Bishop's Stortford
Town Council
The Old Monastery, Windhill
Bishop's Stortford, Herts, CM23 2ND

FINANCE AND POLICY COMMITTEE

NOTICE IS HEREBY GIVEN that a Finance and Policy Committee Meeting of the Town Council will be held at The Council Chambers, Windhill, Bishop's Stortford, Herts, CM23 2ND on:

MONDAY 26th JANUARY 2026 at 7.30pm

for the purpose of transacting the business set out in the Agenda below and you are hereby summoned to attend.

Huw Jones
Chief Executive Officer
21st January 2026

This meeting is open to the Press and Public (Items 1 to 9).

MEMBERS

Cllr Martin Adams (Chair)
Cllr Alex Chapman
Cllr Sarah Copley
Cllr Calvin Horner
Cllr David Jacobs
Cllr Miriam Swainston
Cllr John Wyllie

A G E N D A

1. RECORDING OF MEETING

To establish whether it is the intention of any person present to record the meeting.

2. APOLOGIES FOR ABSENCE

At the time of Agenda despatch, there were none.

3. DECLARATIONS OF INTEREST

To receive Members' Declarations of *disclosable pecuniary interests* (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these disclosable pecuniary interests:

a. have not already been entered into the register and
b. relate to a matter to be considered

To NOTE that interests so declared must be formally notified to The Chief Executive Officer of Bishop's Stortford Town Council and the monitoring officer at East Hertfordshire District Council within 28 days.

To receive Members' Declarations of *other registrable interests* (as defined by the Members' Code of Conduct adopted on 12th May 2025 where these relate to a matter to be considered.

4. PUBLIC PARTICIPATION

To receive representation from members of the public concerning items included on the Agenda.

5. MINUTES OF THE MEETING HELD ON Monday 10th NOVEMBER 2025 - *APPENDIX 1 (Pages 5-10)*

To receive the Minutes of the Meeting held on Monday 10th November 2025.

6. FINANCIAL ACCOUNTS TO END Q3 – *APPENDIX 2 (Pages 11-34)*

To review and note Quarter 3 results.

7. BUDGET & PRECEPT DEMAND 2026-2027 – *APPENDIX 3 (Separate Budget Booklet)*

To consider for adoption:

(i) draft Town Council budget 2026-2027 and to formulate a recommendation to Full Council; and

(ii) Precept Demand 2026-2027 (recommended based on nil percentage change - £68.69 Band D x Tax Base 17,801.52 = £1,222,786)

8. MAJOR CAPITAL GRANTS - *APPENDIX 4 (Pages 35-62)*

To consider correspondence from Birchwood High School outlining reasons for inability to deploy grant previously awarded in 2022 (Tranche 2) and to consider further proposals by school for reallocation.

9. EXCLUSION OF PRESS AND PUBLIC

To RESOLVE that, under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Press and Public be excluded for the remainder of the meeting and that reporting on the remainder of the meeting likewise be prohibited in view of the confidential nature of the business about to be transacted relating to negotiations for Assets for Acquisition prior to contractual agreement and Staffing Matters.

10. ASSETS FOR ACQUISITION STRATEGY AND NEGOTITIONS – Appendix 5 *(Confidential Papers - Separate Cover)*

To receive update report from CEO on Asset Acquisition Strategy and precontractual negotiations relating to potential new assets:

- Potential EHDC Assets – (see attached correspondence from EHDC)
- Land at Pig Lane

11. STAFFING COSTS AND TERMS AND CONDITIONS 2026-2027 – *APPENDIX 6 (Confidential Papers - Separate Cover)*

To review amend and/or approve the recommendation by the Chief Executive Officer for the budget for pay adjustments for staff not on NJC terms.

12. ITEMS FOR FUTURE AGENDA

To note and receive items for future agenda.

13. CLOSURE OF MEETING

To close meeting and note date of next meeting is Tuesday 5th May 2026.

MINUTES OF THE MEETING OF THE

FINANCE AND POLICY COMMITTEE HELD ON

MONDAY 10th NOVEMBER 2025 AT 7.30PM

*	Cllr Martin Adams (Chair)	*	Cllr David Jacobs
	Cllr Alex Chapman	*	Cllr Miriam Swainston
*	Cllr Sarah Copley		Cllr John Wyllie
*	Cllr Calvin Horner (Vice Chair)		

* denotes present

In attendance:
1 Member of the Press
Mark Westwood (Chief Finance Officer)
Huw Jones (Chief Executive Officer)

FP38. RECORDING OF MEETING

No Council Members or Members of the Public indicated an intention to record the meeting.

FP39. APOLOGIES FOR ABSENCE

Apologies were received from Cllr John Wyllie (Work) and Cllr Alex Chapman (Work).

FP40. DECLARATIONS OF INTEREST

Declarations of Registrable Interests were received as follows:

Cllr Calvin Horner	Allotment Plot Holder	Minute FP45 (relating to Fees and Charges for Allotments)

Minutes Approved
Chairman:
Date:

FP41. PUBLIC PARTICIPATION

There were none.

FP42. MINUTES OF THE MEETING HELD ON 22nd SEPTEMBER 2025

It was RESOLVED that:

the Minutes of the Meeting held on Monday 22nd September 2025 be approved as a true record and duly signed by the Chair.

FP43. FINANCIAL ACCOUNTS TO END Q2

Members welcomed the Council's favourable financial situation and applauded the work of the Finance Team.

It was RESOLVED that:

the Quarter 2 results of the Town Council 2025/26 be approved.

FP44. INTERNAL AUDIT REPORT (INTERIM) 2025/26

The Interim Internal Audit for 2025/26 was conducted on 14th October 2025 by IAC Audit & Consultancy Ltd.

It was RESOLVED that:

the Interim Internal Audit 2025/26 report be received and noted together with Officer responses to the areas identified in the observations section.

Minutes Approved
Chairman:
Date:

FP45. SCALE OF CHARGES 2026-2027

It was noted that CPI (H) in September 2025 stood at 4.1%.

It was RESOLVED that:

at its meeting on 8th December 2025, Full Council be recommended to adopt the scale of charges for Council to be levied in 2026-2027 as set out in the report before Members.

FP46. FINANCIAL REGULATIONS

It was RESOLVED that:

at its meeting on 8th December 2025, Full Council be recommended to adopt the current Financial Regulations (noting that these would be reviewed in 2026 against Model Standing Orders produced by NALC) subject to the Chief Finance Officer's satisfaction that section 13 (Insurance) was in line with the terms of the Council's Insurance Policy with Zurich plc.

FP47. IT POLICY

In light of the new assertion added to the Annual Governance and Accountability Return for 2025/26, the Committee was asked to recommend to Council the adoption of an IT Policy.

It was RESOLVED that:

at its meeting on 8th December 2025, Full Council be recommended to adopt the IT Policy before Members subject to the deletion of "...and Email" in the title and Text of Clause 3 (Acceptable use of IT Resources).

Minutes Approved
Chairman:
Date:

FP48. MAJOR CAPITAL GRANTS

It was RESOLVED that:

(i) the update report on Major Capital Grants (Tranches 1 to 3) be received noting that grants awaiting disposal were being pursued with the relevant applicants; and

(ii) the withdrawal of Community Orchard (Tranche 2) grant by Bishop's Stortford Climate Group be noted; and

(iii) it be agreed to create a new Capital Receipt Allocation of £16,000 to draw down upon to meet costs of the Community Orchards Project (to replace the grant at (ii) above).

FP49. EQUALITY AND DIVERSITY SUB-COMMITTEE UPDATE

The Committee received the notes of the meeting on 7th October 2025 together with an update from the Chair of the Equality and Diversity Sub-Committee (Cllr Sarah Copley).

Sim Richardson (Sub-Committee Secretary) was thanked for her work in taking the initiatives of the Sub-Committee forward and it was noted that the Chair would aim to provide an update report of the Sub-Committee's work at every Finance and Policy Committee meeting.

It was RESOLVED that:

at its meeting on 8th December 2025, Full Council be recommended to adopt the following Policies:

- **Moderns Slavery Act Statement**
- **Social Media Policy**

FP50. EXCLUSION OF PRESS AND PUBLIC

It was RESOLVED that:

under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Press and Public be excluded for the remainder of the meeting and that reporting on the remainder of the meeting likewise be prohibited in view of the confidential nature of the business about to be transacted relating to pre-contractual negotiations on the acquisition of Land/Land Rights.

FP51. ASSET ACQUISITION

The Committee received an update report from CEO on the Council's Asset Acquisition Strategy and precontractual negotiations relating to:

- Rook's Wood
- Land at Pig Lane
- Thorley Community Centre

It was noted that the Town Council would no longer be pursuing the purchase of Thorley Community Centre from East Herts District Council on the basis of no realistic prospect of sale.

The CEO would seek to ascertain from HCC Officers whether the Local Nature Recovery Strategy (LNRS) might be applicable to seeking to purchase the Land at Pig Lane for the purpose of tree planting.

FP52. CLOSURE OF MEETING

The meeting closed at 9.05pm. It was noted that the next meeting was scheduled to take place on Monday 26th January 2026.

Minutes Approved
Chairman:
Date:

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Summary of Financial Position — End December 2025

At the end of Q3 this report shows that we are favourable relative to budget with a net expenditure of 42% versus an expected total of 69%. The favourable position is a result of lower than expected Revenue Expenditure at 67% (74% expected) and higher than expected Revenue Income at 100% (84% expected).

Status of Capital Projects

The nature of Capital Projects is such that it is not clear from a single years' accounts whether they have under or over-spent because spend is often spread over several years. The following summarises the spend on major Capital Projects which have either been undertaken or budgeted in the year:

	Budget to End December 2025	Spend to End December 2025	Notes
CCTV	40K	35.6K	Main installation complete, reserve held for repairs and replacements
Cemetery Garage Rebuild	55K	50.6K	Build complete, transfer of balance proposed in budget documents
Environmental Improvements	115K	33.6K	Planning permission granted for Old Monastery improvements, other improvements to be completed (St Michael's Mead heating)
Multi-Use Wheeled Sports Track	303K	21K	Contractor appointed and progress expected in 2026
Old Monastery Roof	70K	0K	Building surveyor appointed and survey underway
Play Equipment (Adventure)	50K	50K	Equipment installed, reserve held for further equipment
Play Equipment (Children's Playground)	25K	25K	Accessible piece of equipment installed and positive feedback received, reserve held for further equipment
Waterside Stortford	75.5K	64.5K	Project ongoing

Budget and Spend to Date by Cost Centre — End December 2025

Cost Centre Name	Type	Actual	Budget	Variance
Central Administration				
	Revenue Income	-328,311	-337,364	9,053
	Revenue Expenditure	447,592	711,432	-263,840
	Capital Expenditure	535,616	75,000	460,616
	Reserve Movements	-632,756	12,000	-644,756
Central Administration Total		**22,141**	**461,068**	**-438,927**
Cemetery				
	Revenue Income	-105,945	-84,595	-21,350
	Revenue Expenditure	171,309	324,389	-153,080
Cemetery Total		**65,364**	**239,794**	**-174,430**
Tourist Information Centre				
	Revenue Income	-14,703	-15,300	597
	Revenue Expenditure	59,433	68,769	-9,336
	Capital Expenditure	14,520	14,520	0
Tourist Information Centre Total		**59,250**	**67,989**	**-8,739**
Allotments				
	Revenue Income	-31,821	-16,250	-15,571
	Revenue Expenditure	25,406	30,796	-5,390
	Capital Expenditure	30,903	32,000	-1,097
	Reserve Movements	0		0
Allotments Total		**24,488**	**46,546**	**-22,058**
Brazier Trust				
	Revenue Income	-18,508	-24,296	5,788
	Revenue Expenditure	18,508	24,296	-5,788
Brazier Trust Total		**0**	**0**	**0**
BSMaA CIO				
	Revenue Income	-14,723	-19,746	5,023
	Revenue Expenditure	205,609	274,145	-68,536
BSMaA CIO Total		**190,886**	**254,399**	**-63,514**
Events				
	Revenue Income	-18,598	-18,500	-98
	Revenue Expenditure	72,057	94,555	-22,498
Events Total		**53,459**	**76,055**	**-22,596**
Market				
	Revenue Income	-41,428	-49,200	7,772
	Revenue Expenditure	33,385	49,785	-16,400
Market Total		**-8,043**	**585**	**-8,628**
Markwell Studio				
	Revenue Income	-17,213	-14,000	-3,213
	Revenue Expenditure	23,516	25,647	-2,131
Markwell Studio Total		**6,303**	**11,647**	**-5,344**
Market Square Toilets				
	Revenue Income	-1,943	-1,950	7
	Revenue Expenditure	19,371	20,266	-895
Market Square Toilets Total		**17,428**	**18,316**	**-888**
Parks, Pleasure Grounds & Other Outdoor				
	Revenue Income	-45,734	-46,750	1,016
	Revenue Expenditure	81,822	110,208	-28,386
	Capital Expenditure	106,618	138,000	-31,382
	Reserve Movements	-51,884		-51,884
Parks, Pleasure Grounds & Other Outdoor Total		**90,822**	**201,458**	**-110,636**

Cost Centre Name	Type	Actual	Budget	Variance
SMCC Car Park				
	Revenue Income	-1,000	-1,000	0
	Reserve Movements		1,000	-1,000
SMCC Car Park Total		**-1,000**	**0**	**-1,000**
Sub Total		**521,098**	**1,377,857**	**-856,759**

Budget and Spend to Date by Type of Expense — End December 2025

Type	Roll-Up	Type of Expense	Actual	Budget	Variance	% Budget	Expected	Note
Revenue Expenditure								
	Wages and Costs of Employment							
		Wages	457,824	612,799	-154,975			
		Employers National Insurance	51,146	80,435	-29,289			
		Employers Pension	31,241	39,616	-8,375			
		Casual/Temporary Staff	1,632	1,662	-30			
		Other Staff Related Costs	2,805	5,400	-2,595			
		Staff Expenses	169	500	-331			
		Staff Training	2,740	9,500	-6,761			
		Staff Welfare/Hospitality	307	5,000	-4,693			
		Workwear	2,160	3,300	-1,140			
		Allocated Staff Costs	0	0	0			
	Wages and Costs of Employment Total		**550,024**	**758,212**	**-208,188**	**73%**	**75%**	
	Premises and Related Expenditure							
		Building Maintenance	29,218	86,750	-57,532			
		Cleaning Costs	15,449	25,000	-9,551			
		Cleaning Materials	3,743	5,600	-1,857			
		Electricity	21,564	30,250	-8,686			
		Equipment	13,816	44,250	-30,434			
		Equipment Maintenance	9,443	16,200	-6,757			
		Gas	1,675	5,000	-3,325			
		Insurance	19,154	19,000	154			
		Other Premises Expenditure	4,984	5,500	-516			
		Outsourced Grounds Maintenance	12,530	18,000	-5,470			
		Play Area Maintenance	14,284	10,000	4,284			
		Rates	49,390	55,451	-6,061			
		Tree Works	7,670	40,000	-32,330			
		Water and Sewerage	11,115	9,300	1,815			
		Window Cleaning	2,130	2,500	-370			
	Premises and Related Expenditure Total		**216,164**	**372,801**	**-156,637**	**58%**	**75%**	
	Supplies, Services and Support Services							
		Bank Charges	1,327	2,500	-1,173			
		Catering Costs	724	1,500	-776			
		Christmas Lights	11,056	15,000	-3,944			
		Civic Expenses		500	-500			
		Community Projects	44,008	83,600	-39,592			
		Computing Costs	8,465	15,000	-6,535			
		Cost of Events	36,200	46,500	-10,300			
		External Audit	2,100	3,000	-900			
		General Advertising	1,260	6,500	-5,240			
		General Grants	34,391	46,219	-11,828			
		Internal Audit	299	1,000	-701			
		Licences	357	300	57			
		Mayors Allowance	5,347	6,876	-1,529			
		Members Training		1,000	-1,000			
		Other Supplies and Services	28	250	-222			
		Postage	844	1,400	-556			
		Printing and Stationery	3,032	6,750	-3,718			
		Professional Fees	15,529	42,600	-27,071			
		Stock Purchases	1,785	3,000	-1,215			
		Stortford in Bloom	7,315	8,000	-685			
		Subscriptions	5,813	5,800	13			
		Telephone and Broadband	2,420	3,200	-780			
		Website	8,518	5,000	3,518			
	Supplies, Services and Support Services Total		**190,818**	**305,495**	**-114,677**	**62%**	**69%**	
	Transport and Related Expenditure							
		Fuel and Oil	3,373	6,000	-2,627			
		Road Fund Licence	989	1,780	-791			
		Vehicle Maintenance Costs	5,391	5,000	391			
	Transport and Related Expenditure Total		**9,752**	**12,780**	**-3,028**	**76%**	**80%**	
	BSMaA CIO							
		BSMaA CIO Revenue Grant	191,250	255,000	-63,750			
	BSMaA CIO Total		**191,250**	**255,000**	**-63,750**	**75%**	**75%**	
	Contingency							
		Contingency		30,000	-30,000			
	Contingency Total			**30,000**	**-30,000**	**0%**		
Revenue Expenditure Total			**1,158,008**	**1,734,288**	**-576,280**	**67%**	**74%**	

Type	Roll-Up	Type of Expense	Actual	Budget	Variance	% Budget	Expected	Note
Revenue Income								
	Cemetery Income							
		Grave Purchases	-34,805	-23,000	-11,805			
		Interment Fees	-39,270	-29,000	-10,270			
		Memorial Fees	-8,475	-7,000	-1,475			
		Other Cemetery Income	-5,318	-4,695	-623			
	Cemetery Income Total		**-87,868**	**-63,695**	**-24,173**	**138%**	**72%**	
	Events Income							
		Events Income	-18,598	-18,500	-98			
	Events Income Total		**-18,598**	**-18,500**	**-98**	**101%**	**97%**	
	Grant Income							
		Revenue Grants Received	-6,237	-416	-5,821			
	Grant Income Total		**-6,237**	**-416**	**-5,821**	**1499%**	**93%**	
	Lettings Income							
		Allotment Lettings	-18,349	-16,250	-2,099			
		Commercial Lettings and Service Charge	-117,549	-144,815	27,266			
		Hall and Room Lettings	-17,213	-14,000	-3,213			
		Open Space/Sports Lettings	-27,734	-28,750	1,016			
	Lettings Income Total		**-180,846**	**-203,815**	**22,969**	**89%**	**87%**	
	Other Income							
		Interest Received	-223,656	-205,000	-18,656			
		Management Charges	-65,209	-86,125	20,916			
		Miscellaneous Income	-353	-300	-53			
		Reimbursed Expenses	-5,981	-5,100	-881			
	Other Income Total		**-295,199**	**-296,525**	**1,326**	**100%**	**77%**	
	Trading Income							
		Sale of Goods	-3,123	-4,000	877			
		Pitch Fees	-34,585	-42,000	7,415			
	Trading Income Total		**-37,708**	**-46,000**	**8,292**	**82%**	**97%**	
Revenue Income Total			**-626,456**	**-628,951**	**2,495**	**100%**	**84%**	
Capital Expenditure								
	Capital and Associated Costs							
		Capital Projects	162,467	245,000	-82,533			
		Capital Purchases	279,943	0	279,943			
		Loan Capital Repayment	12,479	12,479	0			
		Loan Interest Charges	2,041	2,041	0			
		Sports/Capital Grants	230,726	0	230,726			1
	Capital and Associated Costs Total		**687,657**	**259,520**	**428,137**			
Capital Expenditure Total			**687,657**	**259,520**	**428,137**	**265%**		
Reserve Movements								
	Reserve Movements							
		Transfer to Earmarked Reserves	10,000	13,000	-3,000			
		Transfer from Earmarked Reserves	-604,139	0	-604,139			1
		Transfer from General Reserves	-108,837	-145,116	36,279			
	Reserve Movements Total		**-702,976**	**-132,116**	**-570,860**	**532%**		
Reserve Movements Total			**-702,976**	**-132,116**	**-570,860**	**532%**		
Grand Total			**516,233**	**1,232,741**	**-716,508**	**42%**	**69%**	

Notes for Budget and Spend to Date by Type of Expense

1 Sports/Capital Grants are funded from Earmarked Reserves (Sports Grants Reserve/Capital Receipt Reserve) and there is a corresponding Transfer from Earmarked Reserves

Bishop's Stortford Town Council

Cash Statement

Institution	Account Type	31/03/2024	31/03/2025	31/10/2025	30/11/2025	31/12/2025	Notes
Lloyds Bank	Current Account 1.25%	£0.00	£128.00	£0.00	£88.75	£40.26	
Lloyds Bank	Call Account 1.25%	£52,811.95	£52,367.83	£50,691.70	£54,788.03	£52,527.95	
Lloyds Bank	Treasury Call Account 3.51%	£6,037,141.13	£7,311,391.52	£7,357,068.67	£7,228,311.97	£1,119,768.96	
Lloyds Bank	Wages Current Account 1.25%	£0.00	£0.00	£0.00	£0.00	£0.00	
Lloyds 12 Month	Fixed Term Deposit 6.02%	£1,000,000.00					
Lloyds 20 Day	Fixed Term Deposit 3.80%					£6,000,000.00	
United Trust Bank	180 Day Notice Account 3.75%	£553,243.49	£582,019.73	£607,572.79	£607,572.79	£607,572.79	
Lloyds Bank	Mayor's Appeal Account 2.10%	£2,081.67	£4,639.50	£1,077.76	£1,278.62	£1,128.33	
Cash	Petty Cash/Float	£210.00	£210.00	£210.00	£210.00	£210.00	
BSTC Total		**£7,645,488.24**	**£7,950,756.58**	**£8,016,620.92**	**£7,892,250.16**	**£7,781,248.29**	

Represented by:					
Earmarked Reserves	Adventure Playground Equipment	£50,000	£50,000		
	Allotment Improvements	£8,000	£13,362	£13,362	
	Capital Receipt	£5,760,910	£5,514,229	£4,919,842	
	Capital Receipt Interest	£280,500	£280,500	£280,500	
	CCTV Improvements	£4,405	£4,405	£4,405	
	Cemetery Garages Rebuild	£4,547	£4,547	£4,547	
	Children's Playground Equipment		£15,220		
	Cycling Infrastructure		£47,250	£47,250	
	Cycling/Walking Strategy	£150,000	£150,000	£150,000	1
	Election Expenses	£27,572	£12,139	£21,139	
	Electric/Hybrid Vehicle		£51,835	£51,835	
	Environmental Improvements	£81,371	£81,371	£81,371	
	Improvements Benefitting Those with Disabilities	£11,222	£11,222	£11,222	1
	Investment in the Market	£13,216	£13,216	£13,216	
	Multi-Use Wheeled Sports Track	£131,545	£165,979	£265,979	
	Pensions Reserve	£50,000	£50,000	£50,000	
	Sports Grants	£207,295	£207,295	£168,763	1
	St Michaels Mead Car Park	£7,477	£8,477	£9,477	
	Sworders Field Table Tennis Tables	£6,000	£6,000		
	Town Centre Improvements	£100,000	£100,000	£100,000	1
	Unallocated NHB	£505	£505	£505	1
	Waterside Stortford Grant Reserve	£13,324	£6,221	£6,221	
	Precept Support 2025/26	£145,116	£145,116	£36,279	
	Precept Support 2026/27		£349,919	£349,919	
	Utilised Reserves Not Shown	£239,551			
Total Earmarked Reserves		**£7,292,557**	**£7,288,808**	**£6,585,832**	
Current Year Fund		**£0**	**£0**	**£729,979**	2
Creditors less Debtors		**£77,637**	**£246,655**	**£50,144**	
Estimated General Reserve		**£275,294**	**£415,294**	**£415,294**	

Notes
1 - Allocations from New Homes Bonus as per Council resolution
2 - Current year fund is unspent precept received in advance

Investment Register

The following instant access accounts are currently held:

Lloyds Bank — Current, Call, Treasury Call and Wages Account (1.25%, 1.25%, 3.51% and 1.25% respectively)

The following notice accounts are currently held:

United Trust Bank — £607,572.79 in a 180 day notice account that tracks the Bank of England Base Rate (3.75%)

The following fixed term deposits are currently held:

Lloyds Bank — £6,000,000 in a 20 day fixed term deposit (3.80%)

Outstanding Balances by Month as at 31/12/2025

A/C Code	Customer Name	Balance	Dec 2025	Nov 2025	Oct 2025	Prior Months	On A/c Pymnts
Ledger No 1: General Ledger							
A003	ANDERSON, DAVE	637.00	344.00	344.00	0.00	0.00	-51.00
A005	AVON	17.50	0.00	17.50	0.00	0.00	0.00
A010	AG FAMILY SUPPORT	-31.25	0.00	0.00	0.00	-31.25	0.00
B024	BELLES PLACE	-29.60	0.00	0.00	0.00	-29.60	0.00
B026	BODY N SOUL YOGA MED	31.25	0.00	31.25	0.00	0.00	0.00
B035	BOARD GAME GROUP	142.00	142.00	0.00	0.00	0.00	0.00
B036	BLISS PLANTS UK	-14.80	-14.80	0.00	0.00	0.00	0.00
C003	CAROLINES CARDS	-13.80	0.00	0.00	0.00	-13.80	0.00
C006	THE CHEESE AND PIE M	-3.50	-3.50	0.00	0.00	0.00	0.00
C301	CEM OTHER	-455.00	0.00	0.00	0.00	0.00	-455.00
E004	ELLS TACO	-109.02	0.00	0.00	0.00	0.00	-109.02
E006	EMILYS CAKE KITCHEN	118.40	59.20	59.20	0.00	0.00	0.00
F014	FAMOUS BAGELS	256.20	256.20	0.00	0.00	0.00	0.00
F015	FLYING PIG CO	59.20	59.20	0.00	0.00	0.00	0.00
G007	GRATTAN, JACQUELINE	428.00	142.00	142.00	142.00	2.00	0.00
G012	GOLDEN GOAT SOAPS	-27.00	0.00	0.00	-27.00	0.00	0.00
H019	HANINE BUNSIK	-36.60	0.00	0.00	-36.60	0.00	0.00
H1103	HIGGINS & CO	-1.86	0.00	0.00	0.00	0.00	-1.86
I006	IPE PRODUCE	57.40	0.00	0.00	0.00	59.20	-1.80
I008	ILLUMINATE FITNESS	125.00	75.00	0.00	0.00	50.00	0.00
I902	ISABEL HOSPICE	-79.79	0.00	0.00	0.00	0.00	-79.79
J007	JM CLOTHING	-29.60	0.00	0.00	0.00	0.00	-29.60
K004	KHARYI OLIVES	59.20	59.20	0.00	0.00	0.00	0.00
K007	KHAYA KITCHEN	-2.70	0.00	0.00	0.00	0.00	-2.70
L108	LITTLE BAGEL BOX	118.40	0.00	0.00	0.00	118.40	0.00
M005	MM CATERING	3.20	0.00	0.00	0.00	3.20	0.00
M011	MALDON COFFEE COMPAN	-43.60	0.00	0.00	0.00	0.00	-43.60
P014	PEANUT PET FASHION L	-17.50	0.00	0.00	0.00	0.00	-17.50
R009	RASA SAYANG	174.40	174.40	0.00	0.00	0.00	0.00
R015	THE ROLLING DELI	-0.50	0.00	0.00	0.00	0.00	-0.50
T001	TYE GREEN NURSERY	118.20	118.40	0.00	0.00	-0.20	0.00
T002	TE-ASHI-DO KARATE ST	406.50	75.00	0.00	37.50	294.00	0.00
T106	TRADITII ROMANESTI	87.20	0.00	87.20	0.00	0.00	0.00
U009	U3A KEEP MOVING	2.50	0.00	0.00	2.50	0.00	0.00
V001	THE VINTAGE AFTERNOO	-53.60	0.00	0.00	0.00	0.00	-53.60
V006	VARTIANX	17.50	17.50	0.00	0.00	0.00	0.00
W004	WILD WELLBEING	-8.27	0.00	0.00	0.00	0.00	-8.27
W009	WOO WELLNESS	700.00	325.00	375.00	0.00	0.00	0.00
W106	THE WILDLIFE TRUSTS	-17.50	0.00	0.00	0.00	0.00	-17.50
W112	WESTON, ALAN	-50.18	0.00	0.00	0.00	0.00	-50.18
Y104	YOGA BY YVETTE YARNO	4.00	0.00	0.00	0.00	4.00	0.00
	Total Sales Ledger No 1	**2,537.38**	**1,828.80**	**1,056.15**	**118.40**	**455.95**	**-921.92**
	TOTAL SALES LEDGER BALANCES	**2,537.38**	**1,828.80**	**1,056.15**	**118.40**	**455.95**	**-921.92**

- Statements and/or copies of outstanding invoices have been sent to all debtors with Nov 2025 or earlier outstanding balances
- Anderson, Dave has promised payment by the time of the Committee meeting
- IPE Produce will be sent notice of further action
- Illuminate Fitness have been chased by the Facilities team
- Little Bagel Box will be sent a notice of further action
- Te-Ashi-Do-Karate will be sent notice of further action

Mayor's Charity Fund - Mayoral Year 2025/26 End December 2025

Income

Games Night	825.00
Civic Service Donations	145.00
Civic Dinner	975.00
Donation	10.00
Bank Interest	11.97
Total	**1,966.97**

Expenditure

BS Youth Project Donation	262.50
DKMS Foundation Donation	277.50
Games Night Catering	285.00
Bank Charges	13.64
Funds yet to be donated	1,128.33
Total	**1,128.33**

Note that the total is only the funds held in the Mayor's Appeal bank account and does not include any donations made directly to charity.

General Ledger for Month No 7 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/10/2025	0007663		B7 MEDIA GROUP LTD	B163	549.00	109.80	658.80	4425	101	549.00	Bishop's Stortford Mean Busine
07/10/2025	INV0444972		EHDC	E505	178.71	35.74	214.45	4230	306	178.71	Play Equipment Inspection
09/10/2025	2526/203		HAPTC	H802	70.00	0.00	70.00	4030	101	70.00	Data Protection/FOI Training
				TOTAL INVOICES	797.71	145.54	943.25			797.71	
			VAT ANALYSIS CODE	OTS @ 0.00%	70.00	0.00	70.00				
			VAT ANALYSIS CODE	S @ 20.00%	727.71	145.54	873.25				
				TOTALS	797.71	145.54	943.25				

General Ledger for Month No 7 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/10/2025	1LDM-NRWH-MC7C		AMAZON BUSINESS	A114	259.98	0.00	259.98	4440	600	259.98	Mobile Telephones
08/10/2025	757		ATELIER82 LTD	A132	67.60	13.52	81.12	4400	101	67.60	Business Cards
08/10/2025	758		ATELIER82 LTD	A132	163.00	0.00	163.00	4400	405	163.00	Town Trails
03/10/2025	3015		BROADMEAD LEISURE	B250	850.00	170.00	1,020.00	4230	306	850.00	Play Equipment Repairs
15/10/2025	15102025		CLEMENTS, JOHN	C155	6,414.00	0.00	6,414.00	4170	405	6,414.00	Exterior Redecoration
07/10/2025	15646		FOREFRONT SIGNS	F731	192.50	38.50	231.00	4940	101	192.50	Waterside Stortford Sign Base
08/10/2025	84		GLEAMTECHUK	G121	90.00	0.00	90.00	4160	405	90.00	Window Cleaning
09/10/2025	1205859983		KONICA MINOLTA	K103	236.88	47.38	284.26	4400	101	212.64	Photocopier Rental
								4400	405	24.24	Photocopier Rental
13/10/2025	13102025		REYNOLDS, MARK	R102	270.00	0.00	270.00	4170	101	270.00	Boiler Maintenance
09/10/2025	000793		THINKTREES LTD	T118	3,850.00	0.00	3,850.00	4250	306	300.00	Tree Survey
								4250	308	300.00	Tree Survey
								4250	600	3,250.00	Tree Survey
09/10/2025	3600		WE CREATE BETTER LTD	W122	84.00	16.80	100.80	4600	508	84.00	Christmas Fayre Signs
01/10/2025	SINV090998		WORKNEST LIMITED	W123	838.00	167.60	1,005.60	580	0	838.00	BSMaA CIO Health & Safety E-Le
				TOTAL INVOICES	13,315.96	453.80	13,769.76			13,315.96	
			VAT ANALYSIS CODE	OTS @ 0.00%	10,883.98	0.00	10,883.98				
			VAT ANALYSIS CODE	S @ 20.00%	2,268.98	453.80	2,722.78				
			VAT ANALYSIS CODE	Z @ 0.00%	163.00	0.00	163.00				
				TOTALS	13,315.96	453.80	13,769.76				

General Ledger for Month No 7 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/10/2025	120993		BRENTWOOD COMMUNICAT	B113	17.50	3.50	21.00	4600	508	17.50	Remembrance Radios
20/10/2025	3028		BROADMEAD LEISURE	B250	75.00	15.00	90.00	4230	306	75.00	Play Equipment Inspection
01/10/2025	SI-25355		COURTLANDS	C113	716.66	143.34	860.00	4200	306	304.58	Skips
								4200	308	304.58	Skips
								4200	600	107.50	Skips
01/10/2025	SI-25356		COURTLANDS	C113	358.33	71.67	430.00	4200	306	125.42	Skip
								4200	308	125.41	Skip
								4200	600	107.50	Skip
23/10/2025	HHINV63		CLOUD 9 DISCO HIRE	C129	1,170.00	0.00	1,170.00	4600	508	1,170.00	Remembrance PA System
23/10/2025	HHINV124		CLOUD 9 DISCO HIRE	C129	200.00	0.00	200.00	4600	508	200.00	Remembrance PA System
15/10/2025	42532361		CAPITAL CABOODLE LTD	C149	24.23	4.85	29.08	4185	101	24.23	Staff Badges
20/10/2025	7403132324		DELL CORPORATION LTD	D116	1,057.26	211.45	1,268.71	4480	101	1,057.26	Laptops
15/10/2025	B71766		ERNEST DOE	E104	282.48	56.50	338.98	4175	600	282.48	Digger Lower Roller
16/10/2025	B71817		ERNEST DOE	E104	35.46	7.09	42.55	4175	600	35.46	Air Filters
20/10/2025	B71976		ERNEST DOE	E104	211.48	42.30	253.78	4175	600	211.48	Digger Ram Protector
15/10/2025	11160795		ERLEIGH CO LTD	E126	103.00	20.60	123.60	4155	306	103.00	Cleaning Materials
17/10/2025	15686		FOREFRONT SIGNS	F731	154.00	30.80	184.80	4185	101	154.00	Plaque
30/10/2025	15697		FOREFRONT SIGNS	F731	90.00	18.00	108.00	4640	508	90.00	Christmas Tree Signs
30/10/2025	15713		FOREFRONT SIGNS	F731	192.00	38.40	230.40	4425	101	192.00	Banners
28/10/2025	90		GLEAMTECHUK	G121	650.00	0.00	650.00	4160	101	650.00	Window Cleaning
31/10/2025	H102506768		HCC	H801	24.13	4.83	28.96	4185	101	6.24	Calculator
								4400	101	2.82	Stationery
								4175	101	15.07	Batteries
31/10/2025	H102506769		HCC	H801	392.73	78.55	471.28	580	0	57.50	BPC Toilet Rolls
								580	0	57.50	HCC Toilet Rolls
								580	0	57.50	SMC Toilet Rolls
								4150	101	92.95	Cleaning Materials
								4150	201	57.50	Cleaning Materials

General Ledger for Month No 7 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4400	101	69.78	Stationery
31/10/2025	H102506770		HCC	H801	38.96	7.79	46.75	4480	101	38.96	USB Sticks
31/10/2025	H102507100		HCC	H801	284.96	56.99	341.95	4155	505	284.96	Cleaning Materials
26/10/2025	129634		ILIFFE MEDIA LTD	I101	205.00	41.00	246.00	4600	508	205.00	Christmas Fayre Advertisement
15/10/2025	006		JENNIE AMOS ART	J111	115.20	0.00	115.20	4700	405	115.20	TIC Goods for Resale
22/10/2025	67740		KG LOACH	K105	627.10	125.42	752.52	4620	306	311.10	Compost
								4299	601	316.00	Weedguard
28/10/2025	72207		LEXICON FIRE SYSTEMS	L103	25.20	5.04	30.24	4175	405	25.20	Fire Extinguisher Maintenance
28/10/2025	72211		LEXICON FIRE SYSTEMS	L103	81.09	16.22	97.31	4170	201	81.09	Fire Alarm Maintenance
28/10/2025	72212		LEXICON FIRE SYSTEMS	L103	193.20	38.64	231.84	4185	600	84.00	Fire Extinguisher
								4175	600	109.20	Fire Extinguisher Maintenance
31/10/2025	72231		LEXICON FIRE SYSTEMS	L103	134.40	26.88	161.28	4175	101	134.40	Fire Extinguisher Maintenance
31/10/2025	72232		LEXICON FIRE SYSTEMS	L103	105.65	21.13	126.78	4170	101	105.65	Fire Alarm Maintenance
31/10/2025	INV-20814		LB WASTE MANAGEMENT	L123	2,065.00	413.00	2,478.00	4299	601	2,065.00	Skips
23/10/2025	31518		MG DRAINAGE	M133	955.00	191.00	1,146.00	4585	101	955.00	Apton Drain Survey
08/09/2025	90		OPTIC SECURITY SERVI	O116	120.00	0.00	120.00	4600	508	120.00	Remembrance Stewards
28/10/2025	91		OPTIC SECURITY SERVI	O116	100.00	0.00	100.00	4600	508	100.00	Remembrance Stewards
29/10/2025	92		OPTIC SECURITY SERVI	O116	2,958.00	0.00	2,958.00	4600	508	2,958.00	Christmas Fayre Stewards
20/10/2025	560258		PRONTAPRINT BS	P120	240.00	0.00	240.00	4600	508	240.00	Remembrance Orders of Service
27/10/2025	1085835508		STANNAH	S1912	67.85	13.57	81.42	4170	101	67.85	Stair Lift Maintenance
09/10/2025	2007755171		SCREWFIX	S1956	10.41	2.08	12.49	580	0	10.41	HCC Door Lock
20/10/2025	2007996556		SCREWFIX	S1956	417.75	37.35	455.10	4070	600	372.83	Safety Boots, Gloves, Trousers
								4300	600	44.92	Screenwash, Adblue
23/10/2025	2008085407		SCREWFIX	S1956	-14.16	-2.83	-16.99	4070	600	-14.16	Credit Trousers
27/10/2025	2008188826		SCREWFIX	S1956	99.11	19.84	118.95	4070	600	78.29	Trousers
								4170	101	20.82	Doorbell
31/10/2025	4361		TOTAL UNIQUE HOME SO	T130	1,481.00	0.00	1,481.00	4150	101	860.00	Cleaning
								4150	201	550.00	Cleaning
								4150	405	10.00	Hygiene Bin

General Ledger for Month No 7 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4150	505	51.00	Hygiene Bins
								4150	600	10.00	Hygiene Bin
22/10/2025	WH125		WINDHILL HOUSE LTD	W2305	3,104.88	620.98	3,725.86	4170	101	3,104.88	Windhill House Contribution
				TOTAL INVOICES	19,169.86	2,380.98	21,550.84			19,169.86	
			VAT ANALYSIS CODE	OTS @ 0.00%	6,794.20	0.00	6,794.20				
			VAT ANALYSIS CODE	S @ 20.00%	11,904.72	2,380.98	14,285.70				
			VAT ANALYSIS CODE	Z @ 0.00%	470.94	0.00	470.94				
				TOTALS	19,169.86	2,380.98	21,550.84				

General Ledger for Month No 8 **Order by Supplier A/c**

									Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total		A/C	Centre	Amount	Analysis Description
01/11/2025	EI0004329		AYLESFORD ELECTRICAL	A124	9,089.50	1,817.90	10,907.40		4640	508	9,089.50	Christmas Lights
03/11/2025	787		ATELIER82 LTD	A132	125.00	25.00	150.00		4600	508	125.00	Christmas Fayre Signs
03/11/2025	788		ATELIER82 LTD	A132	206.00	41.20	247.20		4425	507	206.00	Farmers Market Signs
03/11/2025	CGSI007188		CENTRAL TYRE	C105	250.03	50.01	300.04		580	0	250.03	CT FJ16 EZV Tyres
03/11/2025	S281606		ESSEX MOTOR FACTORS	E106	5.42	1.08	6.50		580	0	5.42	CT FJ16 EZV Halogens
03/11/2025	INV-2048		IAC AUDIT	I108	399.00	79.80	478.80		4570	101	399.00	Internal Audit 2025/26
03/11/2025	72251		LEXICON FIRE SYSTEMS	L103	150.00	30.00	180.00		4170	405	150.00	Emergency Lighting Maintenance
03/11/2025	72253		LEXICON FIRE SYSTEMS	L103	227.50	45.50	273.00		4170	600	227.50	Emergency Lighting Maintenance
03/11/2025	72255		LEXICON FIRE SYSTEMS	L103	150.00	30.00	180.00		4170	201	150.00	Emergency Lighting Maintenance
03/11/2025	72257		LEXICON FIRE SYSTEMS	L103	150.00	30.00	180.00		4170	101	150.00	Emergency Lighting Maintenance
04/11/2025	459785		LIFE ENVIRONMENTAL S	L124	345.00	69.00	414.00		4585	101	345.00	Apton Management Survey
05/11/2025	25802		MATTHEW'S PLANTS	M105	1,737.50	347.50	2,085.00		4620	306	1,737.50	Plants
03/11/2025	2008338063		SCREWFIX	S1956	47.65	9.53	57.18		4170	600	47.65	Wood Stain
03/11/2025	2008355797		SCREWFIX	S1956	14.16	2.83	16.99		4170	600	14.16	Paint
03/11/2025	2114/0311250234		TIMPSON SHOECARE LTD	T001	20.79	4.16	24.95		580	0	20.79	CT RE72 DZP Key Battery
				TOTAL INVOICES	12,917.55	2,583.51	15,501.06				12,917.55	
			VAT ANALYSIS CODE	S @ 20.00%	12,917.55	2,583.51	15,501.06					
				TOTALS	12,917.55	2,583.51	15,501.06					

General Ledger for Month No 8 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/11/2025	197803016		AA	A200	1,163.00	232.60	1,395.60	4600	508	1,163.00	Remembrance Traffic Signs
12/11/2025	121073		BRENTWOOD COMMUNICAT	B113	161.50	32.30	193.80	4600	508	161.50	Remembrance Radios
19/11/2025	CT0920		BSCT	B126	1,000.00	200.00	1,200.00	4300	600	1,000.00	Minibus Excess
10/11/2025	3041		BROADMEAD LEISURE	B250	1,850.00	370.00	2,220.00	4230	306	75.00	Play Equipment Inspection
								4230	306	1,775.00	Play Equipment Repairs
04/11/2025	INV-0715		COUNTRYSIDE MOWER SE	C144	283.18	0.00	283.18	4175	600	283.18	Lawn Mowers Maintenance
09/11/2025	ECFAEV631		ESSEX COMM FIRST AID	E117	350.00	0.00	350.00	4600	508	350.00	Remembrance First Aiders
18/11/2025	15765		FOREFRONT SIGNS	F731	445.00	89.00	534.00	4600	508	445.00	Christmas Fayre Banner
18/11/2025	SI-1213621		GORDON ELLIS CO	G125	1,819.04	363.81	2,182.85	4620	306	1,819.04	Planters
09/11/2025	09112025		HERTS 4X4 RESPONSE	H115	550.00	0.00	550.00	4600	508	550.00	Remembrance Stewards
12/11/2025	5820000254		HEIGHT FOR HIRE LTD	H142	725.00	145.00	870.00	4640	508	725.00	Christmas Tree Vehicle Hire
09/11/2025	131546		ILIFFE MEDIA LTD	I101	320.00	64.00	384.00	4600	508	320.00	Remembrance Advertisements
18/11/2025	2101267105		INSIGHT	I106	349.95	69.99	419.94	4480	101	349.95	Monitors
11/11/2025	10847		IDEAS OUTCOMES	I112	2,520.00	504.00	3,024.00	4490	101	2,520.00	Website Update
20/11/2025	1206213074		KONICA MINOLTA	K103	275.61	55.12	330.73	4400	101	235.35	Photocopier Meter Charges
								4400	405	40.26	Photocopier Meter Charges
01/06/2025	66657		KG LOACH	K105	-12.40	-2.48	-14.88	4620	306	-12.40	Credit Compost
23/07/2025	66866		KG LOACH	K105	316.00	63.20	379.20	4299	601	316.00	Weedguard
01/11/2025	251100393840		MICROSHADE BUSINESS	M104	152.52	30.50	183.02	4480	101	152.52	PT Mapper Licence
17/11/2025	CN-1150		MICROSHADE BUSINESS	M104	-52.92	-10.58	-63.50	4480	101	-52.92	Credit PT Mapper Licence
13/11/2025	836		MOBILE MOTORS ESSEX	M134	460.00	92.00	552.00	4300	600	460.00	EK11 HAA Repairs
14/11/2025	14112025		RAF AIR CADETS	R123	250.00	0.00	250.00	4600	508	250.00	Remembrance Band
04/11/2025	2008386372		SCREWFIX	S1956	3.65	0.73	4.38	4170	101	3.65	Lighting Maintenance
13/11/2025	2008640766		SCREWFIX	S1956	18.65	3.73	22.38	4170	101	18.65	Locks
14/11/2025	2008677630		SCREWFIX	S1956	4.21	0.85	5.06	4170	600	4.21	Sink Washers
18/11/2025	2008733456		SCREWFIX	S1956	-28.32	-5.66	-33.98	4070	600	-28.32	Credit Trousers
18/11/2025	2008733457		SCREWFIX	S1956	-20.82	-4.17	-24.99	4070	600	-20.82	Credit Trousers
19/11/2025	2008799349		SCREWFIX	S1956	4.16	0.83	4.99	4185	101	4.16	Disposable Overshoes

General Ledger for Month No 8 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/11/2025	260334		WALK WHEEL CYCLE TRU	W127	22,250.00	4,450.00	26,700.00	4940	101	22,250.00	Cycle Route North Feasibility
				TOTAL INVOICES	35,157.01	6,744.77	41,901.78			35,157.01	
			VAT ANALYSIS CODE	OTS @ 0.00%	1,433.18	0.00	1,433.18				
			VAT ANALYSIS CODE	S @ 20.00%	33,723.83	6,744.77	40,468.60				
				TOTALS	35,157.01	6,744.77	41,901.78				

General Ledger for Month No 8 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/11/2025	INV-1125-2982		ASPEN ELECTRICAL SER	A112	230.00	0.00	230.00	4170	600	230.00	Lighting Maintenance
21/11/2025	INV-1125-2989		ASPEN ELECTRICAL SER	A112	378.00	0.00	378.00	4175	507	378.00	Bollard Maintenance
21/10/2025	18107		AVM WORKWEAR AND EMB	A126	143.54	28.72	172.26	4070	600	143.54	Sweatshirts, Polo Shirts, T-Sh
20/11/2025	18449		AVM WORKWEAR AND EMB	A126	138.33	27.67	166.00	4070	600	138.33	Fleeces, Hats
29/11/2025	3048		BROADMEAD LEISURE	B250	1,500.00	300.00	1,800.00	4230	306	1,500.00	Play Equipment Repairs
27/11/2025	CGSI007689		CENTRAL TYRE	C105	351.40	70.28	421.68	580	0	351.40	CT FJ16 EZV Tyres
17/11/2025	B73228		ERNEST DOE	E104	37.49	7.50	44.99	4175	600	37.49	LED Beacon
21/11/2025	228169		HANCOCKS DRAINAGE BU	H147	149.85	29.97	179.82	4200	600	149.85	Topsoil
30/11/2025	H112506996		HCC	H801	163.35	32.67	196.02	4400	101	131.90	Stationery
								4070	101	8.89	Gloves
								4150	101	22.56	Cleaning Materials
30/11/2025	H112507297		HCC	H801	65.32	13.06	78.38	4400	405	65.32	Stationery
23/11/2025	133373		ILIFFE MEDIA LTD	I101	375.00	75.00	450.00	4600	508	375.00	Christmas Fayre Advertisements
17/11/2025	INV-21753		LB WASTE MANAGEMENT	L123	150.00	30.00	180.00	4299	601	150.00	Skip
17/11/2025	INV-21754		LB WASTE MANAGEMENT	L123	295.00	59.00	354.00	4200	600	295.00	Skip
21/11/2025	9232		LIFT OUT LIMITED	L125	985.00	197.00	1,182.00	4170	101	985.00	Stair Lift Removal
24/11/2025	25897		MATTHEW'S PLANTS	M105	266.67	53.33	320.00	4620	306	266.67	Plants
18/11/2025	INV-123050		PTP TRAINING & MARKE	P111	300.00	60.00	360.00	4030	101	300.00	Communication Skills Training
10/11/2025	561222		PRONTAPRINT BS	P120	265.00	53.00	318.00	4700	405	265.00	TIC Goods for Resale
18/11/2025	2008742321		SCREWFIX	S1956	14.82	2.96	17.78	4170	101	14.82	Locks
18/11/2025	2008751134		SCREWFIX	S1956	14.82	2.96	17.78	4170	101	14.82	Locks
18/11/2025	2008751971		SCREWFIX	S1956	16.65	3.33	19.98	4170	101	16.65	Locks
18/11/2025	2008768299		SCREWFIX	S1956	-14.82	-2.96	-17.78	4170	101	-14.82	Credit Locks
19/11/2025	2008780898		SCREWFIX	S1956	216.50	43.31	259.81	4070	600	117.40	Rain Suits, Socks
								4185	600	99.10	Jerry Cans
20/11/2025	2008828205		SCREWFIX	S1956	46.87	9.38	56.25	4170	600	3.64	Pipe Clips
								4150	101	21.62	Cleaning Materials
								4155	600	21.61	Cleaning Materials

General Ledger for Month No 8 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/11/2025	2008854032		SCREWFIX	S1956	19.15	3.83	22.98	4170	101	19.15	Lock
25/11/2025	2008930466		SCREWFIX	S1956	290.63	58.14	348.77	4185	600	137.84	Forks, Ratchet Straps, Screwdr
								4175	600	27.89	Saw Blades, Adhesive
								4070	600	124.90	Trousers
25/11/2025	2008953333		SCREWFIX	S1956	-10.41	-2.08	-12.49	4070	600	-10.41	Credit Trousers
25/11/2025	5308/2511251139		TIMPSON SHOECARE LTD	T001	16.67	3.33	20.00	4170	600	16.67	Keys
21/11/2025	1033645396		TRAVIS PERKINS	T108	79.54	15.91	95.45	4200	600	79.54	Topsoil
30/11/2025	4368		TOTAL UNIQUE HOME SO	T130	2,000.00	0.00	2,000.00	4150	101	860.00	Cleaning
								4150	201	570.00	Cleaning
								4150	405	10.00	Hygiene Bin
								4150	505	50.00	Hygiene Bins
								4150	600	10.00	Hygiene Bin
								4299	201	500.00	Annual Call-Out Fee
				TOTAL INVOICES	8,484.37	1,175.31	9,659.68			8,484.37	
			VAT ANALYSIS CODE	OTS	@ 0.00%	2,608.00	0.00	2,608.00			
			VAT ANALYSIS CODE	S	@ 20.00%	5,876.37	1,175.31	7,051.68			
					TOTALS	8,484.37	1,175.31	9,659.68			

General Ledger for Month No 9 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/12/2025	INV-0551		AKN ENGINEERING LIMI	A136	1,900.00	380.00	2,280.00	4940	306	1,900.00	BMX Track Survey
06/12/2025	HHINV64		CLOUD 9 DISCO HIRE	C129	960.00	0.00	960.00	4600	508	960.00	Christmas Fayre PA System
01/12/2025	61123		ESSEX PYROTECHNICS L	E110	60.00	12.00	72.00	4600	508	60.00	Remembrance Maroons
03/12/2025	INV-0469		RYMER TREES	R131	20.00	4.00	24.00	4250	306	20.00	Tree Delivery
01/12/2025	2009070579		SCREWFIX	S1956	107.66	21.54	129.20	4185	600	12.67	Screwdrivers, Punches
								580	0	4.16	CT De-Icer
								4300	600	8.32	De-Icer
								4600	508	82.51	Christmas Fayre Combination Pa
				TOTAL INVOICES	3,047.66	417.54	3,465.20			3,047.66	
			VAT ANALYSIS CODE	OTS @ 0.00%	960.00	0.00	960.00				
			VAT ANALYSIS CODE	S @ 20.00%	2,087.66	417.54	2,505.20				
				TOTALS	3,047.66	417.54	3,465.20				

General Ledger for Month No 9 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/12/2025	96885		A10 TIMBER COMPANY	A113	891.79	178.36	1,070.15	4650	101	891.79	Timber
12/12/2025	0115/11506107		AVS FENCING SUPPLIES	A116	1,089.84	217.97	1,307.81	4940	601	1,089.84	BDR Fencing
05/12/2025	197885810		AA	A200	3,720.00	744.00	4,464.00	4600	508	3,720.00	Christmas Fayre Traffic Signs
09/12/2025	121429		BRENTWOOD COMMUNICAT	B113	255.00	51.00	306.00	4600	508	255.00	Christmas Fayre Radios
12/12/2025	274470		DCRS	D460	171.90	34.38	206.28	4650	101	171.90	Festive Taxi Marshals Radios
09/12/2025	INV0458148		EHDC	E505	22,854.12	4,570.82	27,424.94	4650	101	22,854.12	CCTV 2025/26
06/12/2025	06122025		HERTS 4X4 RESPONSE	H115	800.00	0.00	800.00	4600	508	800.00	Christmas Fayre Stewards
08/12/2025	1804549447		HCC	H801	17,000.00	0.00	17,000.00	4650	101	17,000.00	Youth Worker Contribution
07/12/2025	136128		ILIFFE MEDIA LTD	I101	420.00	84.00	504.00	4600	508	420.00	Christmas Fayre Advertisements
03/12/2025	SIN3226271		PPL PRS LTD	P114	188.41	37.68	226.09	4731	201	188.41	Music Licence
03/12/2025	SIN3226272		PPL PRS LTD	P114	168.82	33.76	202.58	4731	201	168.82	Music Licence
09/12/2025	2025-117		RAND CHARTERED SURVE	R132	1,850.00	370.00	2,220.00	4585	101	1,850.00	The Old Monastery Inspection R
04/12/2025	1782		SECURI DOORS SERVICE	S159	585.00	117.00	702.00	4170	600	585.00	Roller Shutter Maintenance
08/12/2025	2009262270		SCREWFIX	S1956	163.90	32.79	196.69	4170	600	140.32	Paint
								4185	600	15.98	Rollers
								4175	600	7.60	Tape
10/12/2025	2009342393		SCREWFIX	S1956	9.99	2.00	11.99	4185	600	9.99	Paint Brushes
05/12/2025	14447		3C MI LTD	T133	866.68	173.34	1,040.02	4170	101	866.68	Stairway Carpet
				TOTAL INVOICES	51,035.45	6,647.10	57,682.55			51,035.45	
			VAT ANALYSIS CODE	OTS @ 0.00%	17,800.00	0.00	17,800.00				
			VAT ANALYSIS CODE	S @ 20.00%	33,235.45	6,647.10	39,882.55				
				TOTALS	51,035.45	6,647.10	57,682.55				

General Ledger for Month No 9 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/12/2025	INV-1225-3035		ASPEN ELECTRICAL SER	A112	75.00	0.00	75.00	4170	101	75.00	Lighting Maintenance
16/12/2025	3051		BROADMEAD LEISURE	B250	24,300.00	4,860.00	29,160.00	4940	306	24,300.00	Climbing Wall
21/12/2025	3056		BROADMEAD LEISURE	B250	2,895.00	579.00	3,474.00	4230	306	75.00	Play Equipment Inspection
								4230	306	2,820.00	Play Equipment Repairs
12/12/2025	1903		DIOCESE OF ST ALBANS	D120	295.00	47.60	342.60	4585	101	295.00	Cemetery Faculty
02/12/2025	ECFAEV643		ESSEX COMM FIRST AID	E117	425.00	0.00	425.00	4600	508	425.00	Christmas Fayre First Aiders
20/11/2025	1684		THE EASTERN TRAINING	E128	320.00	64.00	384.00	4030	600	320.00	Rodent Control Training
22/12/2025	INV0459336		EHDC	E505	149.80	0.00	149.80	4130	101	149.80	MKS Buildings Insurance
01/12/2025	251200409171		MICROSHADE BUSINESS	M104	33.20	6.64	39.84	4480	101	33.20	PT Mapper Licence
31/12/2025	12660		SURREY HILLS SOLICIT	S131	1,764.00	350.00	2,114.00	4585	101	1,764.00	2 Market Square Lease
16/12/2025	2025.12.08		SADS UK	S139	263.00	52.60	315.60	4650	101	263.00	Defibrillator Battery
24/12/2025	7000198546		STEVENAGE BOROUGH	S144	595.00	119.00	714.00	4650	101	595.00	CCTV Radio Link
17/12/2025	49429		TELESHORE (UK) LTD	T111	1,777.50	355.50	2,133.00	4185	600	1,777.50	Panels, Hydraulic Ram, Web Sli
16/12/2025	YBD262271627		TOOLSTATION LTD	T117	25.60	5.12	30.72	4185	600	25.60	Silicone Removers
27/11/2025	4410170662		VIKING DIRECT	V104	162.32	32.48	194.80	4400	600	162.32	Ink Cartridges, Stationery
				TOTAL INVOICES	33,080.42	6,471.94	39,552.36			33,080.42	
			VAT ANALYSIS CODE	OTS @ 0.00%	720.80	0.00	720.80				
			VAT ANALYSIS CODE	S @ 20.00%	32,359.62	6,471.94	38,831.56				
				TOTALS	33,080.42	6,471.94	39,552.36				

General Ledger for Month No 9 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/12/2025	0115/11506126		AVS FENCING SUPPLIES	A116	126.40	25.28	151.68	4940	601	126.40	BDR Fencing
16/12/2025	0115/11531892		AVS FENCING SUPPLIES	A116	-145.80	-29.16	-174.96	4940	601	-145.80	Credit BDR Fencing
26/12/2025	7089		DAVID BROWN SKIP HIR	D121	640.00	128.00	768.00	4200	306	127.75	Skip
								4200	308	127.75	Skip
								4200	600	384.50	Skips
05/12/2025	B74000		ERNEST DOE	E104	184.40	36.88	221.28	4175	600	184.40	Spacers, Links
31/12/2025	H122505065		HCC	H801	161.66	32.33	193.99	580	0	161.66	BPC Vacuum Cleaner
31/12/2025	H122505066		HCC	H801	4.67	0.00	4.67	4750	101	4.67	Milk Jiggers
31/12/2025	H122505304		HCC	H801	207.46	41.49	248.95	4155	600	72.45	Cleaning Materials
								4155	505	21.82	Cleaning Materials
								4185	505	113.19	Mops, Toilet Brushes, Sign
31/12/2025	H122505305		HCC	H801	13.94	2.79	16.73	4400	405	13.94	Stationery
22/12/2025	INV-3359		LSL SURFACING	L117	21,350.00	4,270.00	25,620.00	4940	601	21,350.00	HRE Resurfacing
30/11/2025	1236 2		MASKALLS TREE SURGER	M127	100.00	20.00	120.00	4250	306	100.00	Tree Works
10/12/2025	6600467690		RINGWAY	R121	517.87	103.57	621.44	4600	508	517.87	Christmas Fayre Traffic Signal
10/12/2025	6600467692		RINGWAY	R121	711.95	142.39	854.34	4600	508	711.95	Christmas Fayre Traffic Signal
25/11/2025	1776		SECURI DOORS SERVICE	S159	450.00	90.00	540.00	4170	600	300.00	Shutter Maintenance
								4170	505	150.00	Shutter Maintenance
15/12/2025	2009434263		SCREWFIX	S1956	136.11	27.21	163.32	4170	600	113.96	Paint, Caulk
								4185	600	22.15	Dust Sheets
15/12/2025	2009441722		SCREWFIX	S1956	26.03	5.22	31.25	4170	600	18.30	Paint, Sandpaper
								4185	600	7.73	Brushes
17/12/2025	2009499583		SCREWFIX	S1956	282.90	56.59	339.49	4170	600	19.63	Sealant
								4185	600	263.27	Heaters, Cork Tiles
19/12/2025	2009557487		SCREWFIX	S1956	45.62	9.13	54.75	4175	600	27.18	Tape, Adhesive
								4185	600	18.44	Knives
22/12/2025	2009596981		SCREWFIX	S1956	29.61	5.94	35.55	4170	600	17.56	Grout, Spacers
								4185	600	12.05	Spreader, Grout Float, Sponge

General Ledger for Month No 9 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
24/12/2025	2009625168		SCREWFIX	S1956	41.65	8.33	49.98	4185	306	41.65	Combination Padlocks
29/12/2025	2009644571		SCREWFIX	S1956	19.21	3.84	23.05	4175	600	7.59	Adhesive, Fixings
								4185	600	11.62	Chisels, Multi-Tool Accessorie
30/12/2025	2009657227		SCREWFIX	S1956	10.16	2.03	12.19	4170	505	10.16	Door Handle
22/12/2025	101036		TRADITION GIFTWARE L	T102	326.04	65.17	391.21	4700	405	326.04	TIC Goods for Resale
31/12/2025	4377		TOTAL UNIQUE HOME SO	T130	1,843.50	0.00	1,843.50	4150	101	1,075.00	Cleaning
								4150	201	687.50	Cleaning
								4150	405	12.50	Hygiene Bin
								4150	505	56.00	Hygiene Bins
								4150	600	12.50	Hygiene Bin
31/12/2025	4378		TOTAL UNIQUE HOME SO	T130	645.00	0.00	645.00	4170	101	645.00	Stairway Decorating
18/12/2025	4410252622		VIKING DIRECT	V104	162.32	32.48	194.80	4400	600	162.32	Ink Cartridges, Stationery
				TOTAL INVOICES	27,890.70	5,079.51	32,970.21			27,890.70	
			VAT ANALYSIS CODE	OTS @ 0.00%	2,488.50	0.00	2,488.50				
			VAT ANALYSIS CODE	S @ 20.00%	25,397.53	5,079.51	30,477.04				
			VAT ANALYSIS CODE	Z @ 0.00%	4.67	0.00	4.67				
				TOTALS	27,890.70	5,079.51	32,970.21				

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Birchwood High School

your dreams, your future, our challenge

Date: 8 January 2026

To:
Finance & Policy Committee
Bishop's Stortford Town Council

Subject: Reallocation of £50,000 Grant Funding (Major Capital Grant - Tranche 2)

Dear Members of the Finance & Policy Committee,

I am writing on behalf of Birchwood High School to provide an update regarding the £50,000 awarded by Bishop's Stortford Town Council at the end of 2022 under the Major Capital Grant - Tranche 2, for our proposed Cycling and Running project.

Despite our best efforts, the project has not progressed as anticipated. We were unable to secure additional matched funding from British Cycling or Sport England, and rising material costs combined with challenging economic conditions meant our governing body could not commit the remaining funds required.

In light of these circumstances, we propose to reallocate the £50,000 grant towards the creation of an outdoor basketball court measuring 22m x 12m, with line markings for two pickleball courts.

This new facility will be used extensively by our students during break times, lunch periods, and curriculum PE lessons. In addition, it will be available for community hire during evenings and weekends. Basketball is increasing in popularity locally—we are home to the Stortford Vikings Basketball Club and Stortford Strollers Walking Basketball. The outside court provides the potential for outdoor training when the weather allows, offering a great alternative to indoor sessions. Pickleball is also increasing in popularity with all age groups, and this addition will extend our offering to external community hirers. This enclosed outdoor space will also be ideal for children's birthday parties during the warmer months, with an adjacent picnic area.

We have obtained a new quote for this project from Sportsafe, which totals £56,225 + VAT. A copy of the quotation is attached for your reference. Neither this project nor its location requires additional planning permission, and we would be in a position to commission the work as soon as we have approval from the Town Council to reallocate the funds.

Community Benefits:

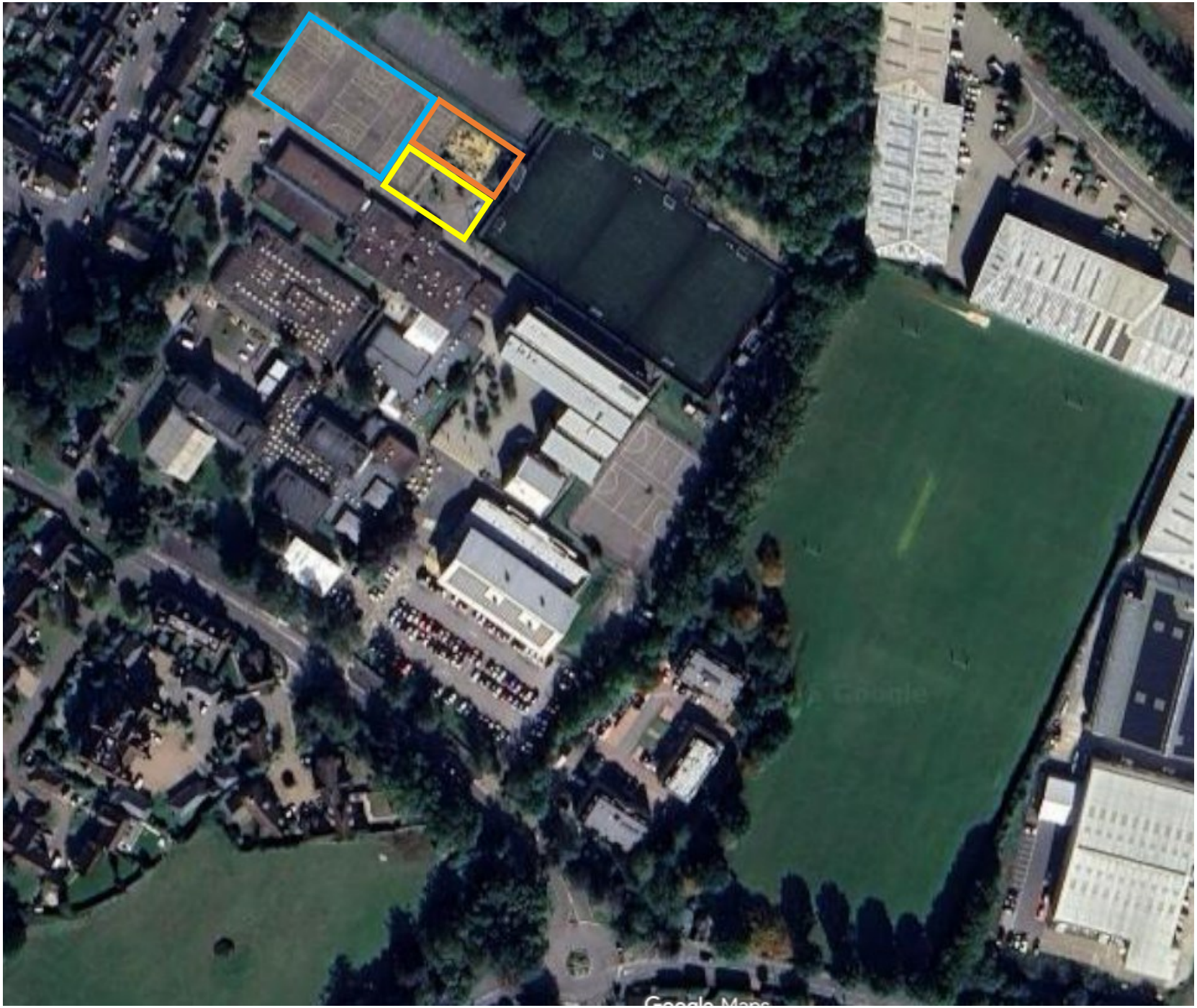
- Promotes physical activity and wellbeing among students and the wider community.
- Supports the growing popularity of basketball and pickleball, including local clubs and walking basketball groups.
- Provides intergenerational engagement opportunities.
- Creates additional hire opportunities for community groups and events, including children's parties.
- Enhances the school's outdoor facilities, ensuring long-term value and sustainability.

We believe this project will deliver significant benefits to both our students and the local community and ensure the Town Council's investment continues to have a lasting positive impact.

Thank you for considering this updated proposal. Please let us know if you require any further information or supporting documentation.

Yours sincerely,

Kate Byers
Community Manager
Birchwood High School



Proposed Areas for Development:

- Proposed area for new enclosed basketball/pickleball court
- Existing picnic area to be extended
- Existing hard court area to be remarked with three netball courts (spaced closer together)

Executive Summary

Scope of Works

The school would like a quote to convert an existing macadam area into a basketball court. We have quoted for the installation of an 22m x 12m MUGA with 4.6m high fencing, 2x basketball goal ends and a single gate. This will include resurfacing the existing macadam with new, and when the new surface has had enough time to cure, we will return on a seperate visit to colour coat the surface and paint the line markings for a basketball court and 2x pickleball courts. In addition, we have also provided the optional extra price to remove 36 linear meters of chainlink fencing and make good the area. As we haven't been to site for this specific project, our prices have been estimated based on the information provided by the customer and therefore are subject to a full site survey.

Contact Details

Mark Harris
Project Sales Manager
m.harris@sportsafeuk.com
01206 795265 ext. 301

Site Images

Your Quotation

Works

Surfacing

Plain perimeter of existing surface

Pierce holes in existing court to allow for drainage

Sweep off area

K140 tack coat

6mm Ultiporous Leisure surface course; 30mm thick

MUGA - Supply & Installation - 22m x 12m

Supply and install 4.6m high, green, DUO8 rebound fencing, inc. 2no. basketball goal ends and 1no. single gate

Colour Coat & Line Markings

Colour coat surface area in 'Wimbledon Purple' (RAL 4007) including line markings for 1x Basketball court (Yellow) and 2x pickleball courts (white)

*** Please Note -** Some of the items within this quote may have longer lead times due to the demand being experienced in the building and construction industry. These works are priced on the basis of the works being completed during a normal working week Monday-Friday between the hours of 8.30am-4pm. Colour coating and line markings can only take place during periods of warm and dry weather to allow for the best application. In addition, we would need to return on a seperate visit to complete the painting, as the surface needs enough time to cure.

Total Cost: £56,225.00 + VAT

If you wish to go ahead with the works in this quote, please ensure that when sending your purchase order, our new address is shown as: 17-19 Smeaton Close, Severalls Industrial Park, Colchester, Essex, CO4 9QY

- We have priced all works on this quotation based on a term time installation, for any installations outside of these times your quote may be subject to a premium – please discuss this with your Project Sales Manager.
- Please note that the installation is grouped together to reduce costs. If specific elements of the quotation are selected, the installation cost will need to be re-calculated accordingly.
- All prices are exclusive of VAT at the current rate.
- Under the terms of the new Domestic Reverse Charge (DRC) Scheme, VAT Act 1994 Section 55a applies, unless you are an Intermediary or End User. This will be shown as applicable on your Order Confirmation and subsequent Invoice upon completion of the project.
- This quotation is valid for 30 days and subject to the company terms and conditions that can be found at https://sportsafeuk.com/terms-and-conditions-of-purchase/ & https://sportsafeuk.com/terms-and-conditions-of-sale/

Your Quotation

Extra Over

Chain Link Fence Removal (Exc. From Tender Total)
Remove and dispose off site of existing chain link fencing and posts
Make good of post holes in tarmac further to removal

*** Please Note –** Some of the items within this quote may have longer lead times due to the demand being experienced in the building and construction industry. These works are priced on the basis of the works being completed during a normal working week Monday-Friday between the hours of 8.30am-4pm. These works may require a skip for spoil disposal and therefore we assume that there is good access for a skip to be dropped off at a suitable location near where the works are taking place. Furthermore, the skip may not be removed straight away, meaning that it could be left on site until collection.

Total Cost: £1,773.00 + VAT

If you wish to go ahead with the works in this quote, please ensure that when sending your purchase order, our new address is shown as: 17-19 Smeaton Close, Severalls Industrial Park, Colchester, Essex, CO4 9QY

- We have priced all works on this quotation based on a term time installation, for any installations outside of these times your quote may be subject to a premium – please discuss this with your Project Sales Manager.
- Please note that the installation is grouped together to reduce costs. If specific elements of the quotation are selected, the installation cost will need to be re-calculated accordingly.
- All prices are exclusive of VAT at the current rate.
- Under the terms of the new Domestic Reverse Charge (DRC) Scheme, VAT Act 1994 Section 55a applies, unless you are an Intermediary or End User. This will be shown as applicable on your Order Confirmation and subsequent Invoice upon completion of the project.
- This quotation is valid for 30 days and subject to the company terms and conditions that can be found at https://sportsafeuk.com/terms-and-conditions-of-purchase/ & https://sportsafeuk.com/terms-and-conditions-of-sale/

Product Information

DUO8 Rebound Fencing

Dimensions

- 18m x 12m
- Height: 4.6m

Materials & Guarantees

- First 1.2m reinforced with multiple wires
- Anti-rattle clip reduces noise
- Unique rebound surface
- Robust and durable

BIRCHWOOD HIGH SCHOOL

(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 AUGUST 2025

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Restricted fixed asset funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from:						
Donations and capital grants	3	19,370	441,296	29,341	490,007	304,240
Other trading activities	5	259,599	-	-	259,599	274,878
Investments	6	45,017	-	-	45,017	34,356
Charitable activities	4	467,853	10,267,180	-	10,735,033	9,893,617
Total income		791,839	10,708,476	29,341	11,529,656	10,507,091
Expenditure on:						
Charitable activities	7	851,622	10,674,476	532,985	12,059,083	11,016,321
Total expenditure		851,622	10,674,476	532,985	12,059,083	11,016,321
Net (expenditure) / income		(59,783)	34,000	(503,644)	(529,427)	(509,230)
Transfers between funds	16	(135,837)	-	135,837	-	-
Net movement in funds before other recognised gains/(losses)		(195,620)	34,000	(367,807)	(529,427)	(509,230)
Other recognised gains/(losses):						
Actuarial losses on defined benefit pension schemes	22	-	(34,000)	-	(34,000)	(17,000)
Net movement in funds		(195,620)	-	(367,807)	(563,427)	(526,230)
Reconciliation of funds:						
Total funds brought forward		820,315	-	7,411,559	8,231,874	8,758,104
Net movement in funds		(195,620)	-	(367,807)	(563,427)	(526,230)
Total funds carried forward		624,695	-	7,043,752	7,668,447	8,231,874

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

The notes on pages 31 to 56 form part of these financial statements.

BIRCHWOOD HIGH SCHOOL

(A Company Limited by Guarantee)
REGISTERED NUMBER: 07791971

BALANCE SHEET
AS AT 31 AUGUST 2025

	Note		2025 £		2024 £
Fixed assets					
Tangible assets	13		7,037,089		7,404,896
Current assets					
Debtors	14	351,604		314,189	
Cash at bank and in hand		1,096,128		1,385,426	
		1,447,732		1,699,615	
Current liabilities					
Creditors due within one year	15	(816,374)		(872,637)	
Net current assets			631,358		826,978
Total net assets			7,668,447		8,231,874
Funds of the Academy					
Restricted funds	16		7,043,752		7,411,559
Unrestricted income funds	16		624,695		820,315
Total funds			7,668,447		8,231,874

The financial statements on pages 28 to 56 were approved by the Trustees, and authorised for issue on 11 December 2025 and are signed on their behalf, by:

G Turner
Chair of Trustees

The notes on pages 31 to 56 form part of these financial statements.

BIRCHWOOD HIGH SCHOOL
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash used in operating activities	18	(198,478)	(90,819)
Cash flows from investing activities	19	(90,820)	(12,135)
Change in cash and cash equivalents in the year		(289,298)	(102,954)
Cash and cash equivalents at the beginning of the year		1,385,426	1,488,380
Cash and cash equivalents at the end of the year	20, 21	1,096,128	1,385,426

The notes on pages 31 to 56 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

3. Income from donations and capital grants

	Unrestricted funds 2025 £	Restricted funds 2025 £	Restricted fixed asset funds 2025 £	Total funds 2025 £	Total funds 2024 £
Donations	19,370	441,296	-	460,666	275,060
Capital grants	-	-	29,341	29,341	29,180
	19,370	441,296	29,341	490,007	304,240
Total 2024	6,830	268,230	29,180	304,240	

In 2024, income from donations was £275,060, of which £268,230 was restricted and £6,830 was unrestricted.

In 2024, income from capital grants was £29,180, all of which was in relation to restricted fixed assets.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

4. Funding for the Academy's charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
DfE grants				
General Annual Grant (GAG)	-	7,600,240	7,600,240	7,166,224
Other DfE grants				
Other DfE/ESFA grants	-	58,357	58,357	-
16-19 funding	-	1,314,090	1,314,090	1,236,751
Core Schools' Budget Grant	-	279,580	279,580	-
Teachers Pension Grant	-	240,343	240,343	124,171
Teachers Pay Grant	-	131,362	131,362	130,396
Pupil Premium	-	236,970	236,970	211,536
Rates Reclaim	-	47,907	47,907	45,381
NI grant	-	47,221	47,221	-
Recovery Premium	-	-	-	53,820
Mainstream Schools Additional Grant	-	-	-	253,650
	-	9,956,070	9,956,070	9,221,929
Other Government grants				
Local Authority grants	-	287,153	287,153	208,949
Catering income	467,853	-	467,853	436,955
Other grants				
Sports Games Organiser Grant	-	23,957	23,957	25,784
Total 2025	467,853	10,267,180	10,735,033	9,893,617
Total 2024	436,955	9,456,662	9,893,617	

In 2024, catering income was unrestricted and all other income was restricted.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

5. Income from other trading activities

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Hire of facilities	199,426	199,426	208,625
Other Income	60,173	60,173	66,253
	259,599	259,599	274,878
Total 2024	274,878	274,878	

In 2024, income from the hire of facilities was £208,625 of which all was unrestricted.

In 2024, other income was £66,253 of which all was unrestricted.

6. Investment income

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Bank Interest	538	538	88
Investment Income	44,479	44,479	34,268
	45,017	45,017	34,356
Total 2024	34,356	34,356	

In 2024, all investment income was in relation to unrestricted funds.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

7. Expenditure

	Staff Costs 2025 £	Premises 2025 £	Other 2025 £	Total 2025 £	Total 2024 £
Direct costs	6,574,419	-	826,188	7,400,607	6,445,620
Support cost	2,655,112	1,193,484	809,880	4,658,476	4,570,701
	9,229,531	1,193,484	1,636,068	12,059,083	11,016,321
Total 2024	8,220,655	1,258,149	1,537,517	11,016,321	

In 2024, direct expenditure consisted of £5,719,527 staff costs and £726,093 other costs.

In 2024, support costs consisted of £2,501,128 staff costs, £1,258,149 premises costs and £811,424 other costs.

8. Charitable Activities

	2025 £	2024 £
Direct costs	7,400,607	6,445,620
Support costs	4,658,476	4,570,701
	12,059,083	11,016,321

Analysis of support costs

	2025 £	2024 £
Support staff costs	2,655,112	2,501,128
Depreciation	532,985	534,687
Premises costs	660,499	723,462
Technology costs	183,984	173,712
Other support costs	585,890	614,658
Governance costs	23,929	21,536
Legal costs	16,077	1,518
	4,658,476	4,570,701

9. Net (expenditure)/income

Net (expenditure)/income for the year includes:

	2025 £	2024 £
Operating lease rentals	2,116	9,411
Depreciation of tangible fixed assets	532,985	534,687
Fees paid to Auditors for:		
- audit	11,700	10,450
- other services	7,700	6,860

10. Staff

a. Staff costs and employee benefits

Staff costs during the year were as follows:

	2025 £	2024 £
Wages and salaries	6,536,361	6,048,731
Social security costs	710,023	590,413
Pension costs	1,666,558	1,439,280
	8,912,942	8,078,424
Agency staff costs	316,589	142,231
	9,229,531	8,220,655

10. Staff (continued)

b. Staff numbers

The average number of persons employed by the Academy during the year was as follows:

	2025 No.	2024 No.
Teachers	89	90
Administration and Support	72	68
Management	7	6
	168	164

c. Higher paid staff

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2025 No.	2024 No.
In the band £60,001 - £70,000	16	9
In the band £70,001 - £80,000	4	1
In the band £80,001 - £90,000	1	1
In the band £90,001 - £100,000	1	1
In the band £100,001 - £110,000	1	1
In the band £120,001 - £130,000	1	-

d. Key management personnel

The key management personnel of the Academy comprise the Trustees and the senior management team as listed on page 1. The total amount of key management personnel benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Academy was £1,051,671 (2024 - £906,376).

Employer national insurance contributions included within key management personnel remuneration were £96,692 (2024 - £79,352).

Employer pension contributions included within key management personnel remuneration were £208,769 (2024 - £167,111).

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

11. Trustees' remuneration and expenses

One or more Trustees has been paid remuneration or has received other benefits from an employment with the Academy. The Principal and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of Principal and staff members under their contracts of employment. The value of Trustees' remuneration and other benefits was as follows:

		2025 £	2024 £
S Griffin	Remuneration	125,000 - 130,000	100,000 - 105,000
	Pension contributions paid	35,000 - 40,000	25,000 - 30,000
R Noblett	Remuneration	55,000 - 60,000	55,000 - 60,000
	Pension contributions paid	15,000 - 20,000	15,000 - 20,000
C Pressland	Remuneration	15,000 - 20,000	55,000 - 60,000
	Pension contributions paid	5,000 - 10,000	10,000 - 15,000
J Mitchell	Remuneration	35,000 - 40,000	30,000 - 35,000
	Pension contributions paid	10,000 - 15,000	5,000 - 10,000

During the year ended 31 August 2025, no Trustee expenses have been incurred (2024 - £NIL).

12. Trustees' and Officers' insurance

In accordance with normal commercial practice, the Academy has purchased insurance to protect Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business. The insurance provides cover up to £10,000,000 on any one claim and the cost of this insurance is included in the total insurance cost.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

13. Tangible fixed assets

	Freehold property £	Furniture and equipment £	Computer equipment £	Motor vehicles £	Total £
Cost or valuation					
At 1 September 2024	12,367,705	1,322,438	730,554	21,000	14,441,697
Additions	-	31,387	113,301	20,490	165,178
At 31 August 2025	12,367,705	1,353,825	843,855	41,490	14,606,875
Depreciation					
At 1 September 2024	5,460,553	962,351	594,472	19,425	7,036,801
Charge for the year	428,698	50,644	46,420	7,223	532,985
At 31 August 2025	5,889,251	1,012,995	640,892	26,648	7,569,786
Net book value					
At 31 August 2025	6,478,454	340,830	202,963	14,842	7,037,089
At 31 August 2024	6,907,152	360,087	136,082	1,575	7,404,896

14. Debtors

	2025 £	2024 £
Due within one year		
Trade debtors	-	17,551
Prepayments and accrued income	328,762	279,322
VAT recoverable	22,842	17,316
	351,604	314,189

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

15. Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	138,397	168,209
Other taxation and social security	162,842	143,507
Other creditors	184,275	181,864
Accruals and deferred income	330,860	379,057
	816,374	872,637

	2025 £	2024 £
Deferred income brought forward	212,490	135,471
Resources deferred during the year	171,310	212,490
Amounts released from previous periods	(212,490)	(135,471)
Deferred income carried forward	171,310	212,490

Resources deferred at the period end mainly relate to DfE grants and future educational visits.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

16. Statement of funds

	Balance at 1 September 2024 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2025 £
Unrestricted funds						
Unrestricted funds	820,315	791,839	(851,622)	(135,837)	-	624,695
Restricted general funds						
GAG	-	7,600,240	(7,600,240)	-	-	-
Other DfE/ESFA grants	-	2,355,830	(2,355,830)	-	-	-
Other Government grants	-	287,153	(287,153)	-	-	-
Restricted donations	-	23,957	(23,957)	-	-	-
Other restricted funds	-	441,296	(441,296)	-	-	-
Pension reserve	-	-	34,000	-	(34,000)	-
	-	10,708,476	(10,674,476)	-	(34,000)	-
Restricted fixed asset funds						
Devolved Formula Capital	-	29,341	-	(29,341)	-	-
Condition Improvement Fund	6,663	-	-	-	-	6,663
Fixed assets	7,404,896	-	(532,985)	165,178	-	7,037,089
	7,411,559	29,341	(532,985)	135,837	-	7,043,752
Total Restricted funds	7,411,559	10,737,817	(11,207,461)	135,837	(34,000)	7,043,752
Total funds	8,231,874	11,529,656	(12,059,083)	-	(34,000)	7,668,447

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2025

16. Statement of funds (continued)

Comparative information in respect of the preceding year is as follows:

	Balance at 1 September 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2024 £
Unrestricted funds						
Unrestricted funds	845,743	753,019	(778,447)	-	-	820,315
Restricted general funds						
GAG	-	7,166,224	(7,119,733)	(46,491)	-	-
Other DfE/ESFA grants	41,786	2,055,705	(2,097,491)	-	-	-
Other Government grants	-	208,949	(208,949)	-	-	-
Restricted donations	-	268,230	(268,230)	-	-	-
Other restricted funds	-	25,784	(25,784)	-	-	-
Pension reserve	-	-	17,000	-	(17,000)	-
	41,786	9,724,892	(9,703,187)	(46,491)	(17,000)	-

16. Statement of funds (continued)

	Balance at 1 September 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2024 £
Restricted fixed asset funds						
Devolved Formula Capital	-	29,180	-	(29,180)	-	-
Condition Improvement Fund	6,663	-	-	-	-	6,663
Fixed assets	7,863,912	-	(534,687)	75,671	-	7,404,896
	7,870,575	29,180	(534,687)	46,491	-	7,411,559
Total Restricted funds	7,912,361	9,754,072	(10,237,874)	-	(17,000)	7,411,559
Total funds	8,758,104	10,507,091	(11,016,321)	-	(17,000)	8,231,874

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2025 £	Restricted funds 2025 £	Restricted fixed asset funds 2025 £	Total funds 2025 £
Tangible fixed assets	-	-	7,037,089	7,037,089
Current assets	649,746	791,323	6,663	1,447,732
Creditors due within one year	(25,051)	(791,323)	-	(816,374)
Total	624,695	-	7,043,752	7,668,447

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2024 £	Restricted funds 2024 £	Restricted fixed asset funds 2024 £	Total funds 2024 £
Tangible fixed assets	-	-	7,404,896	7,404,896
Current assets	848,738	844,214	6,663	1,699,615
Creditors due within one year	(28,423)	(844,214)	-	(872,637)
Total	820,315	-	7,411,559	8,231,874

18. Reconciliation of net expenditure to net cash flow from operating activities

	2025 £	2024 £
Net expenditure for the year (as per Statement of Financial Activities)	(529,427)	(509,230)
Adjustments for:		
Depreciation	532,985	534,687
Capital grants from DfE	(29,341)	(29,180)
Interest receivable	(45,017)	(34,356)
Increase in debtors	(37,415)	(105,359)
(Decrease)/increase in creditors	(56,263)	69,619
Pension adjustment	(34,000)	(17,000)
Net cash used in operating activities	(198,478)	(90,819)

19. Cash flows from investing activities

	2025 £	2024 £
Interest received	45,017	34,356
Purchase of tangible fixed assets	(165,178)	(75,671)
Capital grants from DfE Group	29,341	29,180
Net cash used in investing activities	(90,820)	(12,135)

20. Analysis of cash and cash equivalents

	2025 £	2024 £
Cash in hand and at bank	1,096,128	1,385,426
Total cash and cash equivalents	1,096,128	1,385,426

21. Analysis of changes in net debt

	At 1 September 2024 £	Cash flows £	At 31 August 2025 £
Cash at bank and in hand	1,385,426	(289,298)	1,096,128
	1,385,426	(289,298)	1,096,128

22. Pension commitments

The Academy's employees belong to two principal pension schemes: the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff; and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Hertfordshire County Council. Both are multi-employer defined benefit schemes.

The latest actuarial valuation of the TPS related to the period ended 31 March 2020 and of the LGPS 31 March 2022.

Contributions amounting to £182,649 were payable to the schemes at 31 August 2025 (2024 - £170,443) and are included within creditors.

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies. All teachers have the option to opt-out of the TPS following enrolment.

The TPS is an unfunded scheme to which both the member and employer makes contributions, as a percentage of salary - these contributions are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

22. Pension commitments (continued)

Principal actuarial assumptions

	2025 %	2024 %
Rate of increase in salaries	3.50	3.15
Rate of increase for pensions in payment/inflation	2.50	2.65
Discount rate for scheme liabilities	5.95	5.00

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement age 65 are:

	2025 Years	2024 Years
Retiring today		
Males	22.6	20.9
Females	24.5	25.2
Retiring in 20 years		
Males	24.2	21.7
Females	26.2	25.7

Sensitivity analysis

As at 31 August 2023 the Academy had a defined benefit obligation of £6,074,000 (2024 – £6,675,000). The sensitivity analysis detailed below would increase/ (decrease) the closing defined benefit obligation in the following way:

	2025 £000	2024 £000
Discount rate +0.1%	(98)	(135)
Discount rate - 0.1%	100	135
Mortality assumption - 1 year increase	140	267
Mortality assumption - 1 year decrease	(137)	(267)
CPI rate +0.1%	99	133
CPI rate -0.1%	(97)	(133)

22. Pension commitments (continued)

Share of scheme assets

The Academy's share of the assets in the scheme was:

	At 31 August 2025 £	At 31 August 2024 £
Equities	4,680	4,100
Corporate bonds	1,772	1,908
Property	1,159	848
Cash and other liquid assets	209	212
Total market value of assets	7,820	7,068

The scheme's assets are valued at £7,820,000, due to this resulting in assets exceeding liabilities a surplus exists. The surplus has been capped by an asset ceiling calculated by the actuary based on application of the scheme rules which state the Trust only has a limited entitlement to future economic benefit resulting from this actuarial valuation. The value of this is £1,746,000 (2024 - £393,000) which has restricted the value of assets recognised in the accounts to £6,074,000 (2024 - £6,675,000).

The actual return on scheme assets was £460,000 (2024 - £566,000).

The amounts recognised in the Statement of Financial Activities are as follows:

	2025 £	2024 £
Current service cost	343,000	341,000
Interest income	(340,000)	(324,000)
Interest cost	331,000	324,000
Total amount recognised in the Statement of Financial Activities	334,000	341,000

Changes in the present value of the defined benefit obligations were as follows:

	2025 £	2024 £
At 1 September	6,675,000	6,096,000
Interest cost	331,000	324,000
Employee contributions	102,000	99,000
Actuarial gains	(1,179,000)	(11,000)
Benefits paid	(198,000)	(174,000)
Current service costs	343,000	341,000
At 31 August	6,074,000	6,675,000

22. Pension commitments (continued)

Changes in the fair value of the Academy's share of scheme assets were as follows:

	2025 £	2024 £
At 1 September	6,675,000	6,096,000
Interest income	340,000	324,000
Actuarial losses	(1,213,000)	(28,000)
Employer contributions	368,000	358,000
Employee contributions	102,000	99,000
Benefits paid	(198,000)	(174,000)
At 31 August	6,074,000	6,675,000

23. Operating lease commitments

At 31 August 2025 the Academy had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2025 £	2024 £
Not later than 1 year	8,876	2,116
Later than 1 year and not later than 5 years	25,005	-
	33,881	2,116

24. Members' liability

Each Member of the Charitable Company undertakes to contribute to the assets of the Company in the event of it being wound up while they are a Member, or within one year after they cease to be a Member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before they cease to be a Member.

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