements and priorities for 2027/28, taking account of the views expressed by Full Council on 20th October 2026.

The report considers the amount and duration of the request, its impact on the precept and future budgets, and the evidence supporting UNEF's proposed staffing arrangements and longer-term financial sustainability.

The Finance Committee is asked to formulate a recommendation to Full Council on whether funding should be provided and, if so, its amount, duration, source and conditions. This includes considering alternative levels of support and identifying any further information required before a final decision.

Background

Upton and North Elmsall Community Forum is an independent charitable organisation which has operated Upton Community Library and Community Hub since 2014, following the closure of the former local authority library.

UNEF advises that the building now provides a wider range of community services in addition to book lending, including a community café, public computers and internet access, printing and photocopying, room hire, a youth club, community groups and activities, events, health-related services and signposting to other services. UNEF reports more than 10,000 visits annually across its services.

Why Funding Is Being Requested

UNEF has historically relied heavily upon trustees and volunteers to operate the library and associated services.

Following the loss of a key long-standing volunteer, UNEF secured £20,000 of National Lottery funding which enabled it to employ one General Assistant for 20 hours per week. UNEF advises that this funding is now coming to an end and that the current staffing level is insufficient to provide the operational and administrative capacity required to maintain and develop the service.

UNEF has therefore approached the Parish Council for support commencing in the 2027/28 financial year.

Staffing Proposal

The proposal is for Parish Council funding towards a core staffing structure comprising:

- two General Assistants working 20 hours per week each; and
- one Cleaner working four hours per week.

The existing 20-hour employee would become one of the two General Assistants. The proposal therefore provides for continuation of the existing position together with one additional 20-hour General Assistant and a four-hour cleaning post.

UNEF states that the General Assistants would work flexibly across the operation of the library and community facility, including café operation, public-facing services, library functions, administration, IT support, room hire, activities and liaison with volunteers and partner organisations.

Funding Requested

UNEF is requesting:

Financial Year	Requested Funding
2027/28	£33,637
2028/29	£35,295
2029/30	£36,707
Total	£105,939

The figures incorporate wages and associated employer costs and allow for anticipated increases in the Real Living Wage and statutory employment costs.

The application form refers to an overall project cost of approximately £106,000 over three years; the business plan provides the more precise total of £105,939.

Clarification of the Request
The submitted business plan lists Year 1 staffing costs of £33,937, followed by £35,295 and £36,707. These amounts total £106,239, whereas the plan states a three-year total of £105,939.

For consistency with the stated total, this report models a Year 1 contribution of £33,637. This is a provisional assumption requiring confirmation from UNEF before any award is determined.

The supporting documents also differ in scope: the application and supporting statement refer to staffing and utility costs, while the business plan requests core staffing funding and states that UNEF would meet wider operating costs.

Purpose of the Three-Year Arrangement
UNEF states that a three-year funding commitment would provide staffing stability while it develops a more sustainable operating model.

Its business plan identifies intentions to increase café income, develop room hire, seek external grants, build partnerships, expand community services and strengthen its volunteer base.

The Committee should assess how these activities would improve UNEF's financial position during the funding period and how staffing and services would be financed after the proposed Council contribution ends in March 2030.

This requires a clear distinction between aspirations, forecast income supported by reasonable assumptions, and funding already secured. Future grant applications should not be treated as confirmed income.

Financial sustainability does not necessarily require UNEF to operate without any grants. It does require a credible explanation of how ongoing costs would be met through earned income, external funding and other support, including whether further Parish Council funding is anticipated.

Members should consider whether measurable financial targets, delivery milestones and a realistic plan for the period after March 2030 have been demonstrated, and what further clarification is required.

Financial Information Supplied by UNEF

UNEF has supplied its grant application, supporting statement, three-year business plan, governing documents, annual accounts and bank statements.

The accounts for the year ended 31st March 2025 recorded total funds carried forward of £51,419, comprising:

- £37,869 unrestricted funds;
- £2,312 designated funds; and
- £11,238 restricted funds.

These are historic accounting balances. They do not establish how much money is currently available to meet staffing or other operating costs. Current balances, restrictions, existing commitments and outstanding liabilities need to be considered before drawing conclusions about UNEF's funding capacity.

Separate information supplied by UNEF records library operating costs of approximately £23,160 for April 2025 to March 2026, excluding café costs and wages. Approximately £7,282 related to utilities.

Café takings of £9,142 and café supplies of £3,326 were also reported for that period. The difference should not be treated as net profit available for staffing without accounting for other relevant costs.

Before a final funding decision, members should seek:

- accounts or draft accounts for the year ended 31st March 2026;
- current-year management figures and an explanation of the latest bank balances;
- a breakdown of restricted, designated and freely available funds, together with material commitments and liabilities; and
- an organisation-wide income, expenditure and cash-flow forecast covering the proposed funding period and the first year after Council funding ends.

The supporting documents should be read alongside this report. Bank statements provide evidence of cash movements and balances but do not, by themselves, demonstrate that the proposed staffing model is affordable or sustainable.

Council Grant Policy and Legal Position
The Council's normal Grant Scheme is intended primarily for one-off community grants, ordinarily subject to a £500 maximum, and is not designed to provide ongoing core funding.

The UNEF proposal is materially different in both value and nature and would therefore be treated as a separate funding arrangement rather than an award under the standard Grant Scheme.

The Council has the General Power of Competence and may consider providing financial support towards the staffing costs of the Community Library and Hub under that power.

UNEF would remain the employer of any staff supported through the funding and would remain responsible for recruitment, contracts, payroll, taxation, National Insurance, pensions and all other employment obligations.

Council's Baseline 2027/28 Position
The preceding agenda item considers the Council's own draft budget before any UNEF funding is added.

The updated working position is:

- Indicative baseline precept requirement: £291,239.
- Existing tax base used for modelling: 1,778 Band D equivalents.
- Indicative annual Band D charge: £163.80.
- Increase over the 2026/27 precept: 14.77%.

The baseline includes provisional allowances for replacement noticeboards and quarterly newsletters. It excludes specific provision for Village Hall solar panels and the proposed Harewood Lane car park, whose costs remain outstanding.

A separate option to fund £13,000 of election expenditure from an Elections Earmarked Reserve is illustrated in the preceding report. That funding is not yet confirmed and has not been deducted from the baseline used here.

The figures must be updated to reflect any amendments recommended under the preceding budget item. The final Council Tax impact will also depend upon the confirmed 2027/28 tax base.

Effect of Full Funding in 2027/28

If UNEF's first-year request of £33,637 were funded entirely through the precept, the indicative position would be:

	Council Baseline	With Full UNEF Funding
Precept requirement	£291,239	£324,876
Indicative Band D	£163.80	£182.72
Increase over the 2026/27 precept	14.77%	28.02%

The UNEF contribution would add approximately £18.92 annually to the Band D charge, equivalent to around 36p per week. It would increase the Council's baseline precept requirement by approximately 11.55%.

The 28.02% figure represents the combined increase for the Council's own draft budget and full first-year UNEF funding compared with the 2026/27 precept. It is not the increase attributable to UNEF alone.

These figures use the existing tax base of 1,778 Band D equivalents and assume no election reserve funding or other changes to the baseline. They remain provisional.

Illustrative Partial-Funding Scenarios

If the Committee considers that full funding is not affordable, it may consider whether a lower contribution could be supported.

For illustration, using the current tax base and assuming the contribution is met entirely from the precept:

Illustrative Contribution	Amount	Band D Addition	Approx. Weekly Cost
100% of Year 1 request	£33,637.00	£18.92	36p
75%	£25,227.75	£14.19	27p
50%	£16,818.50	£9.46	18p
25%	£8,409.25	£4.73	9p

These percentages are included solely to demonstrate the financial effect of different funding levels and do not represent recommended award amounts.

A reduced contribution should be assessed against a costed and workable alternative proposal from UNEF. A percentage reduction in funding cannot automatically be assumed to produce an equivalent reduction in staffing or services.

Alternatives for clarification could include retaining the existing 20-hour employee without the proposed additional posts, a smaller increase in staffing, or a contribution towards clearly defined services.

For each alternative, UNEF should identify the total cost, its own contribution and other funding sources, the staffing and opening hours achievable, and the consequences for the library, youth club and other activities.

The Committee should distinguish the funding needed to maintain existing services from the funding sought to expand staffing or activities. The connection between the proposed posts and continued youth club provision should be explained.

General Reserves

The Council's underlying General Reserve at 30th September 2026 was £95,420. Identified commitments and provisions now total £23,560, including the £1,500 Rugby Club grant approved on 20th October.

Allowing for those commitments leaves £71,860 before comparison with the Council's working-reserve requirement.

The preceding budget report identifies an indicative three-month benchmark of £72,809.75, based on the Council's updated 2027/28 baseline requirement. On that comparison, the remaining reserve is £949.75 below the provisional benchmark, before any UNEF contribution or further reserve-funded expenditure.

This is a planning comparison, not a completed year-end forecast. The actual position will depend upon the Council's income, expenditure and commitments through to 31st March 2027.

There is therefore no identified reserve headroom above that benchmark available to support UNEF on the present figures. Any proposed reserve contribution would require an updated forecast and a clear assessment of the effect on cash flow, financial resilience and other commitments.

Using reserves would reduce the immediate precept requirement but would not remove the cost of the award. It would also provide no recurring income to meet later instalments of a multi-year funding commitment.

Future-Year Commitment
The full proposal represents a £105,939 funding request over three years, rather than solely a decision about £33,637 in 2027/28.

Financial Year	Funding Requested
2027/28	£33,637
2028/29	£35,295
2029/30	£36,707
Total	**£105,939**

Using the current tax base for illustration, the requested contribution alone would equate to approximately £19.85 Band D in 2028/29 and £20.64 in 2029/30 if funded entirely through the precept. These amounts exclude the Council's own services and expenditure requirements.

The Council does not yet know its full expenditure, income or tax base for those years. Members should therefore consider the effect of the proposed commitment on future budget flexibility and the capacity to respond to other funding requests.

Any recommendation should clearly distinguish between support for the full three-year proposal and an initial award with later funding subject to separate decisions. The amount and certainty of support offered must be clear to both organisations.

Members should also consider the position from April 2030: how the funded posts and services would then be financed, whether further Council support is anticipated, and what UNEF would do if replacement income were not secured.

Alternative Approaches Available to the Committee
The Committee may recommend full funding, an alternative arrangement, no funding, or that further information be obtained before a recommendation on an award is made.

Options for consideration include:

- the full three-year request;
- a lower contribution supported by a costed alternative staffing and service model;
- an initial one-year award, with any later support subject to separate decisions;

- a contribution which reduces over time, supported by realistic replacement-income forecasts;
- support towards clearly defined services or activities; or
- practical assistance with volunteer recruitment, partnerships or identifying other funding sources.

Each financial option should be assessed against the Council's own budget requirements, the effect on the precept, the services UNEF could deliver and the sustainability of the arrangement.

A shorter award could limit the Council's initial commitment but would provide UNEF with less funding certainty. A reducing contribution would only be workable if UNEF could replace that income or adjust its costs without undermining the agreed services.

No alternative should be assumed viable without confirmation from UNEF. Any use of General Reserves would also require the updated financial assessment described earlier in this report.

If the information available is insufficient, the Committee may identify the evidence required and recommend that Full Council obtain it before determining an award.

Funding Agreement and Monitoring
If funding is approved, a written funding agreement should be completed before the first payment is released.

The agreement should clearly specify:

- the amount, duration and purpose of the award, including whether later-year funding is committed or subject to separate Council decisions;
- the staffing, services and activities the contribution is intended to support;
- payment dates and any conditions to be met before instalments are released;
- confirmation that UNEF remains the employer and is responsible for recruitment, contracts, payroll, pensions and all employment obligations;
- financial and activity reporting requirements, including evidence of how the contribution has been spent;
- measurable targets for income generation, volunteer development and progress towards a sustainable funding model;
- prompt notification of material changes to staffing, services, finances or other funding;

- arrangements for reviewing progress and addressing unmet conditions; and
- treatment of unspent or misapplied funding, together with appropriate repayment and termination provisions.

Monitoring should be proportionate to the award and should enable the Council to assess both the community benefit delivered and UNEF's financial progress.

For a three-year award, the agreement should explain how monitoring relates to subsequent payments. An annual review should not be presented as a fresh funding decision unless that is the arrangement actually approved.

The agreement should also make clear whether the award ends in March 2030 and that any support beyond the agreed funding period would require a separate Council decision.

Matters for the Finance Committee to Consider

In reaching its recommendation, the Committee should consider:

- the community benefit of the library, youth club and other services, including opportunities to develop youth provision;
- the distinction between maintaining existing services and expanding staffing or activities;
- the justification for the proposed staffing structure, the role of volunteers and UNEF's arrangements for recruiting, training and supporting them;
- the cost and service implications of maintaining the existing employee, providing fewer additional hours or adopting another staffing model;
- UNEF's current financial position, available funds, liabilities and organisation-wide operating costs;
- the income assumptions, financial targets and practical changes expected to improve sustainability during the three-year period;
- how staffing and services would be financed after March 2030, including whether further Parish Council support is anticipated;
- the Council's own services, priorities and outstanding project costs, together with the combined effect on the precept and parishioners;
- the limited capacity within General Reserves and the effect of any multi-year commitment on future budgets;
- the implications for assessing comparable requests from other community organisations; and
- any further evidence, funding conditions, monitoring arrangements or alternative proposals required before Full Council reaches a final decision.

Recommendation Required

The Finance Committee is asked to formulate a recommendation to Full Council covering:

1. Whether the evidence available is sufficient to determine the funding request and, if not, what further information should be obtained.
2. Whether the full three-year proposal is affordable alongside the Council's own services, commitments, priorities and reserve requirements.
3. Whether full funding, an alternative amount or arrangement, or no financial award should be recommended.
4. For any proposed award, the amount, duration, purpose and funding source, together with its effect on the indicative precept and future budgets.
5. Whether an alternative proposal requires confirmation from UNEF of the staffing and services achievable before Full Council determines an award.
6. The financial, service-delivery and sustainability conditions, monitoring requirements and payment arrangements to be included in a funding agreement.
7. Whether any practical or other support should be recommended alongside, or instead of, a financial contribution.

UPTON AND NORTH ELMSALL PARISH COUNCIL

Parish Grant Scheme 2026

Application Form

Name of group	Upton & North Elmsall Community Forum (UNEF)
Main group contact (Full name and title)	
Position in group	Trustee
Address	Upton Library & Community Centre Waggon Lane Upton Pontefract WF9 1JS
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	Please see supporting statement, enclosed
Say how you know there is a need for your request	Please see supporting statement, enclosed

What are the full costs of the project (including VAT if applicable)	£106,000 (over 3 years)
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder National Lottery..... £ 20,000.00 Funder ..... £ ..... Funder ..... £ .....
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed	National Lottery grant coming to an end.
What contribution to these costs would you like from the parish council?	100%
Is this contribution for a specific element of the project?	This contribution would be to cover staffing costs and support with rising utility bills.
What is the structure of your organisation?	Informal group ☐ Registered Charity ☒ Other ☐x please give details below

Supporting information checklist

	Tick to confirm enclosure
Group constitution or set of rules	✖
Copy of the most recent/audited accounts	✖
Evidence of planning permission (if necessary)	N/A
Quotes for capital items and works over £500	N/A
Six most recent bank account statements	✖
Business plan for the next three years (applications over £5,000)	✖

Please return to:

The Clerk, The Village Hall, Harewood Lane, Upton, Pontefract, WF9 1JB
Email: info@up-ne-parishcouncil.co.uk
Telephone: 01977 643283

Case for Support – UNEF Library and Community Hub

Who we are:

- UNEF has run the local Library and Community Hub since 2014, after Wakefield Council closed local libraries due to financial pressures.
- Volunteer-led for over ten years, the hub is a lifeline in one of the most deprived areas of Wakefield.

What we do:

- **Youth club**: 80+ young people attend weekly sessions.
- **Library services**: 300+ members borrowing books and accessing literacy support.
- **Digital access**: Free WiFi, IT support, affordable printing/photocopying, job search and benefit access.
- **Community groups**: Craft, walking, guitar lessons, coffee mornings and volunteering opportunities.
- **Events & wellbeing**: Senior citizens' Christmas party, children's events, pie and pea socials, NHS use, advice and signposting, Pilates.
- **Facilities**: Café, free parking, community garden, room hire.

Our impact:

- **10,000+ visits annually** across services.
- **100+ seniors supported** to reduce isolation.
- **20+ volunteers** gaining valuable skills and confidence.
- **Essential health, social, and digital access** provided locally.

Why we need support now:

- Loss of a key volunteer has created a gap requiring **paid staffing (20 hrs/week at minimum wage).**
- Rising **utility bills** threaten the hub's ability to stay open.
- Without support, this vital community resource is at risk of closure.

Our request:

- Funding for staffing costs.
- Contribution towards utility bills.

Our promise:

- Parish funding will directly sustain an inclusive, welcoming, and trusted hub.
- We will continue to deliver high-value, community-driven services that improve lives and strengthen our local area.

Supporting Statement – UNEF Library and Community Hub Funding Application

The UNEF Library and Community Hub has been at the heart of our community for over ten years. Since 2014, when Wakefield Council was forced to close all local libraries due to financial pressures, UNEF has taken on full responsibility for running this much-needed facility. We are proud to have sustained and grown this hub as a volunteer-led organisation, ensuring that vital services remain available in our area.

The hub provides a wide range of services and activities that benefit all age groups within our community, including:

- A thriving youth club with over 80 young people attending weekly sessions.
- A library service offering book lending for both adults and children.
- Affordable access to photocopying, printing, computer use, and free WiFi.
- Popular community groups such as craft sessions, a walking group, guitar lessons,Pilates and coffee mornings.
- Regular events including children's Christmas activities, senior citizens' Christmas parties, and community social evenings such as our pie and pea suppers with bingo and raffles.
- NHS use of facilities, community garden projects, and volunteering opportunities.
- A welcoming café offering drinks and snacks, alongside free car parking for visitors.
- Essential signposting, advice, and guidance to local services and organisations.

These services are not only well used but are vital in supporting one of the most deprived areas of Wakefield. The hub provides a safe, accessible, and welcoming environment where people can learn, connect, and thrive.

However, in order to keep the hub open and functioning effectively, we now urgently need financial support. The loss of a key volunteer has created a gap that cannot be filled by goodwill alone. To operate responsibly and sustainably, the facility requires paid staffing for essential tasks such as financial management, supervision, governance, and day-to-day operations. We are therefore requesting funding to cover:

- **Staffing costs:** 20 hours per week at minimum wage.
- **Support with rising utility bills:** to ensure the hub remains warm, safe, and open for all.

While volunteers continue to contribute significantly, the complexity of running the hub and the level of community reliance mean that professional staffing has become indispensable. Without this support, the future of the hub would be at serious risk, leaving our community without a trusted and essential resource.

UNEF remains committed to providing a sustainable, inclusive, and welcoming hub that addresses isolation, supports young people, promotes learning, and strengthens community bonds. We believe that with your help, we can continue to deliver these vital services for many years to come.

UPTON AND NORTH ELMSALL COMMUNITY FORUM (UNEF)

Upton Community Library

Three-Year Business Plan and Funding Request

Prepared for Upton Parish Council
2026-2029

A modest investment to protect and develop a valued community facility in a growing village.

1. Purpose of this Plan

Upton and North Elmsall Community Forum (UNEF) is seeking a three-year funding partnership with Upton Parish Council to provide the core staffing needed to keep Upton Community Library open, stable and professional, and to develop the building as a wider community hub.

The request is for two part-time General Assistants working 20 hours each per week and a Cleaner working four hours per week. Staff would be paid at the real Living Wage set by the Living Wage Foundation, with applicable employer National Insurance and pension costs.

With this support, UNEF intends to: develop the cafe, increase earned income, support volunteers and create staff capacity to attract further funding and services into Upton.

2. Background

When Wakefield Council closed local library provision in approximately 2012, UNEF took responsibility for keeping the Upton library open for local residents. The building remains owned by Wakefield Council and UNEF occupies it at a peppercorn rent of £1 per year.

For around 14 years, the library has continued largely through the commitment of trustees and volunteers, together with income generated by the cafe and other activity.

Upton Parish Council provided financial support for the service during an earlier period. UNEF is grateful for that support, which demonstrated the Parish Council's recognition of the value of retaining a community facility in Upton. Since then, UNEF has sustained the service for many years through volunteering, cafe trading and careful management.

The present proposal offers an opportunity for UNEF and Upton Parish Council to work together again, this time through a three-year partnership designed to provide stability and support future development.

3. More Than a Library

Upton Community Library is now much more than a place to borrow books. It is an accessible local community facility offering:

- A well-stocked community library.
- A community cafe with speciality coffee, sandwiches, salads, toasties, cakes and refreshments.
- Public computers, internet access and digital help.
- A meeting room for hire.
- Pilates, guitar, craft and walking groups and other activities.
- Youth club provision for around 80 young people.
- Women's Institute activity involving around 30 members.
- Health and vaccination provision.
- Police and community engagement.
- Work experience opportunities.
- Information, practical help and signposting to other services.

Approximately 120 people use the library each week, in addition to those attending the youth club, Women's Institute, classes, groups, health services and other activities.

4. Why Support is Needed

UNEF currently has a small panel of trustees, two regular volunteers and one paid employee working 20 hours per week. The library is open Tuesday to Friday.

For a number of years the library benefited from an exceptional level of commitment from a volunteer who effectively provided almost full-time support. Sadly, this volunteer passed away approximately a year ago. Their contribution was invaluable, but UNEF cannot build a sustainable future around the expectation that another person will be able to make the same level of unpaid commitment.

Recruiting skilled volunteers who have the confidence and availability to take on regular public-facing responsibilities is increasingly difficult. Changing working and retirement patterns, including people working later in life, have reduced the number of people able to commit substantial regular hours.

A small core of paid staff is therefore essential to provide a stable, reliable and professional service. Residents, hirers, community groups and partner organisations need to know that the building will be open and that there is a consistent point of contact.

5. Proposed Staffing

UNEF proposes the following simple staffing structure:

Post	Hours	Main Purpose
General Assistant 1	20 per week	Cafe, library, administration, public-facing services and community support
General Assistant 2	20 per week	Cafe, library, administration, public-facing services and community support
Cleaner	4 per week	Maintain a clean and welcoming community facility

The existing 20-hour employee would become one of the two General Assistants, retaining experience and continuity.

The General Assistants would work flexibly across the whole facility rather than being restricted to a single function. This is important in a small community organisation where cafe, library, administration, IT support, room hire, activities and public enquiries all need to be covered.

6. Developing the Cafe and Earned Income

The cafe currently generates approximately £6,000 per year. With two General Assistants and four-day opening, UNEF would have greater capacity to develop the cafe and increase its contribution to the running of the facility.

This could include more consistent opening, improved promotion, developing the food and drink offer and making better use of the cafe alongside meetings, groups and community activities.

The Parish Council funding would therefore not replace UNEF's own income-generating activity. It would provide the staffing foundation that allows UNEF to increase that activity.

7. Supporting Volunteers

Volunteers will continue to be an important part of Upton Community Library, but they should support and add value to the service rather than carry responsibility for keeping the building operating.

UNEF intends to make volunteering more attractive and accessible by offering reasonable travel expenses, free lunch and refreshments while volunteering, flexible hours, clearly defined roles and support from paid staff.

This would enable people to volunteer for realistic periods according to their circumstances and help UNEF build a broader volunteer base over time.

8. Bringing More Funding and Services into Upton

Core staffing would also create something UNEF currently has very little of: time and capacity to develop the charity.

Alongside day-to-day duties, staff could help identify funding opportunities, prepare applications, develop partnerships and bring additional activities and services into the library.

The highly popular youth club, used by around 80 young people, is a good example of what UNEF can achieve when funding is secured for a particular local need.

Over the three-year period UNEF would seek further external funding and partnerships for appropriate activities, which could include children and young people, older residents, health and wellbeing, digital inclusion, social isolation, skills and employability.

This creates a multiplier effect from the Parish Council's investment: core funding provides the stable base from which UNEF can attract additional money, services and opportunities into Upton.

9. Community Need

Upton has expanded substantially over the last 15 years through new housing development, bringing many more households and residents into the village.

Despite this growth, there are very few places within Upton where residents can access this range of everyday community services. The Village Hall is another valued community venue, while Upton Community Library provides a different and complementary offer through its combination of library, cafe, public IT, meeting space, activities, health provision, information and signposting.

The library is particularly valuable because residents can visit during normal daytime opening hours without needing to attend a particular class, group or appointment. They can borrow a book, have a coffee, use a computer, ask for help, meet other people or simply find out what is available locally.

10. Three-Year Funding Request

UNEF is asking Upton Parish Council to fund 100% of the core staffing costs for three years. UNEF would continue to meet the wider building, cafe and operating costs from its own income and other funding.

The current real Living Wage used for this plan is £13.45 per hour. The Year 1 estimate includes applicable employer National Insurance and pension costs. Years 2 and 3 include a planning allowance for increases in pay and employment costs.

Funding Period	Estimated Staffing Cost
Year 1	£33,937
Year 2	£35,295
Year 3	£36,707
Total three-year request	**£105,939**

Average annual investment: approximately £35,300

Equivalent to approximately £679 per week

For approximately £679 per week, Upton Parish Council would help provide the core staffing for a community facility operating four days per week and supporting library services, a cafe, public IT, community groups, health activity, youth provision, information, signposting and wider community use.

11. What the Three-Year Investment Will Achieve

- Establish consistent four-day opening.
- Provide a stable and professional public-facing service.
- Protect and develop the library and community cafe.
- Increase cafe and other earned income.
- Provide a reliable base for community groups and partner organisations.
- Support and recruit additional volunteers.
- Increase room hire and wider use of the building.
- Create staff capacity to identify and apply for external funding.
- Bring additional activities, services and investment into Upton.
- Develop a stronger and more sustainable operating model for the future.

12. Conclusion

Upton Community Library has been maintained for around 14 years through local commitment, volunteering and income generation. It has developed into much more than a library and now provides an important community base in a village that has grown significantly.

UNEF is not proposing a large staffing structure. It is asking for a small core team: two 20-hour General Assistants and four hours of cleaning each week.

At approximately £679 per week, the proposed Parish Council investment would provide the stability needed to maintain a professional four-day service, develop the cafe, support volunteers, attract further funding and bring additional services into Upton.

UNEF therefore respectfully asks Upton Parish Council to support a three-year funding partnership of up to £105,939 for core staffing costs, subject to the actual real Living Wage and statutory employer costs applicable in each year.

LIBRARY COSTS

April 2025 - March 2026 £23160

Of which £7282 are the costs of utilities

There are no cafe costs in this figure .

Also no wages costs .

Cafe takings £9142

Cafe supplies £3326

The Companies Act 2006

Articles of Association of

UPTON AND NORTH ELMSALL COMMUNITY FORUM

A Company Limited by Guarantee

and not having a share capital

MEANING OF WORDS & EXPRESSIONS

1. Interpretations

Words and expressions used in these articles shall have the meanings given to them in Part 7.

PART 1: OBJECTS, POWERS & NOT-FOR-PROFIT STATUS

2. Objects

The Company is established to promote the welfare of the community in the Parish of Upton & North Elmsall and its environs, and to provide facilities and services which maintain and enhance the quality of life for residents.

3. Powers

The Company has the power to do anything which is incidental or conducive to the furtherance of its objects, including—

i. To seek and apply for funds, and to receive donations, endowments, sponsorship fees, subscriptions and legacies from persons desiring to promote the Company's objects or any of them, and to hold funds in trust for same;

ii. To borrow or raise or secure the payment of any money for the purposes of or in connection with the Company's objects and to mortgage or charge any part of the Company's property as security for borrowed money.

4. Not-for-profit status

(a) The income and property of the Company shall be applied solely towards the promotion of its objects set out in these articles of association, and no portion shall be transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to the members of the Company, provided that nothing shall prevent any payment in good faith by the Company—

i. as repayment of reasonable out-of-pocket expenses incurred by any Director whilst acting on behalf of the Company;

ii. of interest on money lent by any Director of the Company at a rate per annum not exceeding 2 per cent above the base lending rate of the Company's bankers for the time being;

iii. of reasonable and proper rent for premises demised or let by any Director of the Company;

iv. of reasonable and proper remuneration to any Director of the Company for services actually rendered to the Company, on a contract of employment or otherwise, or to any organisation with which a Director may be associated for services rendered to the Company.

(b) If the Company is dissolved, any assets remaining after the satisfaction of its debts and liabilities shall not be distributed amongst the members but must be applied in one or both of the following ways, as may be decided by the members at or before the time of dissolution—

i. by transfer to one or more not-profit-distributing institutions with objects similar to or compatible with those of the Company;

ii. as a donation for charitable purposes.

PART 2: LIMITATION OF LIABILITY

5. Limit of members' liability

(a) The liability of the members is limited.

(b) Every member guarantees, if the Company is dissolved while he or she is a member or within one year afterwards, to pay up to one pound sterling (£1) towards the costs of dissolution and the liabilities incurred by the Company while the guarantor was a member.

PART 3: MEMBERS

6. Members of the Company

Everyone appointed as a Director of the Company shall be admitted as a member; and only persons appointed as Directors shall be voting members of the Company.

6. Cessation of membership

(a) A member shall cease to be a member immediately that she or he ceases to be a Director of the Company for any reason.

(b) The rights and privileges of a member cannot be transferred to anyone else.

PART 4: DIRECTORS

APPOINTMENT AND REMOVAL OF DIRECTORS

7. Appointment of Directors

The Directors may appoint new Directors whenever they think fit.

8. People who may not serve as Directors

Under no circumstances shall any of the following serve as Directors—

(a) a person aged under 16 years;

(b) a person who is an undischarged bankrupt, or has made any arrangement with his or her creditors generally, or is otherwise disqualified by law from serving as a company director.

9. Disqualification and removal of Directors

The office of a Director shall be immediately vacated if he or she—

(a) resigns in writing to the Company; or

(b) is removed by majority vote of the Directors for conduct prejudicial to the Company; or

(c) becomes bankrupt or makes any arrangement with his or her creditors generally; or

(d) is otherwise disqualified by law from serving as a director of a company.

DIRECTORS' POWERS AND DUTIES

10. Directors' general authority

Subject to the articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

11. Directors' authority to delegate functions

(a) Subject to the articles, the Directors may delegate any of their functions to any person they think fit.

(b) Any delegation under paragraph (a) may authorise further delegation of the Directors' functions by any person to whom they are delegated.

12. Committees of Directors

(a) Two or more Directors are a "committee" if the Directors have—

i. delegated any of the Directors' functions to them; and

ii. indicated that they should act together in relation to that function.

(b) The provisions of the Articles about how the Directors take decisions shall apply, as far as possible, to the taking of decisions by committees.

DECISION-MAKING BY DIRECTORS

13. Directors to take decisions collectively

The general rule about decision-making by Directors is that any decision of the Directors must be either (a) a majority decision taken at a meeting or (b) a unanimous decision taken in accordance with article 14.

14. Unanimous decisions

A decision of the Directors may be taken without a meeting or discussion if all the Directors indicate to each other, by any means, that they share a common view on a matter.

15. Calling a Directors' meeting

(a) A meeting of the Directors shall be summoned at the request of a Director by giving reasonable notice of the meeting to the Directors.

(b) Notice of any Directors' meeting must indicate—

i. its proposed date and time;

ii. where it is to take place; and

iii. if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

(c) Notice of a Directors' meeting must be given to each Director, but need not be in writing.

16. Participation in Directors' meetings

(a) Subject to the articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when—

i. the meeting has been called and takes place in accordance with the articles, and

ii. they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

(b) In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.

(c) If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

17. Quorum for Directors' meetings

(a) At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

(b) Unless and until otherwise decided by the Directors, the quorum for Directors' meetings shall be two Directors.

18. Chairing of Directors' meetings

At every meeting of the Directors the Chair shall preside. If he or she is not present ten minutes after the time appointed for the start of the meeting, or if there is no Chair, or if he or she is unwilling to act, then the Directors present shall choose one of their number to chair that meeting, whose function shall be to conduct the business of the meeting in an orderly manner.

19. Voting at Directors' meetings

All questions shall be decided by a majority of votes of the Directors participating in the meeting. In the case of an equality of votes the Chair of the meeting shall not have a second or casting vote and the resolution shall be lost.

20. Conflicts of interest

(a) Directors must avoid situations in which they have, or could have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the Company. This applies in particular to the exploitation of any property, information or opportunity (and it is immaterial whether the Company could take advantage of the property, information or opportunity).

(b) Where a Director of a Company is in any way, directly or indirectly, interested in a transaction or arrangement that has been entered into by the Company, he must declare the nature and extent of the interest to the other Directors in writing or at a Directors' meeting.

21. Directors' discretion to make further rules

Subject to the articles, the Directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to Directors.

OFFICERS

22. Appointment of officers

The Directors shall appoint from among themselves a Chair, Vice-Chair and Treasurer. A person appointed to any office shall cease to hold that office if he or she ceases to be a Director, or if he or she resigns from that office by written notice.

PART 5: MEMBERS' DECISION-MAKING

23. Decision by written resolution

(a) Any decision that may be made at a General Meeting of the Company may be made by written resolution, other than a decision to remove a Director or auditor before the expiry of their term of office.

(b) A proposed written resolution shall be circulated to members and to the auditors in the same manner as notices for General Meetings. Members signify their approval of the resolution if they wish to vote for it, and need take no action if they wish to vote against.

(c) The majorities required to pass a written resolution are as follow—

i. for an ordinary resolution, approval is required from a simple majority of the members eligible to vote;

ii. for a special resolution, approval is required from not less than 75% of the members eligible to vote.

(d) The document indicating a member's approval of a written resolution may be sent to the Company as hard copy or in electronic form. A member's agreement to a written resolution, once signified, may not be revoked.

(e) A written resolution lapses if the necessary number of approvals has not been received 28 days after the first day on which copies of the resolution were circulated to members.

(f) A written resolution is passed as soon as the required majority of eligible members have signified their agreement to it.

24. General Meetings

(a) The Directors may whenever they think fit convene a General Meeting.

(b) General Meetings must be held in accordance with the provisions regarding such meetings in the Act.

(c) No business shall be transacted at a General Meeting unless a quorum is present. Unless otherwise decided by the Company, two members shall be a quorum.

PART 6: ADMINISTRATION AND MISCELLANEOUS

MINUTES

25. Minutes to be kept

(a) The Directors must keep minutes of all—

i. appointments of officers made by the Directors;

ii. proceedings at meetings of the Company;

iii. written resolutions passed by the Company;

iv. meetings of the Directors and committees of Directors including:

- the names of the Directors present at the meeting;
- the decisions made at the meetings; and
- where appropriate, the reasons for the decisions.

(b) Minutes of meetings shall be kept for a minimum of 10 years.

ACCOUNTS AND AUDIT

26. Accounts

(a) The Directors shall comply with the requirements of the Act and any other applicable law as to keeping financial records and the preparation and transmission to the Registrar of Companies of annual reports and accounts.

(b) The Company must send a copy of its annual accounts and reports for each financial year to—

i. every member of the Company,

ii. every holder of the Company's debentures, and

iii. every person who is entitled to receive notice of General Meetings.

(c) Copies need not be sent to a person for whom the Company does not have a current address, nor to anyone who is not entitled to receive notices of General Meetings of the Company.

(d) Copies of the Company's annual accounts and reports must be sent out on or before the date on which the Company delivers its accounts and reports to the Registrar of Companies.

27. Audit

(a) In accordance with the law for the time being in force the Company may choose to take advantage of the small company audit exemptions if it is eligible to do so.

(b) The Company's income and expenditure account and balance sheet shall be subject to professional audit if—

i. the Company's income exceeds the statutory threshold, or

ii. an audit is demanded by 10% of the membership.

SOCIAL AUDIT

28. Conduct of social audit

(a) The Company shall conduct an annual social audit in addition to any financial audit that may be undertaken. A social audit shall seek to measure the social benefits and costs of the Company's activities, its effect on beneficiaries and the wider community, and other factors, such as environmental impact, as may be agreed by the Directors.

(b) A social audit may be commissioned from an external reporter or it may be conducted by the Company itself.

(c) The results of any social audit shall be circulated to all Directors and may be made available to others at the discretion of the Directors.

DIRECTORS' INDEMNITY AND INSURANCE

29. Indemnity

The Company may indemnify any Director, auditor, or other officer of the Company against any liability incurred by him or her in that capacity to the extent permitted by sections 232 to 234 of the Act.

30. Insurance

(a) The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

(b) In this article—

i. a "relevant Director" means any Director or former Director of the Company or an associated company,

ii. a "relevant loss" means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director's duties or powers in relation to the Company, any associated company or any pension fund or employees' share scheme of the Company or associated company, and

iii. companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

PART 7: INTERPRETATIONS

31. Defined terms

In the articles, unless the context requires otherwise—

"articles" means the Company's articles of association;

"the Act" means the Companies Act 2006;

"Director" means a Director of the Company, and includes any person occupying the position of Director, by whatever name called;

"document" includes, unless otherwise specified, any document sent or supplied in electronic form;

"electronic form" has the meaning given in section 1168 of the Act;

"member" has the meaning given in section 112 of the Act;

"ordinary resolution" has the meaning given in section 282 of the Act;

"special resolution" has the meaning given in section 283 of the Act;

"subsidiary" has the meaning given in section 1159 of the Act; and

"writing" means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Act as in force on the date when these articles become binding on the Company.

CLUB AND SOCIETY

MONEY

UPTON & NORTH ELMSALL COMMUNIT

UPTON COMMUNITY LIBARY, WAGGON LANE, UPTON, PONTEFRACT, WF9 1JS

Statement date

01 Aug 26 - 31 Aug 26

Date	Description	Type	Debits	Credits	Balance
01 Aug 26	**Opening Balance**				**£57660.99**
03 Aug 26	CRD07VM CASHBACK	Unknown		£0.81	£57661.80
03 Aug 26	Sky Business Serv, 00002957800003	Direct Debit	£54.54		£57607.26
03 Aug 26	Cf Corporate Finan, C348360	Direct Debit	£90.00		£57517.26
03 Aug 26	Card 07, Microsoft*Microsoft 36	Card	£104.99		£57412.27
04 Aug 26	000305	Branch		£586.00	£57998.27
05 Aug 26	British Gas Busine, 603119732280219	Direct Debit	£206.69		£57791.58
07 Aug 26	Copier Systems Lim, UPTO10	Direct Debit	£85.31		£57706.27
12 Aug 26	CLS 07, Farmfoods 425	Card	£28.30		£57677.97
17 Aug 26	CLS 07, Aldi	Card	£16.90		£57661.07
17 Aug 26	CLS 07, Co-Op Group 190519	Card	£19.80		£57641.27
24 Aug 26	Edf Energy, A31F6848A001	Direct Debit	£82.57		£57558.70
25 Aug 26	CLS 07, Aldi	Card	£22.47		£57536.23
25 Aug 26	Wakefield Council, 10058154	Direct Debit	£49.15		£57487.08
26 Aug 26	CLS 07, Co-Op Group 108508	Card	£8.14		£57478.94
	Library Pay	Transfer			£56978.94
	Library Pay	Transfer			£56478.94
27 Aug 26	CHARGES	Charges	£11.90		£56467.04
	Library Pay	Transfer			£56310.78
	Total debits		£1937.02		
	Total credits			£586.81	
	Closing Balance				**£56310.78**

Definitions

Credit - money coming into your account.
Debit - money going out of your account.

Important info about the Financial Services Compensation Scheme (FSCS)

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Your deposit is covered by the scheme. Details on the protection of eligible deposits can be found in the information sheet and deposits excluded from the scheme can be found in the exclusion list which can be obtained from your local store. You can also visit **virginmoney.com/service/fscs.**

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Overdraft Interest rates

Not all of our current accounts offer Arranged or Unarranged Overdrafts. See your product Terms or Tariff for details.

If you do have an Arranged Overdraft and borrow money from us, then we'll apply Arranged Overdraft rates up to your Arranged Overdraft limit. We'll apply Unarranged Overdraft interest rates (if applicable) if you ask us for a temporary overdraft or a temporary increase to an existing Arranged Overdraft to cover a payment made when you do not have enough money in your account.

Get in touch for details of the interest rates that apply.

If you're not happy

Here at Virgin Money, we bend over backwards to provide a super service – but sometimes, things don't go to plan. If that happens, tell us what's wrong, then we can try to put it right. You can let us know your complaint simply by getting touch on **0800 121 7365.** We'll do our best to make you happy again, but if you're still not satisfied, it doesn't stop there. You may contact the Financial Ombudsman Service, who may look into your complaint. For more about them, visit www.financial-ombudsman.org.uk.

CLUB AND SOCIETY

MONEY

UPTON & NORTH ELMSALL COMMUNIT

UPTON COMMUNITY LIBARY, WAGGON LANE, UPTON, PONTEFRACT, WF9 1JS

Statement date

01 Jul 26 - 31 Jul 26

Date	Description	Type	Debits	Credits	Balance
01 Jul 26	**Opening Balance**				**£57917.64**
01 Jul 26	000304	Branch		£540.00	£58457.64
01 Jul 26	Sky Business Serv, 00002957800003	Direct Debit	£54.54		£58403.10
02 Jul 26	CLS 07, Co-Op Group 108508	Card	£4.08		£58399.02
03 Jul 26	CRD07VM CASHBACK	Unknown		£0.83	£58399.85
06 Jul 26	Copier Systems Lim, UPTO10	Direct Debit	£85.31		£58314.54
06 Jul 26	RIB, Bcvs Services, Invoice No. 1791	Transfer	£81.00		£58233.54
06 Jul 26	RIB, Steven Pallett, Soup Bowls Napkins	Transfer	£23.70		£58209.84
06 Jul 26	RIB, Steven Pallett, Bryony Gft Voucher	Transfer	£52.00		£58157.84
07 Jul 26	British Gas Busine, 603119732280219	Direct Debit	£261.05		£57896.79
08 Jul 26	WAKEFIELD COUNCIL NOBANK	Giro		£1627.92	£59524.71
08 Jul 26	CLS 07, Co-Op Group 108508	Card	£6.23		£59518.48
08 Jul 26	MOB, Steven Pallett, Cleaning Products	Transfer	£10.05		£59508.43
13 Jul 26	CLS 07, Co-Op Group 108508	Card	£9.55		£59498.88
13 Jul 26	CLS 07, Aldi	Card	£19.09		£59479.79
14 Jul 26	CLS 07, Co-Op Group 108477	Card	£13.90		£59465.89
15 Jul 26	CLS 07, Co-Op Group 190519	Card	£10.70		£59455.19
15 Jul 26	Scottish Water Bus, 9102760301	Direct Debit	£87.11		£59368.08
15 Jul 26	Card 07, Booker Ltd - 38579774	Card	£132.14		£59235.94
17 Jul 26	CLS 07, Co-Op Group 108508	Card	£6.60		£59229.34
17 Jul 26	MOB, Arthur Miles, Strimmer	Transfer	£205.97		£59023.37
21 Jul 26	Edf Energy, A31F6848A001	Direct Debit	£17.85		£59005.52
21 Jul 26	CLS 07, Co-Op Group 190519	Card	£23.98		£58981.54
27 Jul 26	Wakefield Council, 10058154	Direct Debit	£49.15		£58932.39
27 Jul 26	MOB, Steven Pallett, Padlock Key Cut	Transfer	£8.00		£58924.39
27 Jul 26	MOB, Steven Pallett, Plastic Box &Brush	Transfer	£17.99		£58906.40
27 Jul 26	MOB, Steven Pallett, Companies House	Transfer	£50.00		£58856.40
28 Jul 26	CLS 07, Tesco Stores 5740	Card	£8.50		£58847.90
28 Jul 26	CHARGES	Charges	£11.90		£58836.00
30 Jul 26	CLS 07, Aldi	Card	£11.75		£58824.25
	Library Pay	Transfer			£58324.25
	Library Pay	Transfer			£57824.25
31 Jul 26	MOB, Steven Pallett, Storage Boxes	Transfer	£7.00		£57817.25
	Library Pay	Transfer			£57660.99

Date	Description	Type	Debits	Credits	Balance
	Total debits		£2425.40		
	Total credits			£2168.75	
	Closing Balance				**£57660.99**

Definitions

Credit - money coming into your account.
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CLUB AND SOCIETY

MONEY

UPTON & NORTH ELMSALL COMMUNIT

UPTON COMMUNITY LIBARY, WAGGON LANE, UPTON, PONTEFRACT, WF9 1JS

Statement date

01 Jun 26 - 30 Jun 26

Date	Description	Type	Debits	Credits	Balance
01 Jun 26	**Opening Balance**				**£63628.04**
01 Jun 26	000303	Branch		£620.00	£64248.04
03 Jun 26	CRD07VM CASHBACK	Unknown		£0.84	£64248.88
03 Jun 26	Sky Business Serv, 00002957800003	Direct Debit	£54.54		£64194.34
04 Jun 26	Copier Systems Lim, UPTO10	Direct Debit	£85.31		£64109.03
05 Jun 26	CLS 07, Aldi Stores	Card	£13.04		£64095.99
05 Jun 26	British Gas Busine, 603119732280219	Direct Debit	£214.00		£63881.99
09 Jun 26	RIB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£63381.99
09 Jun 26	RIB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£62881.99
10 Jun 26	CLS 07, Co-Op Group 108508	Card	£5.70		£62876.29
10 Jun 26	MOB, Hall & Rhodes Secu, Inv No. 271544	Transfer	£72.00		£62804.29
11 Jun 26	RIB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£62304.29
11 Jun 26	RIB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£61804.29
12 Jun 26	CLS 07, Co-Op Group 108508	Card	£11.75		£61792.54
15 Jun 26	CLS 07, Aldi Stores	Card	£13.36		£61779.18
15 Jun 26	CLS 07, Farmfoods 411	Card	£37.63		£61741.55
16 Jun 26	CLS 07, Co-Op Group 190519	Card	£25.80		£61715.75
16 Jun 26	Card 07, @Compu-Tech Horbury Co	Card	£80.00		£61635.75
18 Jun 26	MOB, Rentex, Invoice 115867	Transfer	£265.20		£61370.55
19 Jun 26	RIB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£60870.55
19 Jun 26	RIB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£60370.55
22 Jun 26	CLS 07, Aldi Stores	Card	£20.48		£60350.07
23 Jun 26	Edf Energy, A31F6848A001	Direct Debit	£170.55		£60179.52
24 Jun 26	CLS 07, Co-Op Group 190519	Card	£29.68		£60149.84
25 Jun 26	Wakefield Council, 10058154	Direct Debit	£49.15		£60100.69
25 Jun 26	MOB, Arthur Miles, Biscoff Biscuits	Transfer	£17.59		£60083.10
25 Jun 26	CHARGES	Charges	£9.20		£60073.90
26 Jun 26	RIB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£59573.90
26 Jun 26	RIB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£59073.90
	Library Pay	Transfer			£58573.90
	Library Pay	Transfer			£58073.90
	Library Pay	Transfer			£57917.64
	Total debits		£6331.24		
	Total credits			£620.84	
	Closing Balance				**£57917.64**

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CLUB AND SOCIETY

MONEY

UPTON & NORTH ELMSALL COMMUNIT

UPTON COMMUNITY LIBARY, WAGGON LANE, UPTON, PONTEFRACT, WF9 1JS

Statement date

01 May 26 - 31 May 26

Date	Description	Type	Debits	Credits	Balance
01 May 26	**Opening Balance**				**£65614.93**
01 May 26	Sky Business Serv, 00002957800003	Direct Debit	£54.54		£65560.39
01 May 26	Cf Corporate Finan, C348360	Direct Debit	£90.00		£65470.39
05 May 26	000302	Branch		£580.00	£66050.39
05 May 26	CRD07VM CASHBACK	Unknown		£0.52	£66050.91
05 May 26	MOB, Steven Pallett, Library Keys Cut	Transfer	£9.00		£66041.91
05 May 26	MOB, Arthur Miles, Library Nisbets	Transfer	£151.05		£65890.86
06 May 26	British Gas Busine, 603119732280219	Direct Debit	£212.54		£65678.32
07 May 26	Copier Systems Lim, UPTO10	Direct Debit	£85.31		£65593.01
08 May 26	RIB, Wmdc, 91318169608	Transfer	£198.19		£65394.82
11 May 26	Card 07, Aldl Stores	Card	£23.85		£65370.97
13 May 26	CLS 07, Co-Op Group 190519	Card	£16.94		£65354.03
13 May 26	CLS 07, Farmfoods 411	Card	£58.16		£65295.87
15 May 26	CLS 07, Booker Ltd - 38579774	Card	£95.07		£65200.80
20 May 26	CLS 07, Co-Op Group 190519	Card	£21.99		£65178.81
21 May 26	Edf Energy, A31F6848A001	Direct Debit	£311.91		£64866.90
22 May 26	CLS 07, Co-Op Group 108508	Card	£10.85		£64856.05
26 May 26	Wakefield Council, 10058154	Direct Debit	£49.15		£64806.90
27 May 26	CLS 07, Co-Op Group 190519	Card	£15.20		£64791.70
	Library Pay	Transfer			£64291.70
	Library Pay	Transfer			£63791.70
28 May 26	CHARGES	Charges	£7.40		£63784.30
	Library Pay	Transfer			£63628.04
	Total debits		£2567.41		
	Total credits			£580.52	
	Closing Balance				**£63628.04**

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UPTON & NORTH ELMSALL COMMUNIT

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Statement date

01 Apr 26 - 30 Apr 26

Date	Description	Type	Debits	Credits	Balance
01 Apr 26	**Opening Balance**				**£60910.27**
01 Apr 26	000301	Branch		£1541.00	£62451.27
01 Apr 26	Sky Business Serv, 00002957800003	Direct Debit	£54.54		£62396.73
	March Salary	Transfer			£62390.48
07 Apr 26	CRD07VM CASHBACK	Unknown		£0.81	£62391.29
08 Apr 26	British Gas Busine, 603119732280219	Direct Debit	£267.89		£62123.40
09 Apr 26	Copier Systems Lim, UPTO10	Direct Debit	£85.31		£62038.09
10 Apr 26	WAKEFIELD COUNCIL NOBANK	Giro		£4883.75	£66921.84
10 Apr 26	Nest, IT000010696935	Direct Debit	£37.68		£66884.16
10 Apr 26	RIB, Bcvs Services, Invoice No. 1724	Transfer	£124.00		£66760.16
14 Apr 26	CLS 07, Co-Op Group 190519	Card	£27.20		£66732.96
15 Apr 26	CLS 07, Tesco Stores 5740	Card	£66.46		£66666.50
22 Apr 26	CLS 07, Aldi Stores	Card	£11.77		£66654.73
22 Apr 26	CLS 07, Co-Op Group 190519	Card	£15.55		£66639.18
22 Apr 26	Edf Energy, A31F6848A001	Direct Debit	£495.94		£66143.24
27 Apr 26	Wakefield Council, 10058154	Direct Debit	£49.15		£66094.09
28 Apr 26	CLS 07, Co-Op Group 108559	Card	£28.00		£66066.09
29 Apr 26	CHARGES	Charges	£11.60		£66054.49
	Library Hol Pay	Transfer			£65614.93
	Total debits		£1720.90		
	Total credits			£6425.56	
	Closing Balance				**£65614.93**

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UPTON COMMUNITY LIBARY, WAGGON LANE, UPTON, PONTEFRACT, WF9 1JS

Statement date

01 Mar 26 - 31 Mar 26

Date	Description	Type	Debits	Credits	Balance
01 Mar 26	**Opening Balance**				**£66552.19**
02 Mar 26	CLS 07, Co-Op Group 108508	Card	£4.95		£66547.24
02 Mar 26	CLS 07, Aldi Stores	Card	£10.65		£66536.59
02 Mar 26	MOB, Chubb, 51524447	Transfer	£236.27		£66300.32
02 Mar 26	MOB, Steven Pallett, Christmas Tea 2025	Transfer	£493.73		£65806.59
03 Mar 26	CRD07VM CASHBACK	Unknown		£1.85	£65808.44
03 Mar 26	Sky Business Serv, 00002957800003	Direct Debit	£50.94		£65757.50
04 Mar 26	FPS, Rycroft Leisure Cio, RYCROFT17/02/26	Transfer		£14.00	£65771.50
04 Mar 26	CLS 07, Co-Op Group 190519	Card	£16.40		£65755.10
04 Mar 26	Copier Systems Lim, UPTO10	Direct Debit	£85.31		£65669.79
05 Mar 26	MOB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£65169.79
05 Mar 26	MOB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£64669.79
09 Mar 26	CREDIT	Branch		£1090.00	£65759.79
09 Mar 26	Card 07, Aldi Stores	Card	£33.44		£65726.35
09 Mar 26	British Gas Busine, 603119732280219	Direct Debit	£296.82		£65429.53
09 Mar 26	MOB, Elaine Tuck, Various Supermkt	Transfer	£97.72		£65331.81
09 Mar 26	MOB, Rycroft Leisure, UNEF Upton	Transfer	£125.00		£65206.81
09 Mar 26	MOB, Elaine Tuck, Various Amazon	Transfer	£207.43		£64999.38
09 Mar 26	MOB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£64499.38
10 Mar 26	CLS 07, Co-Op Group 190519	Card	£13.80		£64485.58
12 Mar 26	Nest, IT000010696935	Direct Debit	£37.68		£64447.90
16 Mar 26	CLS 07, Aldi 5 779	Card	£23.38		£64424.52
16 Mar 26	CLS 07, Farmfoods 411	Card	£43.07		£64381.45
17 Mar 26	CLS 07, Co-Op Group 172071	Card	£32.50		£64348.95
17 Mar 26	RIB, Jc Electrical And, INV0350	Transfer	£96.00		£64252.95
23 Mar 26	CLS 07, Aldi Stores	Card	£17.11		£64235.84
24 Mar 26	CLS 07, Co-Op Group 190519	Card	£34.51		£64201.33
24 Mar 26	Edf Energy, A31F6848A001	Direct Debit	£534.15		£63667.18
25 Mar 26	RIB, Rycroft Leisure, UNEF Upton	Transfer	£125.00		£63542.18
25 Mar 26	MOB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£63042.18
25 Mar 26	MOB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£62542.18
25 Mar 26	RIB, Rycroft Leisure, UNEF Upton	Transfer	£500.00		£62042.18
26 Mar 26	Nest, IT000010696935	Direct Debit	£37.68		£62004.50
26 Mar 26	CHARGES	Charges	£19.70		£61984.80
27 Mar 26	Scottish Water Bus, 9102760301	Direct Debit	£74.53		£61910.27

Date	Description		Type	Debits	Credits	Balance
		March Salary	Transfer			£61410.27
		March Salary	Transfer			£60910.27
	Total debits			£6747.77		
	Total credits				£1105.85	
	Closing Balance					**£60910.27**

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Company Number: 07990661 (England and Wales)
Registered Charity Number: 1171973

UPTON AND NORTH ELMSALL COMMUNITY FORUM

REPORT AND ACCOUNTS

YEAR ENDED 31 MARCH 2025

FRIDAY
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A14 19/12/2025 #5
COMPANIES HOUSE

UPTON AND NORTH ELMSALL COMMUNITY FORUM

REPORT AND ACCOUNTS

YEAR ENDED 31 MARCH 2025

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UPTON AND NORTH ELMSALL COMMUNITY FORUM

LEGAL AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2025

Full Name:	**Upton and North Elmsall Community Forum**
Registered Charity Number:	1171973
Registered Company Number:	07990661
Date of Incorporation:	14 March 2012
Registered office:	Upton Community Library & Learning Centre Waggon Lane Upton Pontefract West Yorkshire WF9 1JS
Directors/Trustees:	S M Pallett A Miles S M Hodson E Bradbury L Pallett
Bankers:	Virgin Money 81 Carlton Street Castleford WF10 1BW
Independent Examiner:	Christopher Stones Community Accountant Barnsley CVS 23 Queens Road Barnsley S71 1AN

UPTON AND NORTH ELMSALL COMMUNITY FORUM

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2025

The Trustees, who are also the Directors of the charitable company for the purpose of company law, submit their annual report and financial statements for the year ending 31st March 2025.

Structure, governance and management

Upton and North Elmsall Community Forum is a registered charity and a company, limited by guarantee, governed by its Articles of Association, dated March 2012, most recently amended February 2017. The company has no share capital and the liability of each member in the event of winding up is limited to a sum not exceeding £1. The Trustees are responsible for the management of the affairs of the company, for which purpose they may exercise all powers of the company.

The company was registered as a charity with the Charity Commission on 9th March 2017

Appointment of Trustees

Members are admitted at the invitation of the Trustees, upon admission as a member of the charity, a person shall be also appointed as a Trustee. The Board of Trustees must comprise of at least three persons.

Trustees who served during the year, and to the date of signing this report, are listed on page 3.

Trustee Induction & Training

Each new trustee is given a copy of the constitution and the latest trustee's annual report and accounts, on or before appointment. New trustees are given a full induction to the organisation which includes history, organisational structure, ethos, funding streams and policies & procedures.

Related parties

Related party transactions are detailed on page 12 of this report. The trustees consider that there are no other related parties to the charity.

Risk management

The trustees have ultimate responsibility for identifying and managing risk. The main risk to the organisation is the loss of funding to continue the operational running of the charity. The financial position and level of reserves is reviewed at each monthly trustees meeting and funding applications are ongoing. For other areas the charity has a risk management policy which is reviewed regularly by the trustees.

Charitable Objects

The company's objects are to further or benefit the residents of the Parish of Upton & North Elmsall and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

Public Benefit

In shaping the objectives for the year the trustees have paid due regard to the public benefit guidance published by the Charity Commission.

Overview of the Year

The aims of the Charity are simple, "to enable local community groups to work together, with one objective, the benefit of the entire community, and to help and encourage this aim".
The UNEF Library and Community Hub has been at the heart of our community for over ten years. Since 2014, when Wakefield Council was forced to close all local libraries due to financial pressures, UNEF has taken on full responsibility for running this much-needed facility. We are proud to have sustained and grown this hub as a volunteer-led organisation, ensuring that vital services remain available in our area.

Activities undertaken for the public benefit

The hub provides a wide range of services and activities that benefit all age groups within our community, including:

- A thriving youth club with over 80 young people attending weekly sessions.
- A library service offering book lending for both adults and children.
- Affordable access to photocopying, printing, computer use and free WiFi.
- Popular community groups such as craft sessions, a walking group, guitar lessons and coffee mornings.
- Regular events including children's Christmas activities, senior citizens' Christmas parties and community social evenings as our pie and pea suppers with bingo and raffles.
- NHS use of facilities, community garden projects and volunteering opportunities.
- A welcoming café offering drinks and snacks, alongside free car paring for visitors.
- Essential signposting, advice and guidance to local services and organisations.

These services are not only well used but are vital in supporting one of the most deprived areas of Wakefield. The hub provides a safe, accessible and welcoming environment where people can learn, connect and thrive.

The charity's policy on reserves

Reserves are needed to meet the working capital requirements of the charity and to ensure that the charity is able to meet all statutory obligations if funding is abruptly altered or in the event of winding up. The trustees aim to keep a level of reserves equivalent to 3 months running costs. At the year end, the total reserves, represented by unrestricted funds, stand at £37,869 which exceeds the minimum agreed policy (2024: £38,039). Reserves are high due to unrestricted support grants during the pandemic. These will enable the Charity to stay open and build up it's income levels during the next financial year.

Statement of trustees' responsibilities

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2019). The trustees

are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Exemptions

The directors have taken advantage of the exemptions available to small companies, including the audit exemption.

Financial Position

The financial statements are set out in pages 8 to 14. The Statement of Financial Activities shows a surplus for the year of £5,292 (2024: deficit of £6,475). The total funds at the year-end stand at £51,419 (2024: £46,127). The trustees consider the financial performance of the company during the year and its financial position at the end of the year to be satisfactory.

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the report above.

Signed on behalf of the Board of Trustees:

Signed: _____ Date: 16th December 2025

A Miles, Trustee/ Director

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF

UPTON AND NORTH ELMSALL COMMUNITY FORUM

YEAR ENDED 31 MARCH 2025

I report on the accounts of the charity, which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed _____ Date: 16th December 2025

Christopher Stones
Community Accountant
Barnsley CVS
23 Queens Road
Barnsley
S71 1AN

UPTON AND NORTH ELMSALL COMMUNITY FORUM

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income & Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2025

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2025 Total Funds £	2024 Total Funds £
Income					
Grants & Donations	74	-	15,814	15,888	1,234
Room Hire	2,700	-	-	2,700	1,545
Library Services	193	-	-	193	190
Catering	11,793	-	-	11,793	10,220
Other Income	12	-	-	12	18
Total Incoming Resources	14,772	-	15,814	30,586	13,207
Expenditure					
Utilities	5,567	-	3,000	8,567	8,430
Insurance	1,710	-	-	1,710	1,632
Repairs & Maintenance	2,165	-	-	2,165	1,500
Equipment	-	-	401	401	528
Office Supplies, Refreshments, Printing &	1,153	-	1,221	2,374	1,077
IT, Internet & Software	601	-	-	601	231
Subscriptions & Licences	251	-	-	251	757
Library Resources	322	-	-	322	-
Activities & Projects	391	-	4,575	4,966	244
Café Supplies	1,638	-		1,638	2,618
Accountancy Fee	725	-	-	725	700
Bank Charges	144	-	-	144	176
Depreciation	-	1,155	-	1,155	1,388
Volunteer Expenses	250	-	-	250	400
Other Expenses	25	-	-	25	1
Total Expenditure	14,942	1,155	9,197	25,294	19,682
Net Income(expenditure)	(170)	(1,155)	6,617	5,292	(6,475)
Total Funds Brought Forward	38,039	3,467	4,621	46,127	52,602
Transfers Between Funds 11	-	-	-	-	-
Total Funds Carried Forward	37,869	2,312	11,238	51,419	46,127

The Statement of Financial Activities includes all gains and losses recognised in the year.

Comparative Figures for prior year expenditure by fund are detailed in note 2 to the accounts (page 11).

UPTON AND NORTH ELMSALL COMMUNITY FORUM

BALANCE SHEET AS @ 31 MARCH 2025

	Note	£	2025 £	£	2024 £
Fixed assets					
Tangible assets	4		2,312		3,467
Current assets					
Debtors		922		-	
Cash at bank and in hand		48,910		43,360	
Total current assets		49,832		43,360	
Current liabilities					
Creditors :					
amounts falling due within one year	3	(725)		(700)	
Net current assets			49,107		42,660
Net assets			51,419		46,127
The funds of the company	10				
Unrestricted funds			37,868		38,039
Designated funds (Fixed Assets)			2,312		3,467
Restricted funds			11,239		4,621
Total funds			51,419		46,127

Exemption from audit

For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- *The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;*
- *The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.*

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The trustees declare that they have approved the accounts above.

.....

A Miles, Trustee/ Director

Date: 16th December 2025

UPTON AND NORTH ELMSALL COMMUNITY FORUM

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

1. Accounting policies

Basis of the preparation of the accounts
The financial statements have been prepared in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland ((FRS102), Charities SORP (FRS102)) and the Companies Act 2006. The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated in the relevant accounting policy note(s).

Income and expenditure have been analysed in the accounts using natural classification, in accordance with the provisions of Section 4.6, SORP 2019 (smaller charities). The charity also meets the requirements for exemption from preparing a statement of cash flows.

Going Concern Note
After reviewing the charity's forecasts and projections and its reserves, the trustees have reasonable expectation that the charity has adequate resources to continue in operation for the foreseeable future, albeit on a voluntary basis. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

Incoming resources
All material incoming resources have been included in the Statement of Financial Activities when the charity is entitled to the income, when any performance conditions attached are met, when it is probable that the income will be received and when the amount can be measured reliably.

Donated goods and services
Donated facilities and services are recognised in the accounts, at the amount the charity would pay in the open market for a service equivalent to that being donated, when the charity would otherwise have purchased them and the value can be measured reliably.

Donated goods for the charity's own use are recognised as income, at their fair value.

The contribution of general volunteers is not recognised as income in the charity accounts.

Resources Expended
All expenditure is included on an accruals basis and is recognised as a liability is incurred. The charity is not registered for VAT and accordingly resources expended are shown gross of irrecoverable VAT.

Depreciation
Depreciation is calculated to write down the cost or valuation less estimated residual value of all tangible fixed assets, with a cost exceeding £500, over their expected useful lives. In the year of acquisition, assets are depreciated over the full year. The rates applicable are:

Computer Equipment –	33.333% pa on a straight line basis
Office Equipment -	20% pa on a straight line basis
Furniture, Fixtures & Fittings -	20 %pa on a straight line basis

UPTON AND NORTH ELMSALL COMMUNITY FORUM

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

2. Expenditure analysis by fund

	2025	2024
	£	£
Unrestricted funds		
Utilities	5,567	5,058
Insurance	1,710	1,632
Repairs & Maintenance	2,165	1,500
Equipment	-	197
Office Supplies, Refreshments, Printing & Telephone	1,153	1,077
IT, Internet & Software	601	231
Subscriptions & Licences	251	757
Library Resources	322	-
Café Supplies	1,638	2,006
Activities and Projects	391	244
Accountancy Fee	725	700
Bank Charges	144	176
Volunteer Expenses	250	400
Other Expenses	25	1
Total	14,942	13,979
Restricted funds		
Salaries Cost	-	-
Utilities	3,000	3,372
Insurance	-	-
Repairs & Maintenance	-	-
Equipment	401	331
Office Supplies,Refreshments, Printing & Telephone	1,221	-
Subscriptions & Licences	-	-
Library Resources	-	-
Activities	4,575	-
Café Supplies	-	612
Bank Charges	-	-
Other Expenses	-	-
Total	9,197	4,315
Designated funds		
Depreciation	1,155	1,388

3. Creditors

	2025	2024
	£	£
Creditors/Accruals	725	700
Total	725	700

4. Fixed Assets

	Computer Equipment	Office Equipment	Fixtures & Fittings	Total
Cost	£	£	£	£
as @ 01-Apr-2024	8,341	2,240	10,358	20,939
Additions	-	-	-	-
Disposals	-	-	-	-
as @ 31-Mar-2025	8,341	2,240	10,358	20,939
Depreciation				
as @ 01-Apr-2024	8,341	2,240	6,891	17,472
Disposals	-	-	-	-
Charge this period	-	-	1,155	1,155
as @ 31-Mar-2025	8,341	2,240	8,046	18,627
Net book value				
as @ 31-Mar-2025	-	-	2,312	2,312
as @ 31-Mar-2024	-	-	3,467	3,467

5. Independent examination and accountancy services

During the period, the cost of accounts preparation & independent examination of accounts was £725. (2024: £700).

6. Land & Buildings

A 30-year lease exists between Upton and North Elmsall Community Forum and Wakefield MDC for the use of the community building on Waggon Lane, Upton.

7. Trustees' remuneration, benefits & expenses

Other than reimbursement of items purchased on behalf of the charity, there were no payments, remuneration or benefits made to trustees during this accounting period. (2024: none)

8. Related party transactions

There were no related party payments during this accounting period. (2024: none).

9. Analysis of net assets by fund

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
31 March 2025				
Fixed assets	-	2,312	-	2,312
Current assets	38,594	-	11,238	49,832
Current liabilities	(725)	-	-	(725)
	37,869	**2,312**	**11,238**	**51,419**
31 March 2024:				
Fixed assets	-	3,467	-	3,467
Current assets	38,739	-	4,621	43,360
Current liabilities	(700)	-	-	(700)
	38,039	**3,467**	**4,621**	**46,127**

10. Movement in funds

	Opening balance £	Income £	(Expenditure) £	Fund Transfers £	Closing balance £
Unrestricted Funds					
General Fund	38,039	14,772	(14,942)	-	37,869
Reserve Fund	-	-	-	-	-
Total	38,039	14,772	(14,942)	-	37,869
Designated Funds					
Fixed Assets	3,467	-	(1,155)	-	2,312
Total	3,467	-	(1,155)	-	2,312
Restricted Funds					
Nova - Warm Spaces	2,421	-	(2,421)	-	-
CRT	2,000	-	(2,000)	-	-
Unite	200	-	(200)	-	-
WKF MDC-Youth	-	15,814	(4,575)	-	11,238
Total	4,621	15,814	(9,197)	-	11,238
TOTAL FUNDS	46,127	30,586	(25,294)	-	51,419

11. Fund Transfers

- There were no fund transfers during the current year.

12. Restricted Funds

There are 4 restricted grants.

- Nova – Warm Spaces - £9181.98 grant funding received November 2022, provided to set up a warm space where people in the community can gather for free in a safe, welcoming place and enjoy a hot drink or food. The remainder of this grant was spent during the year.

- CRT – £2000 received October 2022, awarded for chair aerobics. Funding to cover sessional fees for a sports coach/mentor, associated equipment and refreshments. This grant was spent during the year.

- Unite – £500 received December 2022, to support period poverty. Funding to provide sanitary products to those who don't have access to the safe, hygienic menstrual products they need. The remainder of this grant was spent during the year.

- WKF WMDC – Youth Grant, for the running of the youth club, received during the current year £15,814, balance at the end of the year £11,239.