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# FILLINGHAM

*Financial Plan  
2026 to 2031*

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# BACKGROUND

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Fillingham is a small village of around 110 households. Each household pays a precept as part of their council tax. The annual precept is around £60 per household and is set by the Parish. It generates around £6,000 annually, which is paid into the Parish account by the Council. It is used for Parish & Village Hall maintenance.

St Andrews Church and grounds are managed separately. They are the responsibility of the Church of England.

The Village Hall is a grade 2 listed building. Ongoing running costs are high and have significantly increased post-Covid. During this time we have also seen a significant drop off in the level of fund raising activities. Currently the village is in a good financial position. It has a healthy surplus from Covids grants and £15,000 in a trust fund, set up by Rectory Lee developers, to maintain the football field. With the increasing costs of maintenance of the village hall and the drop in fund raising income, we could easily see this surplus eroded over the next 5 years or so.

|                   | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 |
|-------------------|---------|---------|---------|---------|---------|
| Events income     | £0      | £1,875  | £582    | £1,138  | £852    |
| Hall Hire income  | £0      | £16     | £297    | £633    | £893    |
| Maintenance costs | £1,774  | £25,344 | £85     | £1,102  | £10,200 |
| Utility costs     | £1,069  | £1,087  | £1,865  | £1,638  | £1,893  |

Table to show Post Covid village hall key financial trends summary

This plan is based upon the recent 5 year year financial review and the 2025 Parish Survey. Key updates are that goals are now set for annual fund raising and Village Hall hire. It also includes a proactive approach to increasing grant funding. The fund raising goals are very realistic. This year we have had a big push on events and achieved around £4,000, against a goal of £2,000. The idea is that we can then look to spend any fund raising surplus on village improvements.

The plan defines the actual village financial account structure, which has not been previously documented.

The plan was updated & approved at the Parish Meeting of 08 06 2026.

# SCOPE

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The scope of this plan covers the Parish of Fillingham and the Village Hall. This is referred to as the Village Financial Plan.

It excludes St Andrews Church. However, as a result of the Parish 2025 survey it does allow for support to maintain the church grounds (only) through non precept income e.g. fund raising.

The plan covers the period 1/04/2026 to 31/3/2031.

The plan supercedes all previous plans and related financial procedures.

# OBJECTIVES

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### Primary objective to:

Ensure Fillingham finances comply with all relevant legislation and are regular and accurately reported to the Parish and Village Hall committees.

Determine if the village can sustainably generate sufficient income to support the Village Hall, with only inflation based increases to the precept. This will require the setting of goals for additional annual fund raising as follows:

- Events (inc. Coffee morning): £2,000
- Grants (2027/28 onward): £1,500
- Village Hall hire: £900

The additional income should allow the Village Hall to be maintained long term and to allow for the implementation of improvements identified in the Parish 2025 survey. This will be mainly dependant on the level of surplus fund raising income & grants available.

### Secondary objectives

Introduce an online Village Hall booking system with associated online payment, to maximise rental income opportunities.

To register the Village Hall as a charity, if appropriate, to maximise grant income.

Ensure that the Village Hall and associated land ownership, via Trustees, are updated and correctly registered with the Land Registry.

Close down the Football Field Trust Fund. Transferring £10,000 funds into a Parish financial reserve.

Ensure all relevant village bank accounts meet all relevant financial threshold; to avoid the cost of external annual audits but allow registration as a charity.

Introduce the ability to generate separate accounts for the Parish & Village Hall (requirement for registration as a charity) , together with more accurate allocation of costs between the two sets of accounts.

# POLICIES

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### **Precept income**

The annual precept will be increased each year by inflation.

The total precept will be increased annually by the pro rata cost per household; for each new development property in the village.

The income raised by the precept shall only be spent on the Parish & Village Hall; it will not be used to support St Andrews Church or grounds.

### **Fund raising**

Income raised by fund raising shall be primarily spent on maintaining and improving the Village Hall & Parish.

For budgeting purposes grant income will be assumed to be spent on improvements within the year obtained.

Where approved by the Village Hall committee, income may be used to support St Andrews Church grounds maintenance.

Income raised by fund raising will not be used to support St Andrews Church.

### **Village Hall hire**

Village hall hire rates shall be benchmarked against other similar, local village halls at least every 3 years.

Hire rates should include a discount for residents & long term or full day bookings.

Hire rates should be increased annually by inflation, wherever possible.

St Andrews Church will not be charged for hiring the Village Hall.

### **Contracts, payments & use of cash**

Payments shall only be made upon receipt of an approved invoice, against budgetted expenditure (with the exception of direct debits for utility bills). Unbudgetted expenditure must have the approval of the relevant committee.

Parish invoices require the approval of the Chair. Village Hall invoices require approval of the relevant Village Hall committee member.

All contracts above £1,000 shall require a minimum of two and ideally 3 written quotations.

The use of cash shall be minimised and contactless or direct bank transfer actively promoted. A cash float, for fund raising events, of up to £100 can be maintained.

### **Financial reserve**

A financial reserve shall be maintained of £10,000. This shall only be used in emergencies and replaced as soon as possible.

### **St Andrews Church grounds**

To avoid any liability issues, any contracted work conducted to the Church grounds (at the request of the Village Hall committee), shall be paid for by the Church. The Village Hall committee shall then reimburse the Church upon receipt of an invoice.

### **Accounting & internal audit**

A full set of transactional level accounts shall be produced monthly.

An annual set of individual & consolidated accounts shall be produced annually.

The accounts shall be subject to an annual internal audit.

### **Asset Register**

The asset register shall be reviewed annually, prior to updating the insurance policy.

See Appendix A.

# FINANCIAL MANAGEMENT

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## **Budgeting**

The village annual budget, (including precept) shall be prepared by the RFO by the 1<sup>st</sup> October each year. It shall use the standard template given in Appendix A. The budget shall be prepared in line with the Village Financial Plan. It shall be submitted to the Parish & Village Hall committees for approval by 1<sup>st</sup> November. Following the meeting, the RFO shall submit an estimate precept to the Council.

The budget shall consider the proposed level of income from fund raising events, together with the planned level of maintenance and grants.

The final annual precept shall be submitted by the RFO to the Council by 1<sup>st</sup> January.

## **Monitoring & reporting**

Transactional level monthly accounts shall be produced and circulated to the Parish & Village Hall committees, prior to their respective meetings.

The accounting system shall be updated to provide individual and consolidated monthly and annual reports.

The accounting system shall be updated to provide tracking of grant income and expenditure by grant and event income and expenditure by event.

Where costs are split between the Parish & Village Hall they shall be accurately allocated in the accounts as follows:

- Insurance will be allocated 17% Parish: 83% Village Hall (Zurich breakdown 25/26).
- Landscaping will be allocated 50% Parish: 50% Village Hall.

## **Internal Audit**

The RFO shall provide annual accounts for audit, together with the relevant AGAR returns by 30<sup>th</sup> April and then submit these for internal audit.

The internal audit shall be conducted on the consolidated annual accounts. The audit shall be conducted by a competent Auditor, independent of the RFO.

The internal audit & associated AGAR returns shall be completed by the 31<sup>st</sup> May and circulated to the Parish committee.

## **Annual Governance & Accountability Return (AGAR)**

The internally audited AGAR exemption return shall be signed by the Chair and submitted to the Council appointed external Auditors by 30<sup>th</sup> June.

### Records

The following records shall be retained for 6 years:

- Annual accounts with all supporting records – Hard copy folder & electronic copy.
- Internal audit – Electronic copy.
- AGAR exemption form - Electronic copy.

### Bank Accounts

The following Lloyds bank accounts are held. Access is limited to the RFO and Parish Chair

#### Fillingham Parish Meeting community account

The main account for the Parish, into which the precept is paid.

#### Fillingham Parish Meeting 32 day notice account

Parish savings account used to hold the Trust Fund/Financial reserve and any surplus funds.

#### Fillingham Village Hall community account

The main account for the Village Hall.

#### Fillingham Village Hall 32 day notice account

Village Hall savings account used to hold any surplus village hall funds or grant income.

#### Fillingham Village Hall Tap & Go

Transfer account used to receive income from the Paypal POS account, used at fund raising events. Any income received shall be moved to the relevant account within 1 month; leaving only small positive balance in the accounts.

#### Paypal POS account

Used to take contactless payments at events and Village Hall hire. The account is directly linked to the Village Hall Tap & Go account. Payment is received automatically within 4 days.

### Clubs

A separate savings accounts are maintained for the Fillingham clubs. This allows them to use the village financial facilities.

As they are savings accounts, any expenditure has to be transferred through the Village Hall account; which can then be used to make payments.

A monthly statement shall be provided to the Club Chairs.

### Cash Float

The RFO shall maintain a petty cash tin of up to £100. This can be allocated to fund raising event coordinators. A log of allocation and return of the cash tin shall be maintained.

## 5 YEAR PLAN

| Consolidated income                     | 2026 27        | 2027 28        | 2028 29        | 2029 30        | 2030 31        |
|---|----------------|----------------|----------------|----------------|----------------|
| Parish allocation of precept            | £1,850         | £1,906         | £1,963         | £2,022         | £2,082         |
| Parish grants obtained                  | £0             | £0             | £0             | £0             | £0             |
| Parish donations                        | £0             | £0             | £0             | £0             | £0             |
| Transfer from Parish savings or reserve | £0             | £0             | £0             | £0             | £0             |
| Village Hall allocation of precept      | £4,765         | £4,908         | £5,055         | £5,207         | £5,363         |
| Village hall grants obtained            |                | £1,500         | £1,545         | £1,591         | £1,639         |
| Village hall hire                       | £900           | £927           | £955           | £983           | £1,013         |
| Fund raising event                      | £2,000         | £2,060         | £2,122         | £2,185         | £2,251         |
| Village hall donations                  | £0             | £0             | £0             | £0             | £0             |
| Transfer from VH savings or reserve     | £0             | £0             | £0             | £0             | £0             |
|   | <b>£9,515</b>  | <b>£11,300</b> | <b>£11,639</b> | <b>£11,989</b> | <b>£12,348</b> |
| <b>Consolidated costs</b>               |                |                |                |                |                |
| Parish Landscaping                      | £ 1,000        | £ 1,030        | £ 1,061        | £ 1,093        | £ 1,126        |
| Parish insurance                        | £ 185.00       | £ 191          | £ 196          | £ 202          | £ 208          |
| Parish grant expenditure                | £ -            | £ -            | £ -            | £ -            | £ -            |
| Defibrillator                           | £ 120.00       | £ 124          | £ 127          | £ 131          | £ 135          |
| Parish professional fees                | £ 150.00       | £ 155          | £ 159          | £ 164          | £ 169          |
| Parish maintenance                      | £ 160.00       | £ 165          | £ 170          | £ 175          | £ 180          |
| Parish bank charges                     | £ 60.00        | £ 62           | £ 64           | £ 66           | £ 68           |
| Transfer to Parish savings or reserve   | £ -            | £ -            | £ -            | £ -            | £ -            |
| Parish IT data storage                  | £ 120.00       | £ 124          | £ 127          | £ 131          | £ 135          |
| Village hall maintenance                | £ 1,600.00     | £ 1,648        | £ 1,697        | £ 1,748        | £ 1,801        |
| VH Landscaping                          | £ 1,000        | £ 1,030        | £ 1,061        | £ 1,093        | £ 1,126        |
| VH insurance                            | £ 916.00       | £ 943          | £ 972          | £ 1,001        | £ 1,031        |
| Utility bill                            | £ 1,900.00     | £ 1,957        | £ 2,016        | £ 2,076        | £ 2,138        |
| Parish grant expenditure                | £ -            | £ -            | £ -            | £ -            | £ -            |
| VH grant expenditure                    | £ 1,500.00     | £ 1,545        | £ 1,591        | £ 1,639        | £ 1,688        |
| External Inspection                     | £ 500.00       | £ 515          | £ 530          | £ 546          | £ 563          |
| Playground Maintenance                  | £ 385.00       | £ 397          | £ 408          | £ 421          | £ 433          |
| Fund raising event expenses             | £ 300.00       | £ 309          | £ 318          | £ 328          | £ 338          |
| Village hall professional fees          | £ -            | £ -            | £ -            | £ -            | £ -            |
| Transfer to VH savings or reserve       | £ -            | £ -            | £ -            | £ -            | £ -            |
| VH IT                                   | £ 200.00       | £ 206          | £ 212          | £ 219          | £ 225          |
| VH event marketing                      | £ 200.00       | £ 206          | £ 212          | £ 219          | £ 225          |
| VH bank charges                         | £ 64.00        | £ 66           | £ 68           | £ 70           | £ 72           |
| VH licences                             | £ 150.00       | £ 155          | £ 159          | £ 164          | £ 169          |
| VH misc.                                | £ -            | £ -            | £ -            | £ -            | £ -            |
|   | <b>£10,510</b> | <b>£10,825</b> | <b>£11,150</b> | <b>£11,485</b> | <b>£11,829</b> |
| <b>Savings</b>                          |                |                |                |                |                |
| Surplus                                 | -£ 995         | -£ 520         | -£ 30          | £ 474          | £ 993          |
| Parish financial reserve                | £ 10,000       | £ 10,200       | £ 10,404       | £ 10,612       | £ 10,824       |
| Savings                                 | £ 28,707       | £ 29,282       | £ 29,867       | £ 30,465       | £ 31,074       |
| <b>Total</b>                            | <b>£38,707</b> | <b>£39,482</b> | <b>£40,271</b> | <b>£41,077</b> | <b>£41,898</b> |

### Notes

Inflation 3.00%

Interest 2.00%

Assumes Trust Fund closed and £10k transferred to Parish Financial reserve with £5k moved to savings and available for general improvement.

Assumes total accounts surplus moved to savings.

Assumes grant income will be spent within the same year on improvements.

# APPENDIX A: ASSET REGISTER

## Asset registry

| Description/location   | Valuation       | Basis                               | Date Acquired | Inspection | Part | Remarks  |
|--|-----------------|-------------------------------------|---------------|------------|------|--|
|  |                 |                                     |               |            |      | Title and trustees not adequately defined. Pending work with solicitors.                   |
| Village Hall   | £258,281        | Insurance valuation                 | 1996          | Annually   | Y    | Update when insurance due for renewal 2026.  |
| Notice board on Village Hall   | £534            | Original cost                       | 2009          | Annually   | Y    |  |
| Benches on land surrounding Village Hall                                       | £960            | based on replacement cost           | est. 2005     | Annually   | Y    |  |
| Team swing   | £2,190          | at new (no installation or matting) | May-18        | Weekly     | Y    | weekly and annual inspections - insurance valuation for 4 pieces of play equipment £16,937 |
| Clamber stack  | £10,850         | at new (no installation or matting) | May-18        | Weekly     | Y    | weekly and annual inspections - insurance valuation for 4 pieces of play equipment £16,937 |
| Orbit (roundabout)   | £5,124          | at new (no installation or matting) | May-18        | Weekly     | Y    | weekly and annual inspections - insurance valuation for 4 pieces of play equipment £16,937 |
| Rocking foal   | £1,369          | at new (no installation or matting) | Sep-18        | Weekly     | Y    | weekly and annual inspections - insurance valuation for 4 pieces of play equipment £16,937 |
| Land between Village Hall and Rectory Lea (football field)                     | £4,000          | estimate                            | 2007          | Annually   | N    | Land registry LL278667 Trustees Peter O'Grady, Ray Greetham, Alan Baldwin, Zoe Rampley.    |
| Set of Gates to Land between Village Hall and Rectory Lea from Willingham Road | £450            | Original cost                       | 2013          | Annually   | Y    |  |
| Bench on the green - Joyces' memorial bench and plaque                         | £400            | estimate on replacement             | 44866         | Annually   | Y    |  |
| Bench on Land between Village Hall and Rectory Lea                             | £320            | Based on replacement cost           | est. 2005     | Annually   | Y    |  |
| Bus Shelter at junction of High Street & Middle                                | £8,000          | Estimated rebuild                   | Not known     | Annually   | Y    |  |
| Goal Posts   | £620            |                                     | 2016          |            | Y    | Cost as new of posts and locking   |
| Defibrillator  | £1,000          |                                     | 2021          |            | Y    | Maintaince outsourced to West  |
|  | <b>£294,098</b> |                                     |               |            |      |  |

# FAQS

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### **The 5-year plan indicates the village has over £38,000 in savings. Why do we need to make any changes?**

The main issue is unplanned maintenance of the Village Hall vs long term sustainability of the finances. This plan only accounts for planned maintenance at £1,600. The true cost of maintenance, based upon the last 5 years has been £7,567. Worst case this could be used up in around 6 years. In addition to this, £15,000 of the total savings is tied up in a restrictive trust fund, which can only be used for maintaining the football field. As such funds could soon run out. The other key reason we need to do this now; is the time it takes to implement change. If we start now, we have 2 or 3 years to try out new ideas and make sure they work e.g. it would take at least a year to register as a charity.

### **Surely if there was major unplanned work required at the Village Hall, we could just get a grant?**

Being realistic, grant income is likely to be the only way any major expenditure can be covered. Although we have been successful in the past, grants are becoming harder to find and are often limited to registered charities. We currently have no proactive grants team in place. Assuming a grant will be available when the time comes, would be a high-risk strategy. We also need to consider that a significant grant will likely require the approval of the Village Hall Trustees. As with many villages, trustees have passed away and legal documentation not updated. The legal framework for the Village Hall needs updating. Typically, this legal process can take 1 -2 years to complete. So now is the time to do this, while we still have surplus funds.

### **Why are we thinking of setting up a registered charity, we have never required this before?**

Grant funding will be critical to the long-term viability of the Village Hall. There are far more grant opportunities available for registered charities. We have investigated this before but have been put off by the time & complexity involved in establishing and maintaining this. However, we have a charities expert in the village who has offered to help set things up. The current RFO is also happy to provide the additional time required to prepare separate monthly & annual financial reports, for the parish & Village Hall.

### **Why have the Village Hall annual costs, excluding maintenance increased by around £2,500 per annum?**

The main reason is accurate allocation of costs. The insurance premium, typically around £1,000, covers both the Parish & the Village Hall. Historically 100% of the cost was paid for by the Parish. However, 83% of the premium is for the Village Hall. Similarly, 50% of the

landscaping costs are for the Village Hall/football field and the remaining for the Parish. Historically 100% of the costs had been allocated to the Parish. Correct allocation of these costs is important if we are to close down the Trust Fund account.

In addition to providing an accurate picture of costs within the village, correct allocation of costs to the Village Hall also helps meet one of the potential criteria for a charity. This requires a minimum income of £5,000 per annum. By correctly allocating costs we can just about meet this requirement, before any fund-raising events are added in.

### **Why are there a lot more cost categories in the accounts?**

This is an improvement to provide a better picture of where the money is spent. There will likely be some new areas as we plan to implement the improvements identified in the 2025 survey. Examples include the requirement to improve fund raising through events; these will require marketing. This has previously been very limited and unbudgeted. Event costs also need to be accounted for e.g. the recent Apple Day, generated over £600, however, there was a cost of £75 for food. This needs to be accounted for. The plan also includes music and alcohol licenses. These items were dropped previously, as no annual events plan was established to justify their cost.

### **Why are we now paying over £100 p.a. bank charges?**

In banking terms, the Parish & Village Hall are what are known as community accounts. There are only a limited number of banks that provide these accounts. Last year the banking industry started charging for these accounts. We pay £4.25 per month per community accounts. As such we now have the additional cost of £100 p.a. bank charges. Previously this was just logged under miscellaneous.

# REVISIONS

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