

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 10th January 2024 at 7.15pm to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

5th January 2024

Claire Bird, Clerk to the Council

1. To receive apologies for absence
2. To receive Declarations of Personal and Pecuniary Interest for any agenda items
3. To hear questions or comments from members of the public (max 15 mins)
4. To approve and sign the minutes of the meeting held on 6th December 2023
5. To receive any reports from County and/or District Councillor
6. To note the Clerk's Report (verbal), and in particular:
 - a. To agree next steps in the proposed transfer of Cholsey Meadows Play Area to the Parish Council
 - b. To discuss response to Joint Local Plan consultation
7. To receive update on the 5-year Strategic plan (Strategic plan subgroup)
8. To note the Estate Manager's update, and in particular:
 - a. To agree how to proceed with allotment plot clearances and any expenditure involved
 - b. To agree how to proceed with playground equipment repairs and any expenditure involved
9. To receive update from the Transport Leads (Cllr Worley)
10. Finance
 - a. To agree the Parish Council's Precept request for 2024/2025
 - b. To agree response to 2023/2024 grant request from Cholsey 1000 Plus for The Forty Magazine
 - c. To agree response to 2024/2025 S137 grant request from Cholsey Community Library
 - d. To approve payments made and note payments received
11. To agree responses to planning applications as at 4th January 2024

P23/S4137/FUL	Retrospective application for car park engineering 47 Reading Road
P23/S4339/HH and P23/S4341/LB	Renovation of western range of building 2 Ilges Lane

12. To note planning decisions as at 4th January 2024

P23/S3380/HH	Single and two storey extensions Wellfields House, Caps Lane Granted by SODC
P23/S3468/HH	Single and two storey extensions, and front porch 2 Brentford Close Granted by SODC
P23/S3469/HH	Air source heat pump installation Kentwood House, Station Road Granted by SODC
P23/S3609/HH	Annexe outbuilding Little Lollingdon, Westfield Road Refused by SODC

13. Items for information or inclusion on future agenda

CHOLSEY PARISH COUNCIL

Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 6th December 2023 at 7.30pm at The Pavilion, Station Road, Cholsey

Present were Cllr D. Bamford, Cllr J. Collins, Cllr G. Herbert, Cllr L. Nixon (Chair), Cllr M. Smith, Cllr C. Worley

Also present were C. Bird (Clerk), SODC Cllr A. Simpson (7.35-7.45pm)

Start time: 7.35pm

End time: 9.40pm

133. To receive apologies for absence

Apologies were accepted from Cllr V. Bolt, Cllr J. Finch, Cllr J. Hope Smith and Cllr P. Jenkins.

134. To receive Declarations of Personal and Pecuniary Interest for any agenda items

There were none.

Cllr Bamford has an interest in item 9a in his role as a Director of the Cholsey Village CIC.

135. To hear questions or comments from members of the public (max 15 mins)

There were none.

136. To approve and sign the minutes of the meeting held on 15th November 2023

It was **resolved** to approve the minutes of the meeting held on 15th November and they were signed by Cllr Nixon.

137. To receive any reports from County and/or District Councillor

Cllr Simpson's report was noted with thanks.

138. To note the Clerk's Report, in particular:

a. To discuss and agree start time of Parish Council meetings

It was agreed that the start time of Parish Council meetings will be 7.15pm from January 2024.

b. To discuss next steps in responding to Joint Local Plan consultation

It was agreed that Councillors would look at this ready for further discussion in January

Other updates: The vacancy arising from Cllr Pomlett's resignation has been advertised; the new outdoor gym was completed on 4th December; the Millenium Woods footbridge was installed on 5th December. The Ilges Lane hedge coppicing project (Phase 1) will commence on 19th December.

139. To note the Estate Manager's report, in particular:

a. To agree annual allotment plot rents for 2024/2025

It was **resolved** to increase annual rents slightly to reflect costs of managing the allotment sites. The new rents (due in April) are as follows with 2023/2024 rents in brackets for comparison. Councillors would like to carry out a full review of allotments including plot rents during 2024.

Plot size	Cholsey Meadows site	Station Road site	Ilges Lane site
Large	£43.50 (£42.00) 15m x 15m (approx)	£21.00 (£20.00)	£21.00 (£20.00)
Medium	£23 (£22.00) 15m x 7m (approx)	£10.50 (£10.00)	£10.50 (£10.00)
Small	£17 (£16.50) 20m x 4m (approx)	£6.00 (£5.50)	£6.00 (£5.50)

CHOLSEY PARISH COUNCIL

b. To agree amendment to grass cutting agreement with Oxfordshire County Council

It was **resolved** to accept the revised Schedule 1 provided by OCC and continue with the S101 verge cutting agreement, applying the delegated functions in accordance with the revised Schedule. The revised Schedule reflects OCC's Highway Verge and Vegetation Management policy 2023.

c. To agree match-funding of up to £1500 for two replacement defibrillators

It was **resolved** to accept the offer of match-funding and make a payment of £1500 in total to London Hearts for the provision of two new defibrillators and cabinets.

140. To discuss the 5-year Strategic plan

The latest version of the Strategic Plan document had been circulated to Councillors and final comments were requested by 12th December.

It was also agreed to discuss the next iteration of the Cholsey Neighbourhood Plan early in 2024.

141. Finance

a. To appoint a fourth member to serve on the Finance Committee

It was **resolved** to appoint Cllr Mark Smith as fourth member of the Finance Committee in the short term.

b. To agree provisional budget 2024/2025

Councillors were happy with the provisional budget. The following amendments were suggested:

- Addition of budget to allow for an overhaul of the Parish Office including review of office furniture/storage, display screen equipment and flooring; waste removal.
- Increase in the budget line for maintenance of the Pavilion building
- Increase in the budget line for maintenance of Pavilion car park

The budget will be finalised at the 10th January 2024 full Council meeting and the precept request agreed.

Cllr Worley requested that an entry be added to the 2024/2025 budget to allow for the provision of public-access toilets at the Pavilion, as proposed in the Transport Plan. As no figures were available and the subject needs to be discussed with the Pavilion Trust, it was agreed that no budget entry will be made at this time.

c. To agree changes to bank account arrangements

It was **resolved** to go ahead with the Finance Committee's recommendations regarding banking providers. The Council will therefore have three bank providers for different needs (current/reserves, CIL) rather than the current single provider.

d. To agree to make a transfer of £7800 (under S137) to Cholsey Village CIC to fund Cholsey Community Support Service staff costs, Jan-Mar 2024 inclusive

Cllr Bamford temporarily left the meeting due to his role as a Director of the new CIC.

It was unanimously **resolved** (Cllr Bamford abstained) to make a transfer of £7800 (under S137) to Cholsey Village CIC to fund Cholsey Community Support Service staff costs, Jan-Mar 2024 inclusive.

e. To agree response to S137 grant request from Home Start

It was unanimously **resolved** to make a S137 donation of £300 to Home Start.

Proposed: Cllr Herbert Seconded: Cllr Collins

f. To agree response to donation request from Citizen's Advice Oxfordshire South and Vale

It was unanimously **resolved** to make a donation of £900 to Citizen's Advice.

g. To approve payments made and note payments received

The payments were approved.

CHOLSEY PARISH COUNCIL

142. To agree responses to planning applications as at 29th November 2023 – none received
There were no new planning applications.

143. To note planning decisions as at 29th November 2023

P23/S2977/HH	Two storey side extension and single storey front extension 40 Crescent Way Granted by SODC
P23/S3262/HH	Dropped kerb in front of property 74 Papist Way Granted by SODC
P23/S3315/HH	Installation of green roof and passive house standard insulation and glazing (retrospective application) 13 Kennedy Crescent Granted by SODC
P23/S3564/HH	Side extension and additional parking 58 Rothwells Close Granted by SODC

144. To consider and, if thought fit, to resolve to temporarily exclude the press and public
Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the Committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

It was **resolved** to temporarily exclude the press and public. No members of the press or public were present.

145. To receive update from the Staffing Committee (Cllr Finch), in particular:

a. To agree next actions on Health and Safety requirements

Next actions were agreed.

b. To discuss staffing requirements for 2024/2025

Cllr Herbert gave an update as Cllr Finch (Chair of the Staffing Committee) is away. It was unanimously **resolved** to proceed with the Staffing Committee's recommendation on staff hours and roles for 2024/2025.

c. To discuss Parish Office job evaluation and pay for 2024/2025

The Clerk temporarily left the meeting.

Council employees are not currently on model local government (NJC) contracts or pay scales.

There are no current plans to move to the model industry contract. Council debated whether to use the local government NJC pay scales to set staff hourly rates.

It was unanimously **resolved** to move to hourly rates in line with local government NJC pay scales from the 2024/2025 financial year – with the relevant Spinal Column Point (SCP) being determined by NALC job evaluation advice.

Proposed: Cllr Worley

Seconded: Cllr Smith

146. Items for information or inclusion on future agenda

Precept request and finalised budget 2024/2025

Strategic plan

Neighbourhood Plan

Local Plan consultation

Office revamp plan

Leases/fees – Bluebirds, Cholsey United, Tennis club

Biodiversity duty/policy

Emergency plan

Cholsey Meadows play area

Tree management plan

Interim Estate Manager's Report to Parish Council January 2024

1) Allotment plot clearance

I have included this interim report for the 10th January Council meeting because there is a time urgent decision that needs to be made for the allotment clearance. The contractors have a 2-3 week lead and it would be great to offer plots to people on the waiting list before 1st April 2024 in time for the new rental year.

I have obtained 3 quotes from local contractors for the clearance of 5 plots on Station Road site, 5 plots on Cholsey Meadows site and 3 plots on Ilges Lane site.

The clearance involves the cutting down of overgrown brambles, removal of uprooted tree on Station Road plot and cutting back of overgrown weeds and grass to the ground. It also includes waste removal unless otherwise stated.

Contractor A

Charges £25.00 per hour.

Estimates 4-5 hours per plot

Does not include removal of waste but is a licenced waste carrier but would need to charge for the removal of waste.

I suggest hiring a skip at an approx. cost for a 12 yard open skip = £550.00 incl. vat (may need 2 skips)

Approximate cost is £1625.00 + skip hire = £2175.00 (2 skips = £2725.00)

This contractor is unable to remove uprooted tree from plot SR25. I received a quote last year from a tree surgeon of £400.00. This would need to be added to this quote, and may have increased in cost.

Contractor B

Quote for clearing allotment plots for Cholsey Parish Council

Labour

Clearing 5 plots at Station Road allotment site,

including removing uprooted tree. £1336.30 + vat.

Clearing 5 plots at Cholsey Meadows site £1069.04 + vat

Clearing 3 plots at Ilges Lane site £725.42 + vat

Waste Material

20 yard skip hire -off site - green waste only	1 £ 575.00	£ 575.00
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4 yard skip hire - off site - not green waste removal	1 £ 170.00	£ 170.00
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Item total excluding VAT		£ 3875.76
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Contractor C

Quote

Proposed start
date of works: Mid January 2024

Quote Date: 02/01/2024

Estimated
completion date: End of March 2024

Quote reference: CPCOU2

<u>Details</u>	<u>Materials</u>	<u>Labour</u>	<u>Waste disposal</u>	<u>Amount</u>
Allotment clearance works			£662.40	£662.40
7A Station Road		£125.00		£125.00
11A Station Road		£125.00		£125.00
11B Station Road		£100.00		£100.00
25 Station Road		£250.00		£250.00
29B Station Road		£125.00		£125.00
7A Ilges Lane		£125.00		£125.00
7B Ilges Lane		£100.00		£100.00
48B Ilges Lane		£150.00		£150.00
7 Cholsey Meadows		£100.00		£100.00
29 Cholsey Meadows		£150.00		£150.00
38 Cholsey Meadows		£150.00		£150.00
52A Cholsey Meadows		£175.00		£175.00
60 Cholsey Meadows		£100.00		£100.00

Total: £2,437.40

Required

Deposit required at point of booking

Deposit: £662.40

This quote includes 2 x 6 yard skips. (£662.40)

This quote includes the removal uprooted tree on SR25, hence the cost of £250.00 for this plot.

2) Playground equipment repairs, Recreation ground

I have also included in this report a quote from HAGS, the company who installed the play equipment at the Recreation Ground, Station Road.

Pieces of equipment are in need of repair if they are to be kept in situ, and able to be used.

I wish to make councillors aware of possible repair costs and a decision to be made about the repairs.

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HAGS-SMP Ltd
Clockhouse Nurseries
Clockhouse Lane East
Egham
Surrey, TW20 8PG

SALES QUOTATION

Quote #	Quote Date	Page
2302501000	06/12/2023	1

Invoice To:

Cholsey Parish Council, c/o
31 Station Road
Cholsey
Oxfordshire
OX10 9PT
UK

Deliver To:

The Pavilion
Station Road
Cholsey
Oxfordshire
OX10 9PT
UK

ENQUIRY FROM Mark Grey

QUOTED BY AS

CUSTOMER ID C0165

LINE	QTY	UNIT	PART ID	DESCRIPTION / COMMENTS	UNIT PRICE	TOTAL PRICE
				Nexus Momentum - Supply and fit new bearing assembly, reattach the top - Lion See-saw - Supply and fit new Spring Assembly - Basketball Hoop - Dispose of damaged backing, supply and fit new dampening panel - Cable Rider -		
100000	1.0	EA	37000201	Shaft/ Big Assy-Momentum	1,619.00	£ 1,619.00
150000	1.0	EA	I&MRFB	RSG BACKBOARD FASCIA	150.50	£ 150.50
200000	1.0	EA	86009005	SPRING (GRADE 2)	176.00	£ 176.00
300000	1.0	EA	86009006A	U-BOLT "A" 316 ST.ST	12.00	£ 12.00
400000	1.0	EA	86009006B	U-BOLT "B" 316 ST.ST.	12.00	£ 12.00
500000	1.0	EA	86009006C	U-BOLT "C" 316 ST.ST.	12.00	£ 12.00

TERMS:

THIS QUOTATION IS VALID FOR 30 DAYS.

PRICES BASED ON UNRESTRICTED ACCESS WITH VEHICLE (LARGE TRANSIT / TIPPER) ACCESS WITHIN 30 METRES OF SITE ENTRANCE.

PRICES SUBJECT TO FULL SITE SURVEY

ALL RATES/PRICES BASED ON FULL JOB SPECIFICATION

PLEASE NOTE: THE ABOVE PRICES DO NOT INCLUDE VAT



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Deliver To:

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Cholsey
Oxfordshire
OX10 9PT
UK

ENQUIRY FROM Mark Gray

QUOTED BY AS

CUSTOMER ID C0165

LINE	QTY	UNIT	PART ID	DESCRIPTION / COMMENTS	UNIT PRICE	TOTAL PRICE
600000	4.0	EA	86009007	SPRING CLAMPING BLOCK	6.09	£ 24.36
700000	8.0	EA	10291600	M16 FORM C A4 WASHER	1.27	£ 10.16
800000	4.0	EA	86050042	Fixing Bolt - See-Saw	1.49	£ 5.96
900000	1.0	EA	409104	AR BUFFER TYRE SINGLE	44.00	£ 44.00
1000000	1.0	EA	409105	AR BUFFER TYRE DOUBLE	74.00	£ 74.00
1100000	5.0	EA	409106	AR SMALL CABLE GRIPS	3.02	£ 15.10
1200000	8.0	EA	409107	AR LARGE CABLE GRIPS	4.52	£ 27.12
1300000	1.0	EA	409110	AR 3MT PLAST CABL SLEEVE	24.00	£ 24.00
1400000	1.0	EA	CAR-TOR(008)	Tornado Carousel	2,858.00	£ 2,858.00
1500000	1.0	EA	I&MCONTRACTSS	Works as described	2,240.00	£ 2,240.00
					Total Price	£7,304.20

TERMS:

THIS QUOTATION IS VALID FOR 30 DAYS.

PRICES BASED ON UNRESTRICTED ACCESS WITH VEHICLE (LARGE TRANSIT / TIPPER) ACCESS WITHIN 30 METRES OF SITE ENTRANCE.

PRICES SUBJECT TO FULL SITE SURVEY

ALL RATES/PRICES BASED ON FULL JOB SPECIFICATION

PLEASE NOTE: THE ABOVE PRICES DO NOT INCLUDE VAT

Annual Budget - By Centre

		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	General Administration									
1076	Precept	158,947	158,947	177,971	177,971	177,971	0	0	0	0
1090	Interest Received	150	227	0	3,088	3,088	0	0	0	0
	Total Income	159,097	159,174	177,971	181,059	181,059	0	0	0	0
4000	Insurance	1,750	2,232	2,400	3,027	3,027	0	3,180	0	0
4005	Audit Fees	1,250	1,449	1,200	1,079	1,293	0	1,350	0	0
4015	Chairperson's Allowance	0	0	0	0	0	0	200	0	0
4016	Annual Community Meeting exp	0	0	0	0	0	0	200	0	0
4020	Annual Subscriptions	1,250	454	1,200	925	1,085	0	1,250	0	0
4025	Website	70	209	409	90	133	0	138	0	0
4026	IT Infrastructure	1,600	1,469	0	0	0	0	0	0	0
4045	Member's Travel Expenses	30	0	0	0	0	0	0	0	0
4050	Meeting Hall Rental	300	300	300	67	407	0	100	0	0
4055	Professional Fees	0	3,320	0	-3,320	-3,320	0	1,000	0	0
4060	Training	2,000	1,606	2,000	1,014	1,670	0	1,500	0	0
	Overhead Expenditure	8,250	11,040	7,509	2,882	4,295	0	8,918	0	0
	100 Net Income over Expenditure	150,847	148,134	170,462	178,177	176,764	0	-8,918	0	0
6000	plus Transfer from EMR	0	3,320	0	-3,320	-3,320	0	0	0	0
	Movement to/(from) Gen Reserve	150,847	151,454	170,462	174,857	173,444		(8,918)		
110	Accommodation									
4100	Office Rental	2,500	2,500	2,750	0	2,750	0	3,000	0	0
	Overhead Expenditure	2,500	2,500	2,750	0	2,750	0	3,000	0	0

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Annual Budget - By Centre

	<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(2,500)</u>	<u>(2,500)</u>	<u>(2,750)</u>	<u>0</u>	<u>(2,750)</u>		<u>(3,000)</u>		
120 The Burial Ground									
1200 Burial/Memorial Fees	3,500	7,848	5,000	2,025	2,500	0	4,000	0	0
1210 Grass Cutting Income	2,200	1,758	2,200	1,733	1,733	0	2,000	0	0
Total Income	<u>5,700</u>	<u>9,606</u>	<u>7,200</u>	<u>3,758</u>	<u>4,233</u>	<u>0</u>	<u>6,000</u>	<u>0</u>	<u>0</u>
4210 Waste Removal	700	662	800	393	675	0	1,175	0	0
4240 Mortgage (PWLb) - Wall Repairs	1,001	1,001	1,001	501	1,001	0	1,001	0	0
4500 Water	130	243	200	363	800	0	400	0	0
4505 Maintenance	1,700	329	1,500	0	0	0	1,500	0	0
4600 Grass Cutting	6,000	6,125	7,000	4,767	5,200	0	7,700	0	0
4635 Pest Control	840	980	900	420	840	0	840	0	0
Overhead Expenditure	<u>10,371</u>	<u>9,341</u>	<u>11,401</u>	<u>6,443</u>	<u>8,516</u>	<u>0</u>	<u>12,616</u>	<u>0</u>	<u>0</u>
120 Net Income over Expenditure	<u>-4,671</u>	<u>266</u>	<u>-4,201</u>	<u>-2,685</u>	<u>-4,283</u>	<u>0</u>	<u>-6,616</u>	<u>0</u>	<u>0</u>
6001 less Transfer to EMR	0	0	0	125	125	0	0	0	0
Movement to/(from) Gen Reserve	<u>(4,671)</u>	<u>266</u>	<u>(4,201)</u>	<u>(2,810)</u>	<u>(4,408)</u>		<u>(6,616)</u>		
130 Staff									
1902 Local group wages contribution	10,600	8,392	0	22	22	0	0	0	0
1903 Income MHSW	150	0	250	100	100	0	0	0	0
Total Income	<u>10,750</u>	<u>8,392</u>	<u>250</u>	<u>122</u>	<u>122</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4040 Sundry Expenses	100	82	100	58	58	0	100	0	0
4329 Staff wages	90,438	73,981	80,500	42,280	70,300	0	62,500	0	0
4330 PAYE & Employee NIC	0	4,983	0	0	0	0	0	0	0

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Annual Budget - By Centre

		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4335	Employer NIC	1,000	1,893	1,700	277	1,125	0	1,500	0	0
4336	Pension contributions	1,000	1,686	500	918	1,281	0	1,480	0	0
4345	Mileage & Travel Expenses	100	135	50	0	0	0	50	0	0
4350	Protective Clothing	0	0	0	0	0	0	75	0	0
4357	MHSW expenses	500	237	250	42	56	0	0	0	0
4360	OPW Sundry Costs	200	0	0	0	0	0	0	0	0
	Overhead Expenditure	93,338	82,997	83,100	43,576	72,820	0	65,705	0	0
	130 Net Income over Expenditure	-82,588	-74,605	-82,850	-43,454	-72,698	0	-65,705	0	0
6001	less Transfer to EMR	0	0	0	100	100	0	0	0	0
	Movement to/(from) Gen Reserve	(82,588)	(74,605)	(82,850)	(43,554)	(72,798)		(65,705)		
140	Office									
1900	Miscellaneous Income	208	783	0	0	0	0	0	0	0
	Total Income	208	783	0	0	0	0	0	0	0
4040	Sundry Expenses	100	121	100	181	200	0	100	0	0
4055	Professional Fees	0	378	500	0	500	0	0	0	0
4400	Printing	0	483	360	351	400	0	500	0	0
4405	Office Supplies/Stationery	400	447	250	157	200	0	250	0	0
4410	Postage	100	8	10	0	10	0	10	0	0
4415	Telephone/Broadband	700	867	500	480	495	0	500	0	0
4420	Office Equipment	500	695	200	48	100	0	5,000	0	0
4425	Photocopier Contract	400	55	250	120	220	0	280	0	0
4427	Payroll	540	630	700	270	540	0	600	0	0
4428	HR support	0	0	0	235	423	0	950	0	0

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Annual Budget - By Centre

		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4430	Accounts Software	130	66	175	175	175	0	277	0	0
4435	IT Support	0	1,610	2,000	1,673	2,365	0	2,250	0	0
4720	Contingencies	50	15	0	0	0	0	0	0	0
4810	Miscellaneous Purchases	0	577	0	2,503	2,503	0	0	0	0
	Overhead Expenditure	2,920	5,951	5,045	6,192	8,131	0	10,717	0	0
	140 Net Income over Expenditure	-2,712	-5,168	-5,045	-6,192	-8,131	0	-10,717	0	0
6000	plus Transfer from EMR	0	0	0	2,503	2,503	0	0	0	0
6001	less Transfer to EMR	0	90	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,712)	(5,258)	(5,045)	(3,689)	(5,628)		(10,717)		
150	Allotments									
1500	Allotment Rents	2,350	2,276	2,420	2,846	2,846	0	3,130	0	0
1900	Miscellaneous Income	0	500	0	0	0	0	0	0	0
	Total Income	2,350	2,776	2,420	2,846	2,846	0	3,130	0	0
4440	Allotment Software	0	56	175	227	227	0	249	0	0
4500	Water	1,000	222	500	730	800	0	750	0	0
4505	Maintenance	1,000	652	500	90	500	0	2,250	0	0
4657	Hedge maintenance	0	0	0	0	1,900	0	1,900	0	0
	Overhead Expenditure	2,000	929	1,175	1,047	3,427	0	5,149	0	0
	150 Net Income over Expenditure	350	1,847	1,245	1,799	-581	0	-2,019	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	350	1,347	1,245	1,799	(581)		(2,019)		
160	Open Spaces									

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Annual Budget - By Centre

		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1705	Verge cut inc (Cholsey)	0	0	0	1,759	1,759	0	1,759	0	0
1706	Verge cut inc (Ips & M'ford)	0	0	0	0	0	0	920	0	0
1899	CHEC donations	0	1,280	0	0	0	0	0	0	0
1900	Miscellaneous Income	500	1,188	600	1,457	1,457	0	645	0	0
Total Income		500	2,468	600	3,216	3,216	0	3,324	0	0
4040	Sundry Expenses	25	19	25	14	25	0	25	0	0
4055	Professional Fees	0	0	0	2,055	3,555	0	2,000	0	0
4210	Waste Removal	100	3	100	-7	345	0	835	0	0
4505	Maintenance	500	2,820	500	-1,784	-204	0	500	0	0
4600	Grass Cutting	6,000	4,103	5,000	4,287	5,020	0	5,250	0	0
4601	Maintenance equipment	0	329	300	1,125	1,300	0	650	0	0
4602	Verge cut exp (Cholsey)	0	0	0	0	0	0	790	0	0
4603	Verge cut exp (Ips & M'ford)	0	0	0	0	0	0	920	0	0
4606	Maintenance equip servicing	0	0	0	0	0	0	200	0	0
4620	Fuel	50	47	50	0	50	0	50	0	0
4621	CHEC Expenditure	3,000	2,635	2,000	121	2,000	0	0	0	0
4625	Play Equipment Repairs	400	0	0	245	7,550	0	5,000	0	0
4627	Skate Park	0	0	1,000	0	1,000	0	1,000	0	0
4628	Outdoor gym	0	0	0	0	0	0	500	0	0
4635	Pest Control	850	980	1,100	420	840	0	1,100	0	0
4640	Safety Inspections	140	146	540	0	146	0	200	0	0
4645	Dog Waste Disposal	3,000	4,727	1,560	975	1,680	0	1,820	0	0
4651	Bridge maintenance	0	0	0	0	0	0	250	0	0
4655	Tree & Hedge Maintenance	3,000	10,617	12,000	1,090	10,000	0	12,000	0	0

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Annual Budget - By Centre

		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4656	Tree surveys	0	0	0	0	0	0	2,000	0	0
4660	Sundry Works	600	244	500	235	10,200	0	500	0	0
4665	Vandalism	100	0	0	0	0	0	0	0	0
4810	Miscellaneous Purchases	0	222	0	1,162	1,162	0	0	0	0
	Overhead Expenditure	17,765	26,892	24,675	9,939	44,669	0	35,590	0	0
	160 Net Income over Expenditure	-17,265	-24,424	-24,075	-6,724	-41,453	0	-32,266	0	0
6000	plus Transfer from EMR	0	2,956	0	691	16,049	0	0	0	0
6001	less Transfer to EMR	0	0	0	2,250	2,250	0	0	0	0
	Movement to/(from) Gen Reserve	(17,265)	(21,468)	(24,075)	(8,282)	(27,654)		(32,266)		
170	Sundries									
1085	CIL	0	139,932	0	136,163	136,163	0	0	0	0
1700	Bluebirds Pavilion Lease	90	65	75	0	75	0	75	0	0
1710	Tennis Club Lease	150	390	150	0	150	0	150	0	0
1950	Summer Play Scheme - inc	0	0	200	193	193	0	0	0	0
	Total Income	240	140,387	425	136,355	136,581	0	225	0	0
4700	S137 Donations	2,000	8,750	5,000	900	9,250	0	28,900	0	0
4705	Citizens Advice Bureau	900	0	900	0	900	0	900	0	0
4715	Election Costs	0	0	200	200	200	0	0	0	0
4720	Contingencies	500	0	0	0	0	0	0	0	0
4722	Youth Club Grant	5,000	0	0	0	0	0	0	0	0
4725	Library Organiser	3,000	3,000	3,000	0	3,200	0	0	0	0
4730	Summer Play Scheme - exp	1,500	1,776	1,500	1,639	1,639	0	0	0	0
4731	Defibrillators	200	0	200	228	1,728	0	3,650	0	0

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Annual Budget - By Centre

		<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	13,100	13,526	10,800	2,967	16,917	0	33,450	0	0
	170 Net Income over Expenditure	-12,860	126,861	-10,375	133,389	119,664	0	-33,225	0	0
6001	less Transfer to EMR	0	139,932	0	136,163	136,163	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(12,860)</u>	<u>(13,071)</u>	<u>(10,375)</u>	<u>(2,774)</u>	<u>(16,499)</u>		<u>(33,225)</u>		
175	<u>Summer Play Scheme</u>									
1950	Summer Play Scheme - inc	500	251	0	0	0	0	0	0	0
	Total Income	500	251	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>500</u>	<u>251</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
176	<u>Neighbourhood Plan</u>									
4051	Neighbourhood Plan - exp	500	7,259	500	0	500	0	500	0	0
	Overhead Expenditure	500	7,259	500	0	500	0	500	0	0
	Movement to/(from) Gen Reserve	<u>(500)</u>	<u>(7,259)</u>	<u>(500)</u>	<u>0</u>	<u>(500)</u>		<u>(500)</u>		
180	<u>The New Pavilion</u>									
4505	Maintenance	2,000	0	2,000	8,184	8,184	0	5,000	0	0
4506	Car park	0	0	0	0	0	0	2,300	0	0
4800	Mortgage (PWL B)	27,753	27,753	27,753	13,876	27,753	0	27,753	0	0
	Overhead Expenditure	29,753	27,753	29,753	22,061	35,937	0	35,053	0	0
6000	plus Transfer from EMR	0	0	0	8,184	8,184	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(29,753)</u>	<u>(27,753)</u>	<u>(29,753)</u>	<u>(13,876)</u>	<u>(27,753)</u>		<u>(35,053)</u>		
190	<u>Childrens Centre</u>									
4915	Childrens Centre Running Costs	100	326	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre

	<u>Last financial year</u>		<u>23/24 budget</u>				<u>Next year draft budget</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	100	326	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(100)	(326)	0	0	0		0		
Total Budget Income	179,345	323,838	188,866	327,356	328,057	0	12,679	0	0
Expenditure	180,597	188,514	176,708	95,106	197,962	0	210,698	0	0
Net Income over Expenditure	<u>-1,252</u>	<u>135,324</u>	<u>12,158</u>	<u>232,249</u>	<u>130,095</u>	<u>0</u>	<u>-198,019</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	6,276	0	8,058	23,416	0	0	0	0
less Transfer to EMR	0	140,522	0	138,638	138,638	0	0	0	0
Movement to/(from) Gen Reserve	<u>(1,252)</u>	<u>1,079</u>	<u>12,158</u>	<u>101,670</u>	<u>14,873</u>		<u>(198,019)</u>		

Date of meeting....10/01/2024.....

Signatures of authorising councillors:

Payments made between meetings			
Castle Water	Burial ground water	£10.86	Authorised by Finance Committee on 7/12/2023
London Hearts	Defibrillator contribution	£1,500.00	Authorised by Finance Committee on 7/12/2023 & at previous council meeting
Cholsey Library	S137 donation	£3,200.00	Authorised by Finance Committee on 7/12/2023 & at previous council meeting
Castle Water	Allotments water (Ilges Lane meter)	£395.70	Authorised by Finance Committee on 7/12/2023
Earth Anchors	Dog bin posts & installation tool	£376.80	Authorised by Finance Committee on 18/12/2023
Home Start	S137 donation	£300.00	Authorised by Finance Committee on 20/12/2023 & at previous council meeting
Citizens Advice Bureau	S137 donation	£900.00	Authorised by Finance Committee on 20/12/2023 & at previous council meeting
Castle Water	Allotments water (Station Rd meter)	£191.39	Authorised by Finance Committee on 20/12/2023
Castle Water	Allotments water (West End meter)	£105.30	Authorised by Finance Committee on 20/12/2023
Cholsey Pavilion	CHEC Swap Shop room hire	£39.00	Authorised by Finance Committee on 20/12/2023
Verdec	Bridge build (CIL expenditure)	£1,896.00	Authorised by Finance Committee on 20/12/2023 & at previous council meeting
Freshair Fitness	Outdoor gym final payment (CIL expenditure)	£5,940.00	Authorised by Finance Committee on 20/12/2023 & at previous council meeting
	TOTAL	£14,855.05	
Automatic payments			
Virgin Media	Telephone & broadband	£83.86	
Nest	Staff pensions	£141.04	
HMRC	Monthly PAYE & NI	£472.06	
Gap HR	Extra hours for Tupe letters	£39.78	
Grundon	Waste collection @ cemetery	£58.48	
Staff salaries	Dec-23	£5,990.78	
	TOTAL	£6,786.00	
Payments for agreement			
	TOTAL	£0.00	
<u>Income received</u>			
Burial/memorial fees	Since 06/12/2023	£1,410.00	
CAPA	Allocated to allotments	£1,050.00	
	TOTAL	£2,460.00	
<u>Income expected</u>			
	TOTAL	£0.00	