

Report To: Full Council

Meeting Date: 11th August 2025

Report Title: Review and Recommendations for Earmarked Reserves

Purpose of Report

To review the Council's current earmarked reserves in light of recent budgetary adjustments and to recommend updates to ensure alignment with the Council's financial priorities for 2025–2026.

1. Background

At the Full Council meeting held in April 2025 (Minute Ref: 24/5-161-7), the Council approved its reserves policy for the 2025–2026 financial year, including the allocation of earmarked reserves. As of 4th August 2025, the current earmarked reserves are as follows:

Table 1 – Current Earmarked Reserves

Reserve Name	Amount
Plant & Machinery Fund	£6,000.00
Elections	£7,500.00
Playground Fund	£8,000.00
Property Professional Fees	£4,000.00
Business Rates	£1,000.00
Council Tax	£300.00
Battlefields	£1,596.02
HR	£10,000.00
Property Repairs	£4,000.00
Cemetery Chapels	£39,900.00
Property Project	£50,000.00
Tree Work	£9,800.00
SID	£1,750.00
Cleaning	£2,432.62
Railings PT Cemetery	£5,000.00
Camera	£700.00
Tractor Shed	£13,160.00
Total	£165,138.64

Following the Extraordinary Meeting on 1st August 2025 (Minute Ref: 25/6-064-2), several budget adjustments were agreed to reflect changes in operational priorities, such as the suspension of the Park Bungalow conversion and updates to grounds maintenance.

2. Proposed Budget Transfers to Earmarked Reserves

To safeguard funding for future capital projects and address emerging budget pressures, the following budget lines are recommended for transfer to earmarked reserves:

Table 2 – Proposed Transfers

Budget Code	Description	Amount
4415	Tennis Courts	£2,500.00
—	Tennis Courts (additional)	£1,500.00
1601	Pump Track Fundraising	£134.35
4121	CCTV	£10,000.00
4220	Plant & Machinery Renewals	£4,584.46
4242	Play Equipment Renewals	£2,250.00
4400	Tree Work	£11,550.00
4401	Tree Work – CP Charity	£5,000.00
4402	Tree Survey	£1,700.00
4410	Play Equipment	£400.00
4416	Changing Places Toilet	£1,500.00
4425	Street Furniture	£1,798.99
4410	Play Equipment / Paths	£10,000.00
44551	Chapels	£10,000.00
—	Toilets	£7,500.00
44351	Professional Fees	£1,000.00
4130	Elections	£500.00
Total		£71,917.80

3. Updated Earmarked Reserves Proposal

The proposed earmarked reserves reflect both the reallocation of existing reserves and the transfer of additional budgeted funds to better align with the Council's current financial priorities. These changes include:

- **Reallocation of the existing £50,000 Property Project reserve** into:
 - £10,000 for the **Park Bungalow**
 - £10,000 for **Offices**
 - £30,000 for the **Pump Track**
- **Reallocation of the £700 Camera reserve** to the **Tractor Shed**, increasing its total to £13,860.00.

For clarity and transparency, the updated earmarked reserves are grouped by committee in line with the Council's budget structure.

Table 3 – Proposed Earmarked Reserves by Committee

Finance & Admin Committee	
Elections	£8,000.00
CCTV	£10,000.00
Open Spaces Committee	
Plant & Machinery Renewals	£10,584.46
Play Equipment	£10,650.00
Pump Track	£30,134.35
Street Furniture	£1,798.99
Carters Park Capital Improvements	£10,000.00
Tractor Shed	£13,860.00
Tree Work	£26,350.00
Tree Survey	£1,700.00
Changing Places Toilet	£1,500.00
Tennis Courts	£4,000.00
Toilets	£7,500.00
Park Rd Cemetery Railings	£5,000.00
Battlefields Allotments Purchase	£1,596.02
PPES Committee	
Property Professional Fees	£5,000.00
Business Rates	£1,000.00
Council Tax	£300.00
Property Repairs	£4,000.00
Cemetery Chapels	£49,900.00
Park Bungalow	£10,000.00
Offices	£10,000.00
Office Cleaning	£2432.62
SID	£1,750.00
HR, H&S and Data Protection Committee	
HR	£10,000.00
Total	£237,056.44

Recommendation(s)

That Full Council:

- Reviews the current earmarked reserves.
- Approves the proposed updates as outlined in Table 3.
- Authorises the necessary budget transfers to ensure reserves reflect the Council's financial strategy and priorities for 2025–2026.