Burwell Parish Council

Quarterly Finance Report July to September 2025

Notes:

- The Quarterly Finance Report reflects the financial situation of the Council at the 30th September 2025. Actions such as the earmarking of the £150,000.00 for the Newmarket Road Sports Club from CIL funding will show in the next quarter, the decision to earmark the funding not having been agreed by Council until 14th October 2025.

- Figures showing in the Net Position by Cost Centre and Code (Document 1) includes all payments and receipts from 1st April 2025 to 30th September 2025

- Document 1 page 4 shows actual Precept receipts of £374,992.64 includes a CIL receipt of £117,956.37 received in the 1st quarter, which could not be changed once the VAT return had been submitted.

- Document 1 page 5 shows that we have received £456,154.56 which is considerably higher than the budgeted amount. This is mainly due to the CIL receipt. CIL receipts are not included when calculating the budget as they cannot be forecast or even guaranteed until they have been received.

- Figures in Document 1 do not take into account any committed or planned expenditure where invoices for payment have not been received.

- Document 1 where figures show a Cleaning Contract this is to cover the cost of window cleaning and in the case of the Gardiner Memorial Hall cleaning of the solar panels.

Document 1

Gardiner Memorial Hall	Concerns: Repairs, Renewals etc. Budget £1750.00 Spent £1587.57 Fire: Overspend of £45.00 Income: From solar panels £38.23 Hall hire income – higher than expected
Jubilee Reading Room	No concerns
Mandeville Hall	Fire Precautions overspend of £220.00, no further expenditure expected this year
Cemetery	Expenditure – no concern Income higher than expected
Pavilion	Expenditure – no concerns Sinking fund of £2500 has been transferred to earmarked reserves
Spring Close	No concerns
Margaret Field	Overspend showing for pitch maintenance but this is partially covered by the grant from the Football Association.
Jubilee Green	No concerns

Allotments	No concerns Allotment rents due in the next quarter
Recreation Ground	Ground maintenance invoices due to be paid in November. Tennis Court income higher than expected.
Pauline's Swamp	No concerns
Priory Meadow	No concerns
Lock up	No concerns
Street Lighting	No concerns
Public Areas	No concerns
Play Equipment	No concerns
Administration	Mileage (non-handyman) higher than expected
Annual Report	Payment in next quarter
Staff	Does not include increase in Maintenance Officer's or Assistant to the Clerk's hours Otherwise no concerns
Agency Grass Cutting (verges)	Expenditure included in Public Areas Grass Cutting.
Donations	No concerns
Other	Waste Disposal – change in policy by ECDC re waste collections now being a cost to the Parish Council Mandeville Hall Lighting – Funding earmarked from the Solar Farm Donations.

Bank Reconciliation – Document 2

This shows the overall financial position as at the 30th September 2025. The level of funding that the Parish Council has is due mainly to the CIL payments. The CIL payment received recently of £77,798.42 is not included in the figure shown and will be accounted for in the next quarter, increasing the Council's funding to over £700,000.00.

The following documents are available on request:

- Bank Statements (Unity Trust and CCLA)
- Detailed Payments/Receipt Quarterly Report
- Detailed accounts for Repair Café, Community Garden and Pauline's Swamp

Yvonne Rix
Responsible Finance Officer
5th November 2025

Document 1

6 November 2025 (2025-2026)

Burwell Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Gardiner Memorial Hall

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
6	Heat and Light				8,000.00	2,926.09	5,073.91
7	Rates				3,500.00	1,813.97	1,686.03
8	Repairs, Renewals, Sanitar				1,750.00	1,587.57	162.43
9	Performing Rights				500.00	320.07	179.93
10	Fire				300.00	345.00	-45.00
11	Misc				250.00	180.00	70.00
12	Cleaning Contract					101.00	-101.00
13	Income from Hirers		19,000.00	11,263.09			-7,736.91
99	Refurbishment						
153	Income from Solar Panels			38.23			38.23
			19,000.00	**£11,301.32**	**14,300.00**	**£7,273.70**	**-672.38**

Jubilee Reading Room

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
14	Heat and Light				3,500.00	1,697.53	1,802.47
15	Rates				900.00	440.99	459.01
16	Repairs, Renewals				1,000.00	193.00	807.00
17	Cleaning Contract					51.00	-51.00
18	Misc				75.00		75.00
					5,475.00	**£2,382.52**	**3,092.48**

Mandeville Hall

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
47	Repairs, Renewals, Sanitar				2,000.00	366.50	1,633.50
48	Heat and Light				6,000.00	2,145.98	3,854.02
49	Performing Rights				1,000.00		1,000.00
50	Rates				9,000.00	5,061.49	3,938.51
51	Fire Precautions				200.00	420.00	-220.00
52	Cleaning Contract					51.00	-51.00
108	Income from Hirers		24,000.00	12,045.34		31.52	-11,986.18
144	SWISH Cafe Income			390.00			390.00
154	Other						
			24,000.00	**£12,435.34**	**18,200.00**	**£8,076.49**	**-1,441.15**

Cemetery

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
19	Electricity and Rates				2,500.00	1,074.65	1,425.35
20	Maintenance				1,000.00	305.00	695.00
22	Cleaning Contract					51.00	-51.00
23	Cemetery Fees		10,000.00	6,115.00		434.00	-4,319.00
			10,000.00	**£6,115.00**	**3,500.00**	**£1,864.65**	**-2,249.65**

The Pavilion

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
30	Electricity				6,000.00	2,377.64	3,622.36
31	Rates				750.00	85.73	664.27
32	Cleaning Contract						
33	Repairs, Renewals				1,000.00	975.77	24.23
34	Sinking Fund				2,500.00		2,500.00
					10,250.00	**£3,439.14**	**6,810.86**

Spring Close

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
1	Grass and Hay Cutting				4,000.00	1,090.00	2,910.00
2	Maintenance/Tree Work				2,000.00	600.00	1,400.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Burwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
				6,000.00	**£1,690.00**	**4,310.00**

Margaret Field

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
3	Grass Cutting				5,000.00	390.00	4,610.00
4	Misc				1,500.00	3,239.00	-1,739.00
103	Income			3,200.00			3,200.00
				£3,200.00	**6,500.00**	**£3,629.00**	**6,071.00**

Jubilee Green

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
5	Misc				150.00		150.00
					150.00		**150.00**

Allotments

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
24	Rates				1,000.00	275.86	724.14
25	Electricity				500.00	321.45	178.55
26	Maintenance				1,000.00		1,000.00
27	Income Lettings		4,950.00	67.20			-4,882.80
			4,950.00	**£67.20**	**2,500.00**	**£597.31**	**-2,980.11**

The Recreation Ground

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
35	Grass Cutting				7,500.00	1,700.00	5,800.00
36	misc and Maintenance (Noi				500.00	1,198.79	-698.79
37	Pitch Maintenance Contrac			8,266.00	17,000.00	4,050.00	21,216.00
38	Income from Hirers		7,500.00	3,687.04			-3,812.96
117	Tennis Court Maintenance				2,500.00	189.00	2,311.00
118	Tennis Court Income		2,000.00	2,415.59		8.00	407.59
			9,500.00	**£14,368.63**	**27,500.00**	**£7,145.79**	**25,222.84**

Pauline's Swamp

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
82	Pauline's Swamp				1,500.00	1,004.27	495.73
136	Pauline's Swamp CCTV G					685.00	-685.00
142	Safer Community Fund						
					1,500.00	**£1,689.27**	**-189.27**

Priory Meadow and Orchard

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
53	Misc				100.00		100.00
					100.00		**100.00**

Lock Up

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
28	Repairs, Renewals				20.00		20.00
					20.00		**20.00**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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Burwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Street Lighting

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
39	Electricity				600.00	139.98	460.02
40	Maintenance						
41	Church Flood Lights				500.00		500.00
					1,100.00	**£139.98**	**960.02**

Public Areas

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
42	Bus Shelters				1,000.00	469.32	530.68
43	Street Furniture Maintenan				100.00	583.00	-483.00
44	Christmas Tree and Lights				300.00		300.00
45	Hedge Cutting				2,000.00		2,000.00
46	Trees				6,000.00		6,000.00
83	Grass Cutting				4,000.00	5,890.00	-1,890.00
					13,400.00	**£6,942.32**	**6,457.68**

Play Equipment

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
55	Bark				500.00		500.00
56	Maintenance				1,500.00	980.74	519.26
57	Skate Park				2,000.00		2,000.00
					4,000.00	**£980.74**	**3,019.26**

Administration

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
62	Supplies				3,000.00	689.70	2,310.30
63	Telephone and Internet				2,000.00	1,311.80	688.20
64	Photocopier				1,000.00	366.56	633.44
65	ICT and Software				3,500.00	2,200.49	1,299.51
66	Fire Precautions (All prope						
67	Election Costs						
68	Photocopier Income					117.98	-117.98
69	Insurance Premium				9,000.00	8,046.48	953.52
70	Mileage (Not Handyman)				1,000.00	709.41	290.59
71	Audit Fees				2,500.00	1,500.00	1,000.00
72	CAPALC + Other Members				1,500.00	90.00	1,410.00
73	Conferences and Training				1,000.00	1,096.75	-96.75
74	Lloyd Cards Misc Items				300.00	36.00	264.00
75	Annual Report				800.00		800.00
76	Other Income		100.00				-100.00
77	Other and PR			26,000.00	1,000.00	798.24	26,201.76
78	Handyman Capital Expendi				2,500.00	411.34	2,088.66
79	Handyman General Expen				6,500.00	3,486.78	3,013.22
80	Website				500.00		500.00
81	Public Toilet				1,500.00	140.60	1,359.40
			100.00	**£26,000.00**	**37,600.00**	**£21,002.13**	**42,497.87**

Staff

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
58	Facilities Supervisors				34,700.00	17,773.16	16,926.84
59	Assistant to Clerk				17,800.00	8,827.10	8,972.90
60	Handyman				35,100.00	17,518.18	17,581.82
61	Clerk				44,800.00	22,837.22	21,962.78
146	Finance Officer				9,300.00	4,801.22	4,498.78
					141,700.00	**£71,756.88**	**69,943.12**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Burwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Agency Grass Cutting

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
86	Agency Grass Cutting - CC		1,900.00		2,000.00		100.00
			1,900.00		**2,000.00**		**100.00**

Donations

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
87	General Donations			720.00	1,000.00	500.00	1,220.00
88	Youth Donations including I				1,000.00	200.00	800.00
90	Neighbourhood Watch				50.00		50.00
				£720.00	**2,050.00**	**£700.00**	**2,070.00**

Other

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
155	General Waste Disposal					221.00	-221.00
156	MH Lighting					3,482.07	-3,482.07
						£3,703.07	**-3,703.07**

Precept

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
91	Precept		256,575.00	374,992.64			118,417.64
			256,575.00	**£374,992.64**			**118,417.64**

CIL Funding

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
92	CIL Income						

Grant Funding

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
123	Gardiner Memorial Hall						
135	Pauline's Swamp CCTV Fu						
137	UK Power Networks						
138	Improve Westhorpe						
139	Community Garden (Pride (						
140	Westhorpe Play Area						
152	LGPS CPF Finance						

Deposits

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
112	allotment Deposit			100.00			100.00
113	Hall Deposit			1,650.00		1,050.00	600.00
				£1,750.00		**£1,050.00**	**700.00**

VAT

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
114	VAT Refund			5,100.79			5,100.79
				£5,100.79			**5,100.79**

Burwell Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Capital Budget

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
128	Westhorpe Play Area						
131	Recreation Ground						
132	Climate Change						
134	Safety Campaign						
141	community garden					46.73	-46.73
147	Jubilee Green Play Surface				10,000.00		10,000.00
148	Cemetery Hedge				7,000.00		7,000.00
149	Gardiner Memorial Hall Pha				5,000.00		5,000.00
150	Newmarket Road Sports H				6,000.00	1,000.00	5,000.00
151	ICT Equipment				3,500.00		3,500.00
					31,500.00	**£1,046.73**	**30,453.27**

Repair Cafe

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
124	Repair Cafe Administration						
125	Repair Cafe Income			103.64			103.64
126	Repair Cafe Expenditure					1,271.86	-1,271.86
				£103.64		**£1,271.86**	**-1,168.22**

		Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
NET TOTAL		**326,025.00**	**£456,154.56**	**329,345.00**	**£146,381.58**	**313,092.98**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Document 2

Burwell Parish Council	**Bank Reconciliation at 30th September 2025.**				
Bank Balance at					
30.06.25					
Unity Bank	**£474,342.63**				
Plus income	**£154,608.76**				
Less Expendiure	**£70,384.78**				
	£558,566.61				
Balance at 30.9.2025					
Unity Bank	**£558,566.61**				
Plus income in transit	**£0.00**				
Balance	**£558,566.61**				
Please note that these figures do not include the funds in the CCLA Account					
which at 30.09.2025 total £116,366.13					
Fund Allocation					
Total Funds					
Unity Trust			£558,566.61		
CCLA			£116,366.13		
Total Funds			£674,932.74		
Earmarked Reserves					
20/21 Capital Trees			£1,000.00		
Pauline's Swamp			£13,648.92		
Recreation Ground/Pavilion Sinking Fund			£30,459.38		
Gardiner Memorial Hall			£15,000.00		
25/26 LHI Flash. Speed Signs Bunting Path and Causeway			£8,404.49		
CIL Funding			£173,284.06		
Newmarket Road Sports Hub			£4,000.00		
Climate Change			£4,422.00		
Community Garden			£1,921.31		
Spring Close Signs			£264.00		
Spring Close Chalk Stream Project			£2,000.00		
Repair/Swish Café			£1,529.27		
Westhorpe Play Area			£2,267.27		
Solar/Storage Donations			£10,000.00		
Lighting MH (Solar/Storage)			£6,296.93		
Balance of Earmarked Reserves			**£274,497.63**		
			£274,497.63		
Summary					
Total Funds			**£674,932.74**		
Earmarked Reserves			£274,497.63		
Balance of Funds Available			**£400,435.11**		

CIL FUNDING					
CIL Receipts		**Use by**	**History of Earmarked CIL Funding**		
2016/2017	£7,894.64	2020/2021	GMH Seed Funding		£35,000.00
2017/2018	£32,649.94	2021/2022	GMH Stockdale Costs		£2,100.00
2018/2019	£75,650.08	2022/2023	LHII School Signs		£5,000.00
2019/2020	£41,791.17	2023/2024	GMH		£115,000.00
2019/2020	£28,309.67	2024/2025	Recreation Ground Car Park		£35,000.00
2020/2021	£1,983.96	2024/2025	Westhorpe		£46,302.00
2021/2022	£4,771.87	2024/2025	Westhorpe		£1,677.31
2021/2022	£15,658.63	2025/2026	Unallocated		£173,284.06
2022/2023	£9,080.43	2025/2026			
2022/2023	£16,461.77	2026/2027			
2023/2024 April	£4,150.00	2026/2027			
2023/2024 Oct	£1,677.15	2027/2028			
2024/2025 April	£764.35	2029/2030			
2024/2025	£54,563.67	2029/2030			
2025/2026 April	£117,956.04	2030/2031			
	£413,363.37				**£413,363.37**