

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 21st February 2024 at 7.15pm to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

16th February 2024

Claire Bird, Clerk to the Council

1. To co-opt new members to the Parish Council
2. To receive apologies for absence
3. To receive Declarations of Personal and Pecuniary Interest for any agenda items
4. To hear questions or comments from members of the public (max 15 mins)
5. To approve and sign the minutes of the meeting held on 31st January 2024
6. To receive any reports from County and/or District Councillor
7. To note the Clerk's Update (verbal), in particular:
 - a. To agree the Parish Council's response to the Joint Local Plan consultation
 - b. To discuss a response to the Wallingford Neighbourhood Plan consultation
 - c. To approve and adopt the following:
 - i. Complaints procedure
 - ii. Publication scheme
8. To note the Estate Manager's Update, in particular:
 - a. To agree whether to introduce an allotment deposit policy in 2024/2025 for new plot holders
9. To receive update on the 5-year Strategic plan (Strategic plan subgroup)
10. To receive update from the Transport Lead (Cllr Collins)
11. Finance
 - a. To agree whether to spend up to £1500 for materials and labour to instal an outdoor table tennis table provided by SODC
 - b. To agree whether to continue to receive the Parish share of Community Infrastructure Levy (CIL) from South Oxfordshire District Council
 - c. To note expenditure against budget for 2023/2024 ytd
 - d. To note ear-marked reserves for 2023/2024 ytd
 - e. To approve bank account reconciliations
 - f. To approve payments made and note payments received
12. To agree responses to planning applications as at 15th February 2024

P23/S0333/AG	Agricultural barn Meadow Farm, Reading Road
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13. To note planning decisions as at 15th February 2024

P23/S4137/FUL	Retrospective application for car park engineering 47 Reading Road Granted by SODC
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14. 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 31st January 2024 at 7.15pm at The Pavilion, Station Road, Cholsey

Present were Cllr V. Bolt, Cllr J. Collins, Cllr J. Finch, Cllr G. Herbert, Cllr P. Jenkins, Cllr L. Nixon (Chair), Cllr M. Smith

Also present were C. Bird (Clerk), SODC Cllr A.M. Simpson (7.30-7.45pm), B. Guiver (7.15-8.40pm) and J. Neville (7.15-8.40pm)

Start time: 7.15pm

End time: 9.30pm

160. To receive apologies for absence

Apologies were accepted from Cllr D. Bamford and Cllr J. Hope-Smith. Cllr Worley has resigned from his role of Parish Councillor. The Clerk will arrange a notice of casual vacancy.

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

There were none.

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

There were none.

163. To approve and sign the minutes of the meeting held on 10th January 2024

Approved with amendment to minute 155 – removal of 'pending more detail from the consultation'.

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

Cllr Simpson's report was noted with thanks.

165. To discuss Local Planning (led by planning experts B. Guiver and J. Neville) **a. To discuss next steps for the Cholsey Neighbourhood Plan**

Recent changes to the National Planning Policy Framework (NPPF) mean that Neighbourhood Plans are now protected for five years rather than two years. The current Cholsey Neighbourhood Plan was made on 13th October 2022 and therefore needs to be updated by October 2027.

The Council discussed beginning the process of reviewing the CNP in January 2026, with the intention of adopting an updated version in Summer 2027.

b. To agree a response to the Joint Local Plan consultation

Cllr Simpson left the meeting prior to the Parish Council discussing their response to the Joint Local Plan consultation.

South Oxfordshire and Vale of White Horse district councils are working together on a Joint Local Plan which will inform planning decisions for the districts. With guidance from Beryl and John, who are both Cholsey residents and planning experts, Councillors discussed a Council response to the Joint Local Plan 'In a Nutshell' survey. Based on these discussions, the Clerk will draft a response and circulate this to all Councillors for their further input and approval.

The Council expressed grateful thanks to Beryl and John for their continued advice on planning matters affecting the village.

CHOLSEY PARISH COUNCIL

166. To note the Clerk's Report (verbal)

A date of Saturday 11th May was agreed for the 2024 Annual Community Meeting.

167. To note the Estate Manager's report

The Estate Manager's report was noted.

The possibility of introducing allotment deposits for new plot holders was discussed, to avoid having to pay for significantly overgrown allotment plots to be cleared in the future. Several councils in our area have deposit policies. It is hoped that recent clearances will be a one-off, to tackle historically neglected plots. Differing views were expressed and Councillors will decide what to do at the next meeting. The Estate Manager was able to introduce a programme of twice annual allotment inspections in 2023 which should help considerably.

168. To receive update from the Transport Leads (Cllr Worley and Cllr Collins)

Cllr Collins reported that the Oxfordshire County Council (OCC) parking consultation has now been completed, and the proposed changes for Cholsey were approved by OCC's Transport Committee.

The changes to line marking will be implemented within the next few months, and it is proposed that the situation be monitored to see how they impact the village. The OCC officer working on the parking review has offered to help develop a survey to gain feedback from residents on how they are finding the changes.

169. Finance

a. To agree amendments to the Financial Regulations as recommended by the internal auditor

It was unanimously **resolved** to make the recommended amendments to the Council's Financial Regulations.

b. To approve payments made and note payments received

The payments were approved.

170. To agree responses to planning applications as at 25th January 2024

P24/S0148/HH	Side extension and porch Meadow Farm, Reading Road It was resolved to make no comment.
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171. To note planning decisions as at 25th January 2024

P23/S2710/HH	Single storey side extension 29 Honey Lane Granted by SODC
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172. Items for information or inclusion on future agenda

Fix My Street feedback

Leases/fees – Bluebirds, Cholsey United, Tennis club

Emergency plan

Next meeting on 21st February, 7.15pm, The Pavilion

Cholsey Parish Council Complaints Procedure

1. Cholsey Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 19th June 2012 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of South Oxfordshire District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of South Oxfordshire District Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council .
8. The Clerk or the the Chairman of the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council for review and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk of Cholsey Parish Council

Address: The Parish Office
The Pavilion
Station Road
Cholsey
OX10 9PT

Telephone: 01491 652255

Email: clerk.cpc@outlook.com

The Chairman of Cholsey Parish Council

Address: The Parish Office
The Pavilion
Station Road
Cholsey
OX10 9PT

Telephone: 01491 652255

Email: limasheepdog@yahoo.com

Cholsey Parish Council

www.cholseyparishcouncil.gov.uk

At its meeting of 19 November 2008, Cholsey Parish Council adopted the Information Commissioner’s Model Publication Scheme under the Freedom of Information Act 2000. The model publication scheme is reproduced at the end of this schedule.

Cholsey Parish Council has agreed the optional classes of information which it will make available to the public under the scheme. The scheme adopted by Cholsey Parish Council was last revised in February 2024 and is published below.

Some of the information will be available only in hard copy and the Parish Council is entitled to make a charge for its provision. It has been decided, however, that subject to certain limitations, reasonable quantities of hard copies of information will be provided free of charge.

For queries regarding this publication scheme, please contact the Clerk at clerk@cholseyparishcouncil.gov.uk or call 01491 652255

Information available from Cholsey Parish Council under the model publication scheme

Information	How to obtain	Charge
Class 1: Who we are and what we do:		
Who’s on the Council	Web site Hard copy	Free See scheme
Contact details for Parish Clerk and Council Members	Web site Hard copy	Free See scheme
Location and accessibility of Council office	Web site Hard copy	Free See scheme
Staffing structure	Web site Hard copy	Free See scheme
Class 2 – What we spend and how we spend it:		
For the current and previous Financial Year as a minimum:		
Annual Return form and Auditor’s Report	Website	Free

FOR REVIEW: REVISED CPC PUBLICATION SCHEME FEBRUARY 2024 – UPDATED SINCE LAST REVIEWED MAY 2021

	Hard copy	See scheme
Finalised Budget	Website Hard copy	Free See scheme
Precept	Website and SODC website Hard copy	Free See scheme
Financial Standing Orders and Regulations	Website Hard copy	Free See scheme
List of current contracts and values thereof	Hard copy	See scheme
Members allowances and expenses	View at office	Free
Class 3: What are our priorities and how we are doing		
Neighbourhood Plan	Website Hard copy	Free See scheme
Strategic Plan	Website Hard copy	Free See scheme
Chair’s report to the Annual meeting (if applicable)	Web site Hard copy	Free See scheme
Class 4: How we make decisions		
Agendas of meetings	Parish Council notice board (The Forty) Web site Hard copy	Free See scheme
Minutes of meetings	Web site Hard copy	Free See scheme
Documents supporting agenda items	Web site Hard copy	Free See scheme
Responses to consultation papers	Hard copy/inspection	Free See scheme
Responses to Planning Applications	Via SODC website	Free

Class 5: Our policies and procedures		
Procedural Standing Orders	Website Hard copy	Free See scheme
Committee Terms of reference	Website Hard copy	Free See scheme
Code of Conduct	Website Hard copy	Free See scheme
Complaints procedure	Website Hard copy	Free See scheme
Delegated authority in respect of the Clerk	From Standing Orders (see above)	
Schedule of charges for the Burial ground	Web site Hard copy	Free See scheme
Class 6: Lists and registers		
Assets register	By inspection	Free
Members Declaration of Acceptance of Office	By inspection	Free
Register of Members' interests	Website and SODC website	Free
Register of Gifts and Hospitality	By inspection	Free
Burial Ground Registers	By inspection	Free
Class 7: Services we offer		
Allotments: Sites, rents, availability	Website/Enquiry at office	Free
Burial Grounds: Charges, Regulations	Website/Enquiry at office	Free
Recreation Grounds: Recreation Ground, Jubilee Field, Whitehead Meadow	Web site/Enquiry at office	Free
Bus shelters, benches, bins, memorials (details in Asset Register)	Enquiry at office	Free

The Information Commissioner’s Model Publication Scheme

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned Scheme, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications Scheme.
- To specify the information which is held by the authority and falls within the classifications Scheme.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

FOR REVIEW: REVISED CPC PUBLICATION SCHEME FEBRUARY 2024 – UPDATED
SINCE LAST REVIEWED MAY 2021

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Cholsey Parish Council Allotments

Historical

- 17/11/2021 I inherited a waiting list at Cholsey Meadows of 31, at Station Road of 6 and at Ilges Lane of 7
- There were a large number of unused and/or vacant plots on each site. Many of which were covered in brambles, especially on Cholsey Meadows site.
- Tenant details on file were not up to date.
- An ambiguous tenancy allotment agreement, not specific.
- Lack of maintenance of sites over a number of years

Upon taking up post.

- Aim to reduce waiting lists.
- Verify present tenants. (I did offer a plot to a new tenant only to find out later that it was already tenanted, data not up to date).
- Verify vacant plots.
- Begin to offer plots to those on waiting list. If the plot was overgrown, gave them free rent until 1st April following year; a number of tenants found this too difficult and either employed someone to clear the plot or didn't attempt and left it unused and has now given up their tenancy.
- Create new allotments at Cholsey Meadows by clearing an area designated as community nut tree area, (all trees had died), to reduce the waiting list.
- Reviewing the tenancy allotment agreement, reducing ambiguity, specifically stating that ¾ of plot needs to be cultivated.
- Inspections take place twice a year, June and November, with process in place for breaches of agreement, 1) initial letter asking for action plan for plot, 2) warning letter possible termination, 3) termination letter.
- One-off allotment clearance to enable plots to be offered to people on waiting list. Possible new tenants have been 'put off' because of the overgrown nature of the plots.
- Grass cutting of haulage ways of each site as in agreement, maintenance person.
- Visits to each site to chat with tenants working there, keep relationship with tenants open.
- Water troughs – one needs replacing on Ilges Lane; agreed previously for extra trough and taps at Cholsey Meadows site.

Aims for the Future

- Continue with bi-annual inspections to improve the cultivation on each site.
- Keep any vacant plots tidy, maintenance person.
- Establish 'Community Garden' at Ilges Lane site, on old CAPA plot.
- Establish community compost bins on sites.
- Community Grow Group.
- Progress with communication to tenants, National Allotment Society quarterly magazine to be sent out to tenants. PC already pay subscription to NAS.
- Establish competitions over all three sites through new Grow Group being started.
- Maintenance person to continue cutting haulage ways, trim hedges as necessary and keep sites tidy.

Corrected version: see annotation Page 6

		<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	<u>General Administration</u>									
1076	Precept	158,947	158,947	177,971	177,971	177,971	0	198,019	0	0
1090	Interest Received	150	227	0	5,255	3,088	0	0	0	0
	Total Income	159,097	159,174	177,971	183,226	181,059	0	198,019	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	407	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	2,233	2,233	0	1,500	0	0
	Overhead Expenditure	8,250	11,040	7,509	4,440	4,858	0	8,918	0	0
	100 Net Income over Expenditure	150,847	148,134	170,462	178,785	176,201	0	189,101	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	175,465	172,881		189,101		
110	<u>Accommodation</u>									
4100	Office Rental	2,500	2,500	2,750	2,750	2,750	0	3,000	0	0

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		<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	2,500	2,500	2,750	2,750	2,750	0	3,000	0	0
	Movement to/(from) Gen Reserve	(2,500)	(2,500)	(2,750)	(2,750)	(2,750)		(3,000)		
120	<u>The Burial Ground</u>									
1200	Burial/Memorial Fees	3,500	7,848	5,000	3,435	3,500	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	5,700	9,606	7,200	5,168	5,233	0	6,000	0	0
4210	Waste Removal	700	662	800	518	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	374	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	5,633	5,633	0	7,700	0	0
4635	Pest Control	840	980	900	490	840	0	840	0	0
	Overhead Expenditure	10,371	9,341	11,401	7,515	8,949	0	12,616	0	0
	120 Net Income over Expenditure	-4,671	266	-4,201	-2,348	-3,716	0	-6,616	0	0
6001	less Transfer to EMR	0	0	0	125	125	0	0	0	0
	Movement to/(from) Gen Reserve	(4,671)	266	(4,201)	(2,473)	(3,841)		(6,616)		
130	<u>Staff</u>									
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	10,750	8,392	250	122	122	0	0	0	0

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		<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
4040	Sundry Expenses	100	82	100	58	58	0	100	0	0
4329	Staff wages	90,438	73,981	80,500	54,993	70,300	0	62,500	0	0
4330	PAYE & Employee NIC	0	4,983	0	0	0	0	0	0	0
4335	Employer NIC	1,000	1,893	1,700	695	1,125	0	1,500	0	0
4336	Pension contributions	1,000	1,686	500	1,196	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	56	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	56,998	72,820	0	65,705	0	0
	130 Net Income over Expenditure	-82,588	-74,605	-82,850	-56,876	-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)	(56,976)	(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	184	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	163	200	0	250	0	0
4410	Postage	100	8	10	0	10	0	10	0	0
4415	Telephone/Broadband	700	867	500	619	619	0	500	0	0

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		<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
4420	Office Equipment	500	695	200	68	100	0	5,000	0	0
4425	Photocopier Contract	400	55	250	125	220	0	280	0	0
4427	Payroll	540	630	700	360	540	0	600	0	0
4428	HR support	0	0	0	315	423	0	950	0	0
4430	Accounts Software	130	66	175	175	175	0	277	0	0
4435	IT Support	0	1,610	2,000	2,097	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	6,960	8,255	0	10,717	0	0
	140 Net Income over Expenditure	-2,712	-5,168	-5,045	-6,960	-8,255	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)	(4,457)	(5,752)		(10,717)		
150	Allotments									
1500	Allotment Rents	2,350	2,276	2,420	2,862	2,862	0	3,130	0	0
1900	Miscellaneous Income	0	500	0	1,050	0	0	0	0	0
	Total Income	2,350	2,776	2,420	3,912	2,862	0	3,130	0	0
4440	Allotment Software	0	56	175	227	227	0	249	0	0
4500	Water	1,000	222	500	1,422	1,422	0	750	0	0
4505	Maintenance	1,000	652	500	102	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	1,752	4,049	0	5,149	0	0

Continued on next page

		<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
150 Net Income over Expenditure		350	1,847	1,245	2,160	-1,187	0	-2,019	0	0
6001	less Transfer to EMR	0	500	0	1,050	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>350</u>	<u>1,347</u>	<u>1,245</u>	<u>1,110</u>	<u>(1,187)</u>		<u>(2,019)</u>		
160	<u>Open Spaces</u>									
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	1,586	1,586	0	645	0	0
Total Income		<u>500</u>	<u>2,468</u>	<u>600</u>	<u>3,345</u>	<u>3,345</u>	<u>0</u>	<u>3,324</u>	<u>0</u>	<u>0</u>
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	62	345	0	835	0	0
4505	Maintenance	500	2,820	500	-185	-204	0	500	0	0
4600	Grass Cutting	6,000	4,103	5,000	5,017	5,020	0	5,250	0	0
4601	Maintenance equipment	0	329	300	1,132	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	222	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

Continued on next page

Cholsey Parish Council
Annual Budget - By Centre

£9900 removed from 23/24 Projected 'Sundry Works'
(in 15/02/2024 Vn, Outdoor Gym costs were
included twice in error - here and under new code '4628')

	<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
4628 Outdoor gym	0	0	0	9,900	9,900	0	500	0	0
4635 Pest Control	850	980	1,100	490	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	2,072	2,072	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
4656 Tree surveys	0	0	0	0	0	0	2,000	0	0
4660 Sundry Works	600	244	500	235	300	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	23,511	45,061	0	35,590	0	0
160 Net Income over Expenditure	-17,265	-24,424	-24,075	-20,167	-41,716	0	-32,266	0	0
6000 plus Transfer from EMR	0	2,956	0	12,171	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)	(10,245)	(27,917)		(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	1,450	9,250	0	28,900	0	0

Continued on next page

		<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
4705	Citizens Advice Bureau	900	0	900	900	900	0	900	0	0
4706	Community magazine	0	0	1,250	0	0	0	0	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	3,200	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	1,728	1,728	0	3,650	0	0
	Overhead Expenditure	13,100	13,526	12,050	9,117	16,917	0	33,450	0	0
	170 Net Income over Expenditure	-12,860	126,861	-11,625	127,239	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	(12,860)	(13,071)	(11,625)	(8,924)	(16,499)		(33,225)		
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	500	251	0	0	0		0		
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	(500)	(7,259)	(500)	0	(500)		(500)		
180	<u>The New Pavilion</u>									

Continued on next page

		<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
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 (PWLB)	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	Childrens Centre									
4915	Childrens Centre Running Costs	100	326	0	0	0	0	0	0	0
	Overhead Expenditure	100	326	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(100)</u>	<u>(326)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
	Total Budget Income	179,345	323,838	188,866	332,127	329,202	0	210,698	0	0
	Expenditure	180,597	188,514	177,958	135,104	200,096	0	210,698	0	0
	Net Income over Expenditure	<u>-1,252</u>	<u>135,324</u>	<u>10,908</u>	<u>197,023</u>	<u>129,106</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	6,276	0	19,538	23,416	0	0	0	0
	less Transfer to EMR	0	140,522	0	139,688	138,638	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(1,252)</u>	<u>1,079</u>	<u>10,908</u>	<u>76,873</u>	<u>13,884</u>		<u>0</u>		

Note: revised Projected year end figure of +£13,884 cf. previous +£3984 (see Page 6 correction)

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Skatepark	436.92		436.92
321 EMR - Burial Ground	1,162.36		1,162.36
322 EMR - Playground Equipment	4,122.69	-245.30	3,877.39
323 EMR - CIL	231,632.01	119,119.83	350,751.84
324 EMR - Transport	2,197.00		2,197.00
325 EMR - Allotments	500.00	1,050.00	1,550.00
326 EMR - MHSW	90.00	100.00	190.00
327 EMR - Maintenance of memorials	0.00	125.00	125.00
	<u>240,140.98</u>	<u>120,149.53</u>	<u>360,290.51</u>

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account No 60108094 00	21/12/2023	605	46,972.16
			46,972.16
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			46,972.16
<u>Unpresented Receipts (Plus)</u>			
20/07/2023 BACS		-537.97	
20/07/2023 BACS		537.97	
06/09/2023 BACS		-192.77	
06/09/2023 BACS		192.77	
			0.00
			46,972.16
		Balance per Cash Book is :-	46,972.16
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
23/05/2023 Nest New Pensions - input twice		131.12	
23/05/2023 Accidental Accidental adjustment		-131.12	
			0.00
		Unreconciled Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - Projects Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Projects Account 60108094 50	31/12/2023	216	349,830.26
			<u>349,830.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			349,830.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			349,830.26
		Balance per Cash Book is :-	351,996.84
		Difference Excluding Adjustments is :-	-2,166.58
<u>Adjustments to Reconciliation</u>			
21/11/2023 Interest Input error		-2,166.58	
			<u>-2,166.58</u>
		Unreconciled Difference is :-	<u>0.00</u>

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 4 - Reserves Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Reserves Acc No 65565027 00	31/12/2023	84	91,203.70
			<u>91,203.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			91,203.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			91,203.70
		Balance per Cash Book is :-	91,203.70
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date of meeting....21/02/2024.....

Signatures of authorising councillors:

Payments made between meetings			
MHSW (Happy Hub)	Transfer of funds raised by MHSW to new CIC	£190.00	
ASAP	Monthly IT support & emails	£258.36	Agreed by FC via email on 08/02
Shield	Monthly dog bins & general waste collections	£252.20	Agreed by FC via email on 08/02
Hawthorn	Monthly pest control	£168.00	Agreed by FC via email on 08/02
Wheelers	Fitting of new defibrillators	£192.00	Agreed by FC via email on 08/02
HAGS	Playground inspections	£90.00	Agreed by FC via email on 13/02
SLCC	Annual membership fee	£75.00	Agreed by Clerk
Amazon	De-icing salt	£29.98	Agreed by Clerk
Amazon	Padlocks for Archives and Pavilion	£31.01	Agreed by Clerk - Pav Trust to pay half.
Amazon	Pavilion supplies	£25.12	Agreed by Clerk - Pav Trust to pay.
	TOTAL	£1,311.67	
Automatic payments			
Gap HR	Monthly HR support	£56.40	Inc VAT
Grundon	Monthly waste collection from Burial Ground	£62.50	Inc VAT
PWLB	Pavilion mortgage	£13,876.45	
PWLB	Church wall mortgage	£500.63	
	TOTAL	£118.90	
Payments for agreement			
OALC	Clerk training - Website accessibility	£72.00	Inc VAT
OALC	Clerk training - managing projects	£60.00	Inc VAT
OALC	A.Clerk & Estate Mgr training - memorial safety & inspection	£324.00	Inc VAT
Castle Water	Burial Ground water	£7.07	
	TOTAL	£463.07	
<u>Income received</u>			
	TOTAL	£0.00	
<u>Income expected</u>			
	TOTAL	£0.00	