

**To all members of the Council you are summoned to attend the
ANNUAL MEETING OF CHOLSEY PARISH COUNCIL
on Wednesday 8th May 2024 at 7.15pm at Cholsey Pavilion**

Members of the public and press are invited to attend all Council meetings.

A G E N D A

1. To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office
2. To elect the Vice Chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office
3. To receive apologies for absence
4. Public participation session: to hear questions or comments from members of the public (maximum 15 mins)
5. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)
6. To approve the Minutes of the meeting held on 17th April 2024 (Appendix A) and receive update on any Minute items
7. To receive any reports from County and/or District Councillors
8. To receive the minutes and recommendations from the last meeting of the Finance Committee, held on 1st May 2024 (Appendix B), in particular:
 - a) To agree transfers to Ear-marked and General Reserves
 - b) To agree to transfer the CIL bank account to a new provider
9. To receive the minutes from the last meeting of the Staffing Committee, held on 28th February 2024 (Appendix C)
10. To approve Terms of References for the following Committees/Working Groups:
 - a) Finance Committee (Appendix D)
 - b) Staffing Committee (Appendix E)
 - c) Transport Working Group (Appendix F)
 - d) Station Working Group (Appendix G)
 - e) Climate and Ecological Emergency Working Group (Appendix H)
11. To appoint members to serve on the following Committees/Working Groups:
 - a) Finance Committee *Previously: DB, JC, MS*
 - b) Staffing Committee *Previously: JF, VB, GH*
 - c) Transport Working Group *Previously: JC*
 - d) Station Working Group *Previously: JC, JF, KO*
 - e) Climate and Ecological Emergency Working Group *Previously: GH, JC, JHS*
 - f) Planning Lead(s) *Previously: PJ, MS*
12. To approve and adopt the following
 - a) Standing Orders for Cholsey Parish Council (Appendix I)
 - b) Financial Regulations for Cholsey Parish Council (Appendix J)
 - c) Code of Conduct (Appendix K)
 - d) Complaints procedure (Appendix L)
 - e) Publication scheme (Appendix M)
 - f) GDPR Data Protection Policy (Appendix N)
 - g) Employment policies and procedures (Appendix O)
13. To confirm Parish Council Representatives to:
 - a) Pavilion Trust *Previously: VB, JF*
 - b) Cholsey 1000 Plus *Previously: VB*
 - c) CCDT *Previously: JC*
 - d) Grundon *Previously: DB*
 - e) Defibrillator checking *Previously: JF*

14. To review arrangements with other local authorities, not-for-profit bodies and businesses
 - a) Grass cutting (J. Drewe) and verge cutting (Oxfordshire County Council and BGG)
 - b) Waste services (Shield Group; Grundon)
 - c) HR consultant (GAP HR)
 - d) Payroll accountants (Power Team accountants)
 - e) Office rental (Cholsey Pavilion Trust)
 - f) Finance and allotment software (Rialtas)
 - g) Internal auditor (Mulberry Local Authority Services)
 - h) Phone and Broadband (Virgin Media)
 - i) HCl gov.uk domain
15. To note that this Council is not eligible for General Power of Competence; Local Government Act 1972 Section 137 spending is applicable, with a limit of £10.81 per elector in 2024/2025
16. To review the Council's asset register (Appendix P)
17. To agree arrangements for the Council's insurance cover
18. To review Council and/or staff memberships to other bodies
 - a) OALC: £954 inc. VAT
 - b) SLCC (Clerk's membership): £55
 - c) Information Commissioners Office: £35
 - d) Community First Oxfordshire: £70
 - e) Parish Online: £192 inc. VAT
 - f) Institute of Cemetery and Crematorium Management: £100 inc. VAT
 - g) National Allotment Society: £66 inc. VAT
 - h) Oxfordshire Neighbourhood Plans Alliance: £50
19. To review Council's expenditure in 2023/2024 incurred under S137 of the Local Government Act (Appendix Q)
20. To agree dates of ordinary meetings of the Full Council up to and including the next annual meeting of the Council: 5th June, 26th June, 17th July, and then from 18th September 2024 on the third Wednesday of the Month (all meetings to start at 7.15pm at Cholsey Pavilion or the Great Hall as advertised)
21. To note Clerk's report (verbal) including:
 - a) Annual Community meeting preparation
22. Finance
 - a) To approve 2023/2024 year-end accounts (Appendix R)
 - b) To note the reconciled bank balances as at 31st March 2024 (Appendix S)
 - c) To confirm cheque and banking signatories *At present: DB, VB, JC*
 - d) To approve new payments and note payments received (Appendix T)
 - e) To agree whether to spend up to £1000 on replacing internal Parish Office window
23. To consider planning applications as at 1st May 2024

P24/S1170/HH	Hip to gable loft conversion, 34 Papist Way
P24/S1169/HH	Hip to gable loft conversion, 32 Papist Way
P24/S1275/HH	Vehicle access change, Fairways, Church Road
P24/S1223/HH	Single storey rear extension, 18 Rothwells Close
P24/S1380/HH	Single storey rear extension and garage conversion, 6 Goldfinch Lane

24. To note planning decisions as at 1st May 2024

P24/S0610/HH	Two storey side extension and single storey rear extension 5 Cross Road Granted by SODC
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25. Items for report or inclusion on next agenda
26. To confirm the date of the next Full Council meeting – Wednesday 5th June, 7.30pm, Cholsey Pavilion

CHOLSEY PARISH COUNCIL

Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 17th April 2024 at 7.15pm at The Pavilion, Station Road, Cholsey

Present were Cllr D. Bamford, Cllr V. Bolt, Cllr J. Collins, Cllr J. Finch, Cllr G. Herbert, Cllr J. Hope-Smith, Cllr L. Nixon (Chair), Cllr K. Ofield, Cllr M. Smith

Also present were C. Bird (Clerk), SODC Cllr B. Manning (7.20-7.35pm), C. Miners, S. Raisey-Skeats

Start time 7.20pm

End time 9pm

201. To co-opt new members to the Parish Council

It was unanimously **resolved** to co-opt Clive Miners and Stuart Raisey-Skeats as members of Cholsey Parish Council, and declarations of acceptance were signed before the Clerk.

202. To receive apologies for absence

Apologies were accepted from Cllr P. Jenkins.

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

There were none.

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

There were none.

205. To approve and sign the minutes of the meeting held on 13th March 2024 (Appendix A)

It was **resolved** to approve the minutes of the meeting held on 13th March and they were signed by Cllr Nixon.

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

The SODC Councillors' report was noted with thanks.

207. To note the Clerk's Update, in particular:

a. To approve and adopt the following:

i. Health and Safety Policy (Appendix B)

The updated Health and Safety Policy was approved.

ii. GDPR Data Protection Policy and GDPR Data Breach Policy (Appendix C and Appendix D)

The GDPR Data Protection Policy and GDPR Data Breach Policy were approved.

b. Annual Community Meeting planning update

A subgroup of Councillors and the Clerk had met to progress plans for the Annual Community meeting on Saturday 11th May. The Clerk will follow up with community organisations and Councillors and Officers will collaborate to prepare materials on the Strategic Plan, Estates (including allotments, play and leisure), Environmental initiatives/CHEC, Growing Better Together, Emergency Plan, and Transport developments including the Station Working Group.

CHOLSEY PARISH COUNCIL

208. To note the Estate Manager's Report (Appendix E), in particular:

a. To agree next steps in the Tree Risk Management process

Based on the Estate Manager's recommendations, it was unanimously **resolved** to accept the quote from a local arboriculturist (Contractor C) to carry out a tree risk assessment survey at a cost of approximately £1400 plus VAT. The Council agreed that, in line with industry advice, the Estate Manager would arrange for tree surveys to be carried out at intervals of 28 months. This will mean that estate trees will be surveyed in different stages of leaf and dormancy.

b. To agree next steps in the Car Park Renovation project

Initial quotes received confirm that this project will be subject to a public tendering process, and this was agreed as the next step. Cllr Bolt will continue to act as Councillor Lead on this project working with the Estate Manager and Clerk.

209. To agree next steps in the Recreation Ground Path project

It was **resolved** to undertake a short survey of the community to establish whether the construction of an all-weather path across the Recreation Ground would be supported by residents. The Clerk will produce a draft version with the aim of starting the survey at the Annual Community Meeting. Cllrs Bolt, Finch and Raisey-Skeats will work with Council employees on this project.

It was discussed that it is not feasible for the path to be routed to the back entrance of Cholsey Primary School due to seasonal flooding of the School's playing field. It was therefore agreed that, if this project proceeds, the path would need to be routed from the Pavilion entrance of the Recreation Ground to the Station Road entrance of the Recreation Ground.

210. To receive update on developing a Community Emergency Plan

Cllr Smith gave an update on progress with the Emergency Plan and will prepare materials on this for a table at the Annual Community Meeting.

211. To receive update from the Transport Lead (Cllr Collins), in particular:

Cllr Collins reported that there are no new updates on parking restriction changes and the proposed A329 crossing but these items continue to be followed up with Oxfordshire County Council.

Cllr Collins and Cllr Finch had a good meeting with the new Regional Development Manager at GWR who is now actively looking into the accessibility and condition of Cholsey Station. The Station Working Group will await her further input before agreeing next steps.

Information about the GWR scheme which supports people with disabilities to access an alternative station will be promoted in the meantime.

a. To agree Station Working Group Terms of Reference (Appendix F)

The new Station Working Group Terms of Reference were approved.

b. To appoint members to serve on the Station Working Group

CHOLSEY PARISH COUNCIL

Cllrs Collins, Finch and Ofield were appointed to the Station Working Group.

212. Finance

a. To agree response to 2024/2025 S137 grant request for 'Fun in the Park'

It was unanimously **resolved** to approve the S137 grant request of £1500 in 2024 for the two-week 'Fun in the Park' summer event on the Recreation Ground. It is hoped that in future years more funding for this event can be sought from external grants.

b. To approve payments made and note payments received (Appendix G)

The payments were approved and the latest bank reconciliations signed by Cllr Finch and Cllr Herbert.

213. To agree responses to planning applications as at 11th April 2024 – none received since previous agenda

There were none.

214. To note planning decisions as at 11th April 2024 – none received since previous agenda

There were none.

215. Items for information or inclusion on future agenda

Encouraging greater use of Councillor Sharepoint site for sharing key materials
Cholsey Village CIC – Cllr Bamford to provide a 6-month update June/July 2024
May Fair and Green Fair, Sunday May 5th
CHEC Transport Group family cycle event
Monitoring through traffic/possibility of speed restrictions on Wallingford Road
EV charging scheme (potential visit from OCC officer to discuss this)
The condition of 20 The Forty (Tesco building) including external bollards

CHOLSEY PARISH COUNCIL

Minutes of the Finance Committee meeting duly convened and held on Wednesday 1st May 2024 at 9.30am at The Pavilion, Station Road, Cholsey

Members present: Cllr D. Bamford (Chair), Cllr J. Collins, Cllr P. Jenkins, Cllr M. Smith
Officers present: C. Bird (Clerk); S. Smith (Assistant Clerk/RFO)

Start time: 9.35am
End time: 10.50am

F34. To receive apologies for absence

There were none.

F35. To receive Declarations of Personal and Pecuniary Interest for any agenda items

There were none.

F36. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)

There were none.

F37. To approve and sign the minutes of the Finance Committee meeting held on 21st November 2023

It was **resolved** to approve the minutes of the meeting held on 21st November and they were signed by Cllr Bamford.

F38. To note 2023/2024 year-end accounts, including CIL spending

The 2023/2024 year-end accounts were reviewed and will be submitted to full Council for approval at the 8th May Annual Council Meeting. The year-end balance is +£28,322 compared with the budgeted +£10,908. The surplus will be moved into appropriate reserves.

Key spending above and below budget was noted. Spending below what was budgeted for 2023/2024 included: professional fees (solicitor) – now anticipated for 2024/2025; CHEC expenses; skatepark maintenance; tree surgery/hedge maintenance; Neighbourhood plan expenses; Pavilion maintenance (CIL funds were used for spending on Pavilion projects this year).

It was noted that staff wages are significantly under budget, in part because Happy Hub and Mental Health Support employees transitioned to the new Cholsey Village CIC in January. A donation of £7800 towards their salaries for Jan-Mar 2024 appears under the 'Section 137 donations' budget line.

Notable spending above budget included a skatepark noise assessment and the replacement of stolen maintenance tools.

The Assistant Clerk/RFO will investigate and compare metered water usage at the allotment sites as these costs appear high. Obtaining accurate invoices from the water supplier continues to be a challenge.

Cllr Smith asked for a review of allotment income and costs to ensure that these balance, and this will be undertaken.

Approximately £350K remains in the CIL Projects account.
This year CIL funds totalling approximately £23K have been spent on:
Happy Hub blinds
Library replacement lighting
Pavilion CCTV upgrade
Pavilion thermostats upgrade
Millennium Woods footbridge
Outdoor gym on the Recreation Ground

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F39. To note bank account balances and agree any movements to general and ear-marked reserves

It was noted that the current account as at 31st March 2024 shows a reconciled balance of £5576.25 whereas it would be expected to be approximately £28K (the year-end accounts surplus). This is due to an error in 2023 when approximately £63K of historic surplus funds sitting in the current account were identified and moved to Reserves after 2022/2023 year end. However, this transfer should have been ~£38K because ~£25K of the historic surplus in the current account was found to be CIL funds (and had been transferred to the CIL account accordingly).

The Reserves account (made up of 'General' and 'Ear-marked' reserves) as at 31st March 2024 therefore shows a reconciled balance of £85,377.39.

It was discussed that it is considered appropriate for a Parish Council to hold approximately 50% of its annual precept in General reserves. The internal auditor had also advised that, given the Council's ownership of the Pavilion, an Ear-marked reserve should be allocated for Pavilion maintenance.

Currently the £85K held in total Reserves includes approximately £9000 of Ear-marked reserves under a range of headings. Based on the 2023/2024 surplus of ~£28K, the following movements to General and Ear-marked reserves were agreed:

Ear-marked reserves:

Pavilion: £15,000

Trees/hedges: £9000 – for anticipated work due to 2024 tree survey

Burial ground maintenance: £1250

Professional fees: £500 – for anticipated solicitor fees

Open space maintenance: £500

Skatepark maintenance: £600

General reserves: approx. £1.5K

F40. To agree changes to bank account arrangements

It was agreed to set up and move the CIL Projects account into two new Nationwide accounts – a 35 day notice account (£100K), and a 1 year saver (250K).

The Current and Reserves accounts will remain with COOP.

F41. To agree items to be reported to meeting of full Council on 8th May 2024

The Committee will report to full Council on 8th May on year-end accounts, ear-marked/general reserve movements and on bank account changes.

Another Councillor bank signatory and Finance Committee member will also be appointed.

F42. To agree next meeting date

Thursday 4th July, 9.30am

CHOLSEY PARISH COUNCIL

**Minutes of the Staffing Committee meeting duly convened and held on
Wednesday 28th February 2024 at 10.30am at The Pavilion, Station Road, Cholsey**

Members present: Cllr J. Finch (Chair), Cllr V. Bolt, Cllr G. Herbert

Officers present: C. Bird (Clerk)

Start time: 10.30am

End time: 11.30am

S12. To receive apologies for absence

There were none.

S13. To receive Declarations of Personal and Pecuniary Interest for any agenda items

There were none.

S14. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)

There were none.

S15. To receive update on the CCSS TUPE transition completed 1st January 2024

The CCSS transition has been completed and as of 1st January 2024 the five affected employees (four Happy Hub staff members and the Mental Health Support Worker) are now employed by the Cholsey Village CIC.

S16. To discuss and agree next actions on projects:

- a. Job descriptions review
- b. Appraisals 2024
- c. Health and Safety requirements

The above projects will be prioritised in the first half of 2024, and next actions were agreed.

Cllr Finch (Staffing Committee Chair) and Cllr Nixon (Council Chair) will appraise the Clerk, and the Clerk and a member of the Staffing Committee will then appraise the Assistant Clerk/RFO, Estate Manager and Environment Coordinator. The Estate Manager will arrange appraisal of the Maintenance Person. The Clerk will circulate appraisal forms.

S17. 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.

S18. To confirm staff hours and hourly pay rates for 2024/2025 in line with NJC scales

It was agreed at the 6th December 2023 Parish Council meeting 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.

The following staff hours and hourly pay rates were therefore confirmed for 2024/2025:

CHOLSEY PARISH COUNCIL

Clerk: 22 hours per week, SCP 30 (2024/2025 hourly rate to be the applicable 2023/2024 NJC pay rate for this SCP)

Assistant Clerk/RFO: 16 hours per week, hourly rate 80% of Clerk hourly rate

Estate Manager (14 hours), Environment Coordinator (12 hours) and Maintenance Person (10 hours) – 2023/2024 hourly rates to be increased by the inflation rate at time of budgeting (November-December 2023)

S19. To agree next steps in new staff contract roll-out for 2024/2025

It was agreed that the new staff contract would be rolled out for existing employees in March, subject to amendments to the following contractual requirements:

- Detailed timesheets – to be completed on request, not as an ongoing contractual requirement
- Ability to drive – this was agreed not to be a contractual requirement for roles, with the exception of the Maintenance Person
- DBS – the Clerk will seek advice from GAP HR on this requirement

The Clerk will ensure that any remaining questions or concerns from team members are addressed before progressing the new contracts.

S20. To agree items to be reported to meeting of full Council on 13th March 2024

An update to Council was agreed.

S21. Items for information or inclusion on future agenda

There were no new items at this time.

Appendices D to O can be accessed via the Council website:

<https://cholseyparishcouncil.gov.uk/policies/>

Terms of References for Committees/Working Groups:

- Finance Committee (Appendix D)
- Staffing Committee (Appendix E)
- Transport Working Group (Appendix F)
- Station Working Group (Appendix G)
- Climate and Ecological Emergency Working Group (Appendix H)

Policies:

- Standing Orders for Cholsey Parish Council (Appendix I)
- Financial Regulations for Cholsey Parish Council (Appendix J)
- Code of Conduct (Appendix K)
- Complaints procedure (Appendix L)
- Publication scheme (Appendix M)
- GDPR Data Protection Policy (Appendix N)
- Employment policies and procedures (Appendix O)

Cholsey Parish Council

Report subject	Council's expenditure under S137 of LGA 1972, 2023/2024
Meeting	Full Council
Meeting date	8 th May 2024
Report author	Sophie Smith (RFO) and Claire Bird (Clerk)
Report contact details	assistantclerk@cholseyparishcouncil.gov.uk clerk@cholseyparishcouncil.gov.uk

The below table shows the grants made by Cholsey Parish Council in 2023/2024 under the following powers:

S137 of the Local Government Act 1972

S142 of the Local Government Act 1972

Company	Transaction description	Net amount	Power
Cholsey Hort Soc	Village flower show donation	£800.00	S137, LGA 1972
Cholsey Library	Donation	£3,200.00	S137, LGA 1972
Floatability	Charity sponsored walk donation	£100.00	S137, LGA 1972
Cholsey CDT	Village fireworks donation	£250.00	S137, LGA 1972
Home Start	Family support charity donation	£300.00	S137, LGA 1972
Cholsey Village CIC	Village CIC wages donation	£7,800.00	S137, LGA 1972
The Forty	Village information magazine donation	£1,250.00	S142, LGA 1972
Citizens Advice Bureau	Donation	£900.00	S142, LGA 1972

15/04/2024

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Cholsey Parish Council
Annual Budget - By Centre

		<u>Last financial year</u>		<u>23/24 YEAR END</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	3,088	3,088	0	0	0	0
	Total Income	159,097	159,174	177,971	181,059	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	1,108	1,085	0	1,250	0	0
4025	Website	70	209	409	138	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	2,663	2,233	0	1,500	0	0
	Overhead Expenditure	8,250	11,040	7,509	5,101	4,858	0	8,918	0	0
	100 Net Income over Expenditure	150,847	148,134	170,462	175,958	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	172,638	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 YEAR END</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	3,975	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	5,708	5,233	0	6,000	0	0
4210	Waste Removal	700	662	800	728	675	0	1,175	0	0
4240	Mortgage (PWLB) - Wall Repairs	1,001	1,001	1,001	1,001	1,001	0	1,001	0	0
4500	Water	130	243	200	393	800	0	400	0	0
4505	Maintenance	1,700	329	1,500	168	0	0	1,500	0	0
4600	Grass Cutting	6,000	6,125	7,000	6,500	5,633	0	7,700	0	0
4635	Pest Control	840	980	900	770	840	0	840	0	0
	Overhead Expenditure	10,371	9,341	11,401	9,560	8,949	0	12,616	0	0
	120 Net Income over Expenditure	-4,671	266	-4,201	-3,852	-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)	(3,977)	(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 YEAR END</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	67,504	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	1,385	1,125	0	1,500	0	0
4336	Pension contributions	1,000	1,686	500	1,502	1,281	0	1,480	0	0
4345	Mileage & Travel Expenses	100	135	50	56	0	0	50	0	0
4350	Protective Clothing	0	0	0	0	0	0	75	0	0
4357	MHSW expenses	500	237	250	246	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	70,751	72,820	0	65,705	0	0
	130 Net Income over Expenditure	-82,588	-74,605	-82,850	-70,629	-72,698	0	-65,705	0	0
6000	plus Transfer from EMR	0	0	0	190	0	0	0	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)	(70,539)	(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	502	400	0	500	0	0
4405	Office Supplies/Stationery	400	447	250	204	200	0	250	0	0
4410	Postage	100	8	10	0	10	0	10	0	0

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		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4415	Telephone/Broadband	700	867	500	738	619	0	500	0	0
4420	Office Equipment	500	695	200	68	100	0	5,000	0	0
4425	Photocopier Contract	400	55	250	180	220	0	280	0	0
4427	Payroll	540	630	700	540	540	0	600	0	0
4428	HR support	0	0	0	513	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	2,740	2,365	0	2,250	0	0
4720	Contingencies	50	15	0	0	0	0	0	0	0
4810	Miscellaneous Purchases	0	577	0	2,783	2,503	0	0	0	0
	Overhead Expenditure	2,920	5,951	5,045	8,626	8,255	0	10,717	0	0
	140 Net Income over Expenditure	-2,712	-5,168	-5,045	-8,626	-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)	(6,124)	(5,752)		(10,717)		
150	Allotments									
1500	Allotment Rents	2,350	2,276	2,420	2,922	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	3,972	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	1,558	1,422	0	750	0	0
4505	Maintenance	1,000	652	500	3,374	500	0	2,250	0	0
4657	Hedge maintenance	0	0	0	0	1,900	0	1,900	0	0

Continued on next page

		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	2,000	929	1,175	5,159	4,049	0	5,149	0	0
	150 Net Income over Expenditure	350	1,847	1,245	-1,188	-1,187	0	-2,019	0	0
6000	plus Transfer from EMR	0	0	0	1,115	0	0	0	0	0
6001	less Transfer to EMR	0	500	0	1,050	0	0	0	0	0
	Movement to/(from) Gen Reserve	350	1,347	1,245	(1,122)	(1,187)		(2,019)		
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	94	0	0	0	0	0
1900	Miscellaneous Income	500	1,188	600	1,725	1,586	0	645	0	0
	Total Income	500	2,468	600	3,578	3,345	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	270	345	0	835	0	0
4505	Maintenance	500	2,820	500	-67	-204	0	500	0	0
4600	Grass Cutting	6,000	4,103	5,000	5,646	5,020	0	5,250	0	0
4601	Maintenance equipment	0	329	300	1,194	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	56	50	0	50	0	0
4621	CHEC Expenditure	3,000	2,635	2,000	508	2,000	0	0	0	0

Continued on next page

		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4625	Play Equipment Repairs	400	0	0	245	7,550	0	5,000	0	0
4627	Skate Park	0	0	1,000	370	1,000	0	1,000	0	0
4628	Outdoor gym	0	0	0	9,900	9,900	0	500	0	0
4635	Pest Control	850	980	1,100	770	840	0	1,100	0	0
4640	Safety Inspections	140	146	540	323	146	0	200	0	0
4645	Dog Waste Disposal	3,000	4,727	1,560	2,494	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	2,540	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	27,715	45,061	0	35,590	0	0
	160 Net Income over Expenditure	-17,265	-24,424	-24,075	-24,137	-41,716	0	-32,266	0	0
6000	plus Transfer from EMR	0	2,956	0	12,246	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)	(14,140)	(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	75	75	0	75	0	0
1710	Tennis Club Lease	150	390	150	150	150	0	150	0	0
1950	Summer Play Scheme - inc	0	0	200	193	193	0	0	0	0

Continued on next page

		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		240	140,387	425	136,580	136,581	0	225	0	0
4700	S137 Donations	2,000	8,750	5,000	10,500	9,250	0	28,900	0	0
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	1,888	1,728	0	3,650	0	0
Overhead Expenditure		13,100	13,526	12,050	18,327	16,917	0	33,450	0	0
170 Net Income over Expenditure		-12,860	126,861	-11,625	118,254	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>(11,625)</u>	<u>(17,909)</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

Continued on next page

		<u>Last financial year</u>		<u>23/24 YEAR END</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	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>									
4505	Maintenance	2,000	0	2,000	8,186	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	27,753	27,753	0	27,753	0	0
	Overhead Expenditure	29,753	27,753	29,753	35,939	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	(29,753)	(27,753)	(29,753)	(27,754)	(27,753)		(35,053)		
190	<u>Childrens Centre</u>									
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	(100)	(326)	0	0	0		0		
	Total Budget Income	179,345	323,838	188,866	331,019	329,202	0	210,698	0	0
	Expenditure	180,597	188,514	177,958	183,928	200,096	0	210,698	0	0
	Net Income over Expenditure	-1,252	135,324	10,908	147,091	129,106	0	0	0	0
	plus Transfer from EMR	0	6,276	0	20,918	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	(1,252)	1,079	10,908	28,322	13,884		0		

Date: 15/04/2024

Cholsey Parish Council

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Time: 12:20

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Current Bank Account**

User: SOPHIE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account No 60108094 00	31/03/2024	611	5,576.25
			<u>5,576.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,576.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,576.25
		Balance per Cash Book is :-	5,576.25
		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	
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:03/04/2024

Cholsey Parish Council

Page 1

Time: 14:04

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - Projects Account**

User: SOPHIE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Projects Account 60108094 50	21/02/2024		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 :-	349,830.26
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:03/04/2024

Cholsey Parish Council

Page 1

Time: 14:02

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 4 - Reserves Account**

User: SOPHIE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Reserves Acc No 65565027 00	31/03/2024		85,377.39
			<hr/> 85,377.39
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,377.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,377.39
		Balance per Cash Book is :-	85,377.39
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date of meeting....08/05/2024.....

Signatures of authorising councillors:

Payments made between meetings			
Oxfordshire Neighbourhood Plan Assoc	Membership fee	£50.00	Authorised by Finance Committee via email on 17/03/2024
Cantwell Hemmingway	Payroll + extra transparency code work	£81.00	Authorised by Finance Committee via email on 17/03/2024
ICCM	Membership fee	£100.00	Authorised by Finance Committee via email on 17/03/2024
Rialtas	Annual finance software charge	£230.40	Authorised by Finance Committee via email on 17/03/2024
Rialtas	Annual allotment software charge	£298.80	Authorised by Finance Committee via email on 17/03/2024
Allums of Oxon	50% allotment clearance charge (2nd half)	£887.50	Authorised by Finance Committee via email on 17/03/2024
J.Drewe	Grass cutting	£1,229.99	Authorised by Finance Committee via email on 17/03/2024
Cholsey Childrens Centre	S137 wage donation	£20,000.00	Agreed by full council on 13/03/2024
Swift	Quarterly rental & printing charges	£118.66	Authorised by Finance Committee via email on 17/03/2024
Power Team Accountants	Monthly payroll	£54.00	Authorised by Finance Committee via email on 17/03/2024
Amazon	CHEC cups for Green Fair	£15.67	Authorised by Clerk
The Map Centre	CHEC display map	£85.00	Authorised by Clerk
		£23,151.02	
Automatic payments			
Virgin Media	Telephone & broadband	£82.62	Inv VAT. £29.85 invoiced to Happy Hub for their charges.
HMRC	PAYE & NI	£1,196.79	Direct Debit for Jan/Feb/Mar 2024
Nest	Staff Pensions	£163.60	
Staff salaries	Apr-24	£4,584.02	
Gap HR	Monthly HR support	£56.40	Inc VAT.
Grundon	Burial ground waste collections	£62.50	Inc VAT
	TOTAL	£6,145.93	

Payments for agreement

	TOTAL	£0.00	

Income received

CIL		£6,993.00	
Allotment rents	Payments received 01/04-25/04	£4,339.00	
VAT return	Jan-Mar 2024	£1,648.48	
OCC annual grass cutting grant	For verges	£1,758.58	
Happy Hub	March phone & broadband charges	£29.85	
Burial fees	Apr-24	£500.00	
	TOTAL	£15,268.91	

Income expected

	TOTAL	£0.00	
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