

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 17th December 2025 at 7.15pm to be held at The Pavilion, Cholsey for the purpose of transacting the following business.

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

11th December 2025
Claire Bird, Clerk to the Council

A G E N D A

1. To receive apologies for absence
2. Public participation session: to hear questions or comments from members of the public (max. 15 mins)
3. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)
4. To approve the Minutes of the meeting held on 19th November 2025 (Appendix A) and receive update on any Minute items
5. To receive any reports from County and/or District Councillors
6. To note Clerk's report (verbal), in particular:
 - a) To approve and adopt a revised Risk Management Policy and Register (Appendix B)
7. To receive update from the Transport Committee (Cllr Collins), in particular:
 - a) To approve a fourth Councillor member to serve on the Transport Committee
8. To receive update on proposals received for a new Parish Council website and agree to award the contract for this work (Cllr Pomlett)
9. Finance
 - a) To approve budget for 2026/2027 (Appendix C)
 - b) To agree the Parish Council's precept request for 2026/2027
 - c) To agree to become a member of the Oxfordshire Playing Fields Association
 - d) To approve new payments and note payments received (Appendix D)
10. To consider new planning applications and planning amendments at 11th December 2025

P25/S3545/HH	Remove conservatory, replace with single storey rear extension and new roof over existing and proposed, 30 Lapwing Lane.
P25/S3671/HH	Two-storey side and rear extensions, single storey porch and alterations, 8 Papist Way.

11. To note South Oxfordshire District Council planning decisions as at 11th December 2025

P25/S3025/HH	First floor rear extension and associated internal layout changes, 14 Agatha Christie Way. Granted by SODC
P25/S3298/HH	Part double part single storey rear extension, car port and front porch. 30 Crescent Way. Granted by SODC
P25/S3361/HH	Two storey side/rear extension, garage and modified access, 6 Rowland Road. Granted by SODC
P25/S4341/LB	Renovation of Western range of building, 2 Ilges Lane. Granted by SODC
P25/S4339/HH	Renovation of Western range of building, 2 Ilges Lane. Granted by SODC

12. Items for report or inclusion on next agenda
13. To confirm the date of next Full Council meeting – Wednesday 21st January 2026, 7.15pm, Pavilion, Station Road, Cholsey

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Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 19th November 2025 at 7.15pm at The Pavilion, Cholsey

Present were Cllr J. August, Cllr D. Bamford, Cllr J. Collins, Cllr P. Jenkins, Cllr G. Herbert, Cllr J. Hope-Smith (as Parish Councillor and County Councillor), Cllr L. Nixon (Chair), Cllr K. Pomlett, Cllr S. Schäfer and Cllr M. Smith

Also present were C. Bird (Clerk), C. Fox, N. Malha

Start: 7.20pm

End: 9.30pm

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

It was unanimously **resolved** to co-opt Charly Fox and Nicki Malha as members of Cholsey Parish Council. Proposer: Cllr Smith; Seconder: Cllr Collins.

Cllrs Fox and Malha signed declaration of acceptance forms in presence of the Clerk.

89. To receive apologies for absence

There were none.

90. Public participation session: to hear questions or comments from members of the public (max. 15 mins)

There were none.

91. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)

There were none.

92. To approve the Minutes of the meeting held on 15th October 2025 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 15th October 2025 and they were signed by Cllr Nixon.

93. To receive any reports from County and/or District Councillors

Reports from the County and District Councillors were noted with thanks.

94. To note Clerk's report (verbal), in particular:

a) To confirm dates of the ordinary meetings of the Full Council in 2026

The following full Council meeting dates were agreed for 2026, with Cholsey Pavilion as venue:

Wednesday 21st January 2026, 7.15pm
 Wednesday 18th February 2026, 7.15pm
 Wednesday 18th March 2026, 7.15pm
 Wednesday 22nd April 2026, 7.15pm (note, fourth Wednesday of month)
 Wednesday 20th May 2026, 7.15pm
 Wednesday 17th June 2026, 7.15pm
 Wednesday 15th July 2026, 7.15pm
 Wednesday 16th September 2026, 7.15pm
 Wednesday 21st October 2026, 7.15pm
 Wednesday 18th November 2026, 7.15pm
 Wednesday 16th December 2026, 7.15pm

b) To receive update from quarterly meeting with representatives of the Pavilion Trust

Cllr Nixon and the Clerk met with J. Wheeler and A. Smith on behalf of the Pavilion Trust on the morning of 19th November. The list of required maintenance works was reviewed and good progress is being made. The automatic doors have been upgraded. It has been confirmed that the rainwater harvesting tanks do not need further work or investigation and can be left as they are. The recurrent leak in the Happy Hub will be further investigated. A. Smith has completed a general risk assessment for the building and will prepare an asset register. First aid and fire warden training is planned.

The car parking situation on Saturdays was discussed. The Pavilion is regularly busy with community events and hirer bookings; meanwhile on the Recreation Ground, Cholsey Bluebirds frequently have 6+

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matches scheduled. This is very positive for our village reflecting the success of all the different community activities. Car parking at the Pavilion/Rec is however limited to approx. 50 spaces if users park considerably and this has given rise to frustration on Saturday mornings. The Clerk is due to catch up with the Chair of Bluebirds, and the Club continue to direct players to alternative parking, to lift share or to walk if local. It was agreed that the Parish Council and Pavilion Trust would undertake further communications to ask other users of the Pavilion to do the same and to consider that parking is limited/cannot be guaranteed.

c) To agree response to Oxfordshire County Council Highways Asset Response Team (HART), correspondence received 27th October 2025

It was agreed that Cllr August would create a spreadsheet to collate suggestions to send to the Highways Asset Response Team. The HART team has asked for locations that would benefit from maintenance activities including: Street Furniture Cleaning, Pedestrian Safety Enhancements, Vegetation Management, Surface Debris Clearance, Visual Amenity Improvements and Street Clutter Reduction.

d) To agree representation at Wallingford Medical Practice Patient Participation Group AGM on 24th November, 6.30pm

Cllr Malha will attend the Medical Practice Patient Participation Group AGM and report back to the Council.

95. To note Estate Manager's report (Appendix B), in particular:

a) To receive update on Skate Park extension proposal

The presentation to the Council given by H. Lock on 19th March indicated a possible build cost of £20-30K for the 'street tricks' extension envisaged by the Skate Park user group. Since then, research has shown that the likely cost of the proposed extension would exceed the £60K financial threshold in the Council's Financial Regulations, and therefore require a tendering process. Planning permission is necessary, and given the potential expenditure, community consultation and grant applications are also key for this project to proceed. The Skate Park user group are keen to be closely involved and this will be particularly valuable for community engagement and grants.

The project will require significant resource in terms of officer and councillor time to be able to proceed.

Cllr Fox will work with the Clerk and Estate Manager on the project.

It was agreed to seek a consultant with experience in local council recreational facilities to work with the Council on the tendering process as needed.

96. To receive update from the Transport Committee (Cllr Collins)

Cllr Collins updated the Council on the refurbishment of Cholsey Station. On 24th October, Cllr Collins and District Cllr Topping had met at the Station to look at the condition of the building now that plasterwork has been removed. Cllr Collins subsequently emailed their observations (gaps in the brickwork and bowing) to the Great Western Railway Asset Manager. In correspondence of 14th November to Cllr Collins, GWR replied as follows: Network Rail who own the station building are 'aware of historic movement to the masonry walls and have captured it in their work bank for a future full structural investigation, monitoring and remediation of any defects. In support of this GWR will continue with the works we are undertaking to improve the décor and visual appearance of the station. This will encompass stitch repairs to the exposed brickwork (an additional requirement outside of our scope) which was anticipated but cannot be fully assessed until the plaster has been removed. The process of removal is ongoing and taking longer than anticipated given we have reverted to 'hand removal' rather than 'mechanical' to protect the brickwork beneath.'

Cllr Collins has carried out an informal survey of carpark and cycling spaces at the station at 11.30am each morning. She found that the carpark was not at capacity during half term. During term time, the carpark is generally full on Tuesdays and Wednesdays but not on other days. At all times there have been cycle spaces. There is a section of aggregate that could possibly be removed to provide further spaces. There are also three parking spaces out of action due to current refurbishment works. Existing signage about the availability of additional parking could be made more prominent.

Bus services: Oxfordshire County Council (OCC) have proposed revisions to the 33 bus service to Henley which should improve the timetable considerably for students using the route.

A formal complaint has been submitted to OCC by T. Bedeman, supported by Cllr Collins, in response to changed plans for the bus stops serving the new medical practice site. A response is expected by 1st December.

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A329 crossing: The Parish Council has recently carried out an informal consultation regarding a proposed pedestrian crossing on the Reading Road (A329). To date approx. 120 responses have been received. The Clerk will send the responses to Cllr Collins when the survey closes on 24th November.

Recreation Ground path: The Clerk reported that South Oxfordshire District Council (SODC) have now accepted our request for a site visit (date tbc) to provide pre-planning advice on the proposed all-weather path. This was postponed from May due to a significant upgrade to SODC's platform.

97. To agree next steps in the review of Parish Council website provision (Cllr Pomlett)

Cllr Pomlett outlined three recent developments:

- The Council's existing domain registrar is no longer offering domain registration from end 2025
- The Council needs to review its website accessibility compliance by end March 2026
- Our existing website hosting provider gave notice on 16th November 2025 that they will be ceasing their provision on 31/07/26 due to rising costs.

The Clerk has contacted six website providers who specialise in parish council websites. Cllr Pomlett and the Clerk will review the resulting proposals received and report back to Council, with a view to completing migration by the end of March 2026.

98. To approve a Councillor member to serve on the Staffing Committee following the resignation of K. Ofield

It was **resolved** to appoint Cllr J. August to the Council's Staffing Committee as a third Councillor member.

99. Finance

a) To receive update from the Finance Committee meeting, 12th November 2025 (Cllr Bamford)

Cllr Bamford reported that the half-year accounts for 2025/2026 show spending is on track.

The Council currently holds approximately £275k in Community Infrastructure Levy (CIL) funds. It was agreed that projects, including those requiring CIL funding, will be reviewed by full Council at its January meeting.

b) To note Internal Auditor's report from interim audit, 23rd October 2025, and agree next steps

The Parish Office had a successful interim audit on 23rd October 2025.

Key recommended actions are outlined in the Finance Committee meeting minutes, 12th November 2025, and are in progress. It was noted that issues regarding the security of information sent by the payroll provider have been addressed by the Assistant Clerk. Cllr Bamford noted the need for an Investment policy to be written.

c) To discuss preliminary budget and precept request 2026/2027

The preliminary budget had been reviewed by the Finance Committee in detail and circulated to all Councillors. Cllr Bamford noted that the precept required for 2026/2027 is anticipated to be approx. £213k, representing a small <1% increase on 2025/2026. The proposed final budget will be included in the agenda pack for the December meeting for Council approval. Councillors were encouraged to contact the Clerk if they have further questions in the meantime.

It was noted that a budget line of £5k for support with projects has been included in the 2025/2026 budget. A contingency for staff overtime has also been added.

Cllr Smith proposed that an increase in the small community grants budget be considered, from £3k in the existing preliminary budget to £4k.

d) To agree annual allotment plot rents for 2026/2027

It was **resolved** to implement the following allotment fees for 2026/2027:

Plot sizes	2025/2026	2026/2027
Full plot	£22.05	£23.15
Half plot	£11.05	£11.60
Quarter plot	£6.30	£6.65
Cholsey Meadows large	£45.70	£48.00
Cholsey Meadows medium	£24.15	£25.40
Cholsey Meadows small	£17.85	£18.75

Note: Cholsey Meadows plots are bigger and include sheds.

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e) To agree burial ground fees for 2025/2026

It was **resolved** to implement the following burial ground fees for 2026/2027:

Service description	2025/2026	2026/2027 (Residents)
Burial fee, including plot purchase	£525.00	£551.25
Reservation of a burial plot	£420.00	£441.00
Fee payable on burial in a purchase plot	£105.00	£110.25
Ashes internment fee, including plot purchase	£220.50	£232.00
Reservation of an ashes internment plot	£152.25	£160.00
Fee payable on ashes internment in purchased plot	£99.75	£105.00
New burial plot headstone fee	£105.00	£110.25
New burial plot headstone with kerbs/slabs fee	£500.00	£525.00
New cremation plot tablet fee	£68.25	£72.00
Additional inscription fee	£42.00	£44.10
Wooden cross fee	£42.00	£44.10

Note: Non-resident burial fees are double the Resident fees

f) To agree ground rents and other related fees for 2026/2027

The following were agreed:

Bluebirds ground rent: £75 (in accordance with current lease)

Tennis ground rent: £200 (in accordance with new lease)

g) To agree whether to continue receiving grass cutting contribution from the NHS for the Fairmile burials area within the Parish Council's burial ground

It was noted that since the closure of the old churchyard, our grass cutting costs for Fairmile resident burial areas are now negligible (approx. £240 pa). As proposed by the Finance Committee, it was **resolved** to discontinue charging the NHS for these costs. The Assistant Clerk has passed relevant details of this legacy charge to SODC should they wish to pursue this for the Fairmile graves within the old churchyard.

h) To agree response to grant request from Cholsey Preschool towards improving sustainability and climate resilience

It was **resolved** to make a grant of £1071.89 to Cholsey Preschool towards improving climate resilience (including purchase of blinds, sun shades, draught blockers, water butt) for Cholsey Preschool. The grant will be made using Community Infrastructure Levy (CIL) funds.

i) To agree response to grant request from Cholsey 1000 Plus to refurbish the Millennium Wood plinth and plaque

It was **resolved** to make a grant of £428 to Cholsey 1000 Plus to refurbish the Millennium Wood plinth and plaque. The grant will be made using the Parish Council's annual budget for small community grants.

j) To agree response to donation request from Citizen's Advice Oxfordshire

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

k) To approve bank reconciliations (Appendix C)

It was **resolved** to approve the bank reconciliations and they were signed by Cllrs August and Herbert.

l) To approve new payments and note payments received (Appendix D)

It was **resolved** to approve the new payments and they were signed by Cllrs August and Herbert.

100. To consider new planning applications and planning amendments at 13th November 2025

P25/S3298/HH	Part double part single storey rear extension, car port and front porch. 30 Crescent Way It was resolved to make the following comment as recommended by the Planning Leads: Build to be in accordance with CNP H7. Whilst a car port is not specifically an extension, CPC would expect CNP HO6 – 149 to be enforced (charge point required for any extensions)
P25/S3361/HH	Two storey side/rear extension, garage and modified access. 6 Rowland Road

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	Cholsey Parish Councillors wish to submit the following comment on this application: It was resolved to make the following comment as recommended by the Planning Leads: Build to be in accordance with CNP H7. CNP HO6 – 149 to be enforced (charge point required for any extensions). This is a sizable extension, and any further applications should be carefully considered.
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101. To note South Oxfordshire District Council planning decisions as at 13th November 2025

P25/S1984/S73	Variation of condition 2 (approved plans) - change to design and appearance of proposed buildings and some alterations to the original footprint on application P15/S1020/FUL (Erection of eco-school) Treehouse School 2A Cross Road Granted by SODC
P25/S2949/HH	Demolition of existing conservatory and garage, erect single storey side extension, and orangery. 9 Honey Lane Granted by SODC
P25/S2749/HH	Single-storey side extension. 5 Little Lane Granted by SODC
P25/S2996/HH	Garage conversion, single-storey extension, alterations to form annex and parking space. 1 Downside Granted by SODC

102. 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.

103. Staffing

a) To agree staff hours and hourly pay rates for 2026/2027

It was **resolved** to increase the Maintenance person's hours from 10 hours per week to 12 hours per week commencing January 2026.

It had previously been agreed to move to hourly rates in line with local government NJC pay scales. The Council will therefore set 2026/2027 staff hourly rates at the currently available (2025/2026) NJC pay rates applicable for each SCP. This represents a pay increase of approx. 3% in the next financial year.

It was **resolved** to adopt the hourly pay rates for 2026/2027 based on NJC scales as follows:

Clerk: 22 hours per week, SCP 31

Responsible Finance Officer/Assistant Clerk: 16 hours per week, SCP 21

Estate Manager: 14 hours per week, SCP 16

Environment Coordinator: 12 hours per week, SCP 16

Maintenance Person: 12 hours per week, SCP 14

104. Items for report or inclusion on next agenda

Final budget and precept request

Projects and action plan review (January 2026)

Brook hydrology and ecology – Cllr Herbert

Feedback on Speedwatch initiative – Cllr Schäfer

Grundon's Christie's Barn – the Clerk reported that the Parish Council did not formally respond to the pre-planning public consultation but comment has been submitted that both foot and cycle ways should be considered as part of any planning application

Neighbourhood Plan – Cllr Pomlett to contact NP working group

105. To confirm the date of next Full Council meeting – Wednesday 17th December 2025, 7.15pm, Pavilion, Station Road, Cholsey

Cholsey Parish Council

Risk Policy and Register

Risk Policy Statement

Cholsey Parish Council (CPC) recognises that it has a responsibility to manage risks effectively to protect its Councillors, employees, assets, liabilities and the community against potential losses, to minimise uncertainty in achieving its objectives and to maximise its opportunities.

CPC is aware that some risks can never be fully eliminated; we will take all practical and necessary steps to reduce or eliminate risks, insofar as is practically possible. CPC is aware that its employees and members will have limited knowledge and expertise in some areas and professional support will be sought for specialist areas of responsibility.

Approach to Risk Management

CPC's approach to risk management is that we should try to identify and manage risks in the most cost-effective manner within overall resources available. In conducting risk assessment, the following steps are taken:

- Identify the area to be reviewed
- Identify what the risks may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise as required

Responsibility for Risk Management

CPC recognises that it is the responsibility of all councillors and employees to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to service provision and to meeting CPC's objectives and community needs. This policy has the full support of CPC which recognises that any reduction in the risk of injury, illness, loss or damage benefits the whole community. CPC is responsible for ensuring that this policy and procedure is adhered to.

This Risk Management Policy and Risk Assessment will be reviewed annually by the Finance Committee.

1. FINANCE

Subject	Risk(s) Identified	Risk Level (Likelihood x Impact)	Management /Control of Risk	Review/Assess/Revise
Audit and annual return	<ul style="list-style-type: none"> Not submitted within time limit Non-compliance with Accounts and Audit Regulations 	(1 x 1) = 1	<p>Qualified, independent Internal Auditor appointed.</p> <p>External Audit Annual Governance and Accountability Return (AGAR) completed and signed by the Internal Auditor and then completed by Council and Officers as required before sending to the External Auditor within the given deadline.</p> <p>Audit documents published on the Council website and on public noticeboards in accordance with legislation.</p> <p>Notice of Public Rights published online and on Council noticeboards and arrangements made for public inspection of Council documents by appointment (two officers or an officer/Councillor to be present).</p> <p>Internal and external audit process and conclusions to be reviewed by Finance Committee and Council as appropriate following completion of audits.</p>	Existing procedure adequate.
Bank and Banking	<ul style="list-style-type: none"> Inadequate checks Bank mistakes Payment mistakes Unavailability of signatories Bank charges Internet hacking FSCS limits exceeded 	(1 x 2) = 2	<p>The Council has Financial Regulations that set out banking requirements. Banking arrangements and procedures are regularly reviewed.</p> <p>The RFO reconciles the bank accounts monthly when statements are received. Any errors are investigated immediately. Quarterly reconciliation reports are signed by a Councillor who is not a signatory or Finance Committee member.</p> <p>The RFO provides hard copies of all invoices together with a payment schedule for Council meetings. These are checked and signed by two councillors who are not a signatory or Finance Committee member.</p> <p>Bank signatories and electronic banking authorisers are kept up to date. There should be at least two Councillors capable of</p>	<p>Existing procedure adequate. Financial Regulations reviewed annually.</p> <p>Bank statements and reconciliation approved by Council quarterly.</p> <p>Bank signatories reviewed annually</p>

			<p>authorising payments.</p> <p>Internet Banking procedure established requiring dual authorisation for every transaction.</p> <p>Petty cash is not kept or used.</p> <p>Antivirus software on employees' and signatories' computers to be kept updated.</p> <p>FSCS (financial services compensation scheme) covers deposits to £85k; where funds held near this limit, accounts are reviewed and money moved as agreed by Council, with consideration of interest rates.</p>	
Best Value Accountability	<ul style="list-style-type: none"> Work awarded incorrectly Overspend on services 	(1 x 2) = 2	<p>As per Financial Regulations, normal practice would be to seek whenever possible at least three quotations for work over £2500. For major contracts formal competitive tenders will be sought for consideration by the full Council.</p> <p>As per Financial Regulations, authorisation of expenditure may be given by:</p> <ul style="list-style-type: none"> the council for all items over £5,000; a duly delegated committee of the council for items over £2500 the Clerk, in conjunction with the Chair or Council or Chair of the Finance Committee for any items over £500 the Clerk for any items below £500. <p>If a problem is encountered with a contract the relevant Officer would investigate, check quote/tender, research problem and report to Council.</p>	Existing procedure adequate.
Budget provision and reserves	<ul style="list-style-type: none"> Insufficient funds available for services or projects 	(1 x 2) = 2	<p>A full budget is submitted to the Finance Committee and Council prior to the annual Precept request. This includes funds placed in reserve for future projects and contingencies.</p> <p>A minimum of 3-12 months of net revenue is kept in General Reserves.</p> <p>Use of budget is monitored regularly by the RFO and Clerk with quarterly reports to the Finance Committee and Council.</p>	<p>Existing procedures adequate.</p> <p>Review General Reserves during budgeting process.</p>

Charges receivable	<ul style="list-style-type: none"> Rents and fees due not received 	(1 x 1) = 1	<p>The RFO ensures that annual invoices are sent out in a timely manner for ground rents (e.g. Football Club Pavilion, Tennis Club) and allotment rental fees.</p> <p>More frequent regular payments (e.g. fish/chip van) are received by standing order.</p> <p>Burial fees are requested to be paid at least five working days before the burial date.</p> <p>Unpaid invoices are chased.</p>	Existing procedures adequate.
Contracts and contractors	<ul style="list-style-type: none"> Arrangements with contractors do not deliver service required 	(2 x 2) = 4	<p>Where contracts are delivering a good service, invoices are paid in a timely manner to maintain strong relationship.</p> <p>Problems with services are communicated to contractors and changes requested in a timely manner.</p> <p>Initial contracts awarded for 12 months; subject to satisfactory performance, subsequent contracts can be for 3 years if appropriate.</p>	Report on performance and review where appropriate.
Councillor allowances / expenses	<ul style="list-style-type: none"> Councillor allowances exceeded 	(1 x 1) = 1	<p>A £200 allowance is budgeted for Chair's expenses.</p> <p>Any expenses are claimed by presenting the relevant receipt to the Clerk for approval/payment in the same manner as other payments.</p> <p>Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council.</p>	Existing procedure adequate.
Election costs	<ul style="list-style-type: none"> Unexpected election cost 	(1 x 1) = 1	<p>Sufficient monies in reserve are budgeted to be available should the need arise.</p>	Reviewed in budget.

Financial Records	<ul style="list-style-type: none"> ▪ Inadequate records ▪ Financial irregularities 	(1 x 2) = 2	<p>The Council's Financial Regulations and Internal Controls Policy set out requirements.</p> <p>The RFO receives training to ensure knowledge is up to date.</p> <p>The accounts system includes reconciliations to reduce arithmetical mistakes.</p> <p>Bank statements and reconciliation reports are provided quarterly to full Council to check and sign.</p> <p>The Internal Auditor checks all records.</p>	<p>Existing procedure adequate.</p> <p>Review internal control processes regularly.</p>
Grants payable	<ul style="list-style-type: none"> ▪ No power to pay ▪ No authorisation of Council to pay 	(1 x 1) = 1	<p>The Council has a Grants Policy that sets out the requirements.</p> <p>All grants go through Council approval process and are minuted.</p> <p>The Clerk ensures that grant requests are within the Council's budget and legal powers (e.g. LGA S137, if no other power is available).</p>	Existing procedure adequate.
Grants receivable	<ul style="list-style-type: none"> ▪ Incorrect amount received or paid in ▪ Lack of knowledge of grant income sources 	(1 x 1) = 1	<p>Grants due to be received are checked by RFO and chased if necessary.</p> <p>All receipts are reported to the Council on the Payments Report and recorded in the minutes.</p> <p>Appoint an Officer and a Councillor as grants leads to gain experience of grant application processes and research funding opportunities.</p>	<p>Existing procedure adequate.</p> <p>Increase Council skills base in grant applications</p>
Insurance	<ul style="list-style-type: none"> ▪ Inadequate cover ▪ Expensive policy ▪ Lack of compliance ▪ Fidelity guarantee compromised 	(1 x 2) = 2	<p>An annual review is undertaken, before policy renewal, of all insurance arrangements in place, reviewing risk and adequacy of cover [loss/damage, public liability (statutory), employers liability (statutory), fidelity guarantee, volunteer activities].</p> <p>Ensure asset register is up to date.</p> <p>Ensure compliance measures are in place. Ensure fidelity checks are in place.</p>	<p>Existing procedure adequate.</p> <p>Volunteer processes to be reviewed.</p> <p>Asset register to be reviewed.</p>
Invoices	<ul style="list-style-type: none"> ▪ Goods not supplied but billed 	(1 x 1) = 1	<p>The Council's Financial Regulations set out the requirements.</p> <p>Invoices are only submitted for approval once the relevant Officer has inspected the goods/services received.</p>	Existing procedure adequate.

	<ul style="list-style-type: none"> Incorrect invoicing Errors in authorisation Unpaid invoices 		<p>The RFO checks invoice totals with the relevant officer before paying. Signatories are provided with copies of invoices and receipts when approving payments.</p> <p>Schedule of payments is produced for approval at each Council meeting and minuted accordingly.</p>	
Precept	<ul style="list-style-type: none"> Adequacy of precept Requirements not submitted to District Council Amount not received from District Council 	$(1 \times 2) = 2$	<p>The Council commences the review of the Precept requirement annually in October/November when the Finance Committee considers a first draft based on known income and expenditure for specific budget lines, and reserve levels. The presented budget will include actual position and projected position to year end and estimated figures for the next financial year. The budget is revised as needed following Finance Committee discussions and then presented at the December full Council Meeting. The Council then resolves to agree the Precept amount required based on the budget at the January full Council Meeting. This figure is submitted by the Clerk/RFO in writing to the District Council for collection through Council Tax. RFO informs the Council when precept is received.</p>	<p>Existing procedure and timeline adequate.</p> <p>Confirm Precept requirement in January.</p>
Reporting	<ul style="list-style-type: none"> Information communication 	$(1 \times 1) = 1$	<p>Expenditure above budget is reported to Council. Budget monitoring statement is produced quarterly and provided to the Finance Committee and Council.</p> <p>A list of receipts and payments is provided at each full Council meeting. Bank reconciliation reports are checked against bank statements by two councillors quarterly.</p>	Existing communication procedures adequate.

Salaries and associated costs	<ul style="list-style-type: none"> ▪ Inappropriate rates of pay ▪ Salary paid incorrectly ▪ Wrong deductions of NI or Tax ▪ Unpaid Tax & NI contributions to HMRC. ▪ Incorrect time or holiday paid. ▪ Pension ▪ Expenses paid incorrectly 	(1 x 1) = 1	<p>Council authorises the appointment of all employees through a recruitment process. All officers have a contract of employment and a job description. Officers monitor the number of hours worked.</p> <p>Pay rates are considered annually by the Staffing Committee and are informed by NALC/SLCC national pay scales.</p> <p>Salaries and pension contributions are paid by BACS. Payroll is completed by an external payroll provider, checked and overseen by the RFO. All payments are dual authorised by signatories and reported to full Council meetings.</p> <p>The payroll provider submits reports to HMRC monthly (as per RTI requirements) and PAYE payments are taken quarterly by HMRC by standing order.</p> <p>Officers' expenses are accompanied by appropriate receipts and approved by Finance Committee.</p>	Existing procedures adequate.
VAT	<ul style="list-style-type: none"> ▪ Failure to reclaim ▪ Charging. 	(1 x 1) = 1	<p>Financial Regulations set out the requirements.</p> <p>RFO adopts a system to diarise reminders.</p> <p>Reclaims are reconciled with cash book.</p> <p>The Council is not currently registered for VAT.</p>	Existing procedure to be reviewed.

2. MANAGEMENT

Subject	Risk(s) Identified	Risk Level (Likelihood x Impact)	Management /Control of Risk	Review/Assess/Revise
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Business continuity	<p>Risk of Council not being able to continue its business due to unexpected circumstances</p> <ul style="list-style-type: none"> ▪ Loss of equipment ▪ Loss of records ▪ Loss of key personnel ▪ Loss of Councillors leading to Council becoming inquorate ▪ Unavailability of meeting room 	(2 x 2) = 4	<p>Insurance of assets is in place.</p> <p>The Council's working files are kept online by way of a remote cloud system. Necessary paper records are retained in accordance with the Council's retention policy as well as on the website.</p> <p>Clerk has copy of all access passwords.</p> <p>In the event of the Clerk or RFO being indisposed a locum may be arranged. Council has membership of OALC for advice.</p> <p>Consider key worker insurance cover to provide Clerk or RFO locum cover in the event of long-term absence.</p> <p>Officers maintain 'How to' guides e.g. for accounts/banking, holding PC meetings, publishing documents online.</p> <p>Clerk is trained to use accounting software</p> <p>Where a Councillor vacancy arises the Clerk follows the correct legal process which leads to either a by-election or co-option process. Councillor vacancies are advertised as widely as possible. If there are fewer than 5 Councillors, the Council becomes inquorate and the District Council will take over the running of the Council (at the Parish's expense).</p> <p>Alternative meeting rooms are available in the village.</p>	<p>Review procedures annually</p> <p>Review and develop internal guides.</p> <p>Ensure accounting training current.</p> <p>Existing procedures for Councillor vacancies adequate.</p>
Council records – electronic	<p>Loss through</p> <ul style="list-style-type: none"> ▪ theft ▪ fire ▪ damage corruption or loss of laptop 	(1 x 2) = 2	<p>Council electronic records are stored on password-protected council owned laptops at the Parish Office or at Officer's homes when working from home. The data is stored and backed up by way of a remote cloud system.</p> <p>Antivirus software is kept up to date.</p> <p>New laptop/updated software to be secured at least five-yearly.</p>	Existing procedure adequate.
Council records - paper	<p>Loss through</p> <ul style="list-style-type: none"> ▪ theft ▪ fire ▪ damage 	(1 x 2) = 2	<p>Necessary documents are retained in accordance with the Council's retention policy and on the Council website. Paper documents are stored in a fire-proof locked safe in the Parish Office, in a locked storage cupboard at the Pavilion building, or at the Oxfordshire Records Office as appropriate.</p>	A review of the Council's retention policy and stored documents is necessary.

Data protection GDPR	<ul style="list-style-type: none"> Policy provision Data Protection Officer Non-compliance with GDPR 	(1 x 2) = 2	<p>Data protection policies have been adopted and published.</p> <p>Payslips and payroll reports are sent and received using secure password protected documents and emails.</p> <p>Ensure Employees and Councillors receive training and are aware of their responsibilities.</p> <p>Annual registration with Information Commissioner's Office maintained.</p> <p>A Data Protection Officer is not currently necessary.</p>	<p>Existing policies adequate.</p> <p>Provide training where necessary.</p>
Employees	<ul style="list-style-type: none"> Unanticipated loss of key personnel Fraud by staff Unlawful action taken by staff Breach of Health & Safety 	(1 x 2) = 2	<p>Proactive management to ensure employees are well motivated and respected. Contingency arrangements and funding in place to provide adequate cover in the event of employee absence.</p> <p>Policies in place to address staff grievances.</p> <p>Annual appraisals taking place.</p> <p>Council employees to be included in a suitable fidelity guarantee insurance in accordance with the Financial Regulations.</p> <p>Officers provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Regular contact with the Chair.</p> <p>All activity and payments within the powers of the Council to be resolved and minuted at Full Parish Council meetings.</p> <p>Employer's Liability insurance in place.</p> <p>Employees are made aware of their responsibilities for health and safety and the Council's H&S policy, and training is provided as required.</p> <p>Up-to-date risk assessments maintained.</p> <p>Work station assessments carried out.</p> <p>Personal protective equipment provided as necessary.</p>	<p>Existing procedure adequate</p> <p>Review contingency plans and budget in place for loss of key personnel.</p> <p>Chair to maintain regular contact with all employees.</p> <p>Review working condition safety requirements regularly. Ensure all necessary risk assessments in place and reviewed regularly. Provide further training where necessary.</p>
Freedom of information Act	<ul style="list-style-type: none"> Failure to recognize requests and/or comply adequately 	(1 x 2) = 2	<p>The Council has a model publication scheme in place.</p> <p>Officers to receive training on FOI requests.</p> <p>Provide support to Clerk in provision of information if FOI request received. The Council is aware that if a substantial request came in it could create a number of additional hours' work.</p>	<p>Officers to receive guidance and training on recognizing FOI requests.</p> <p>Monitor and report any impacts of requests made</p>

				under the FOI Act
Meeting location	<ul style="list-style-type: none"> Inadequate Breach of H&S 	(1 x 1) = 1	Council meetings are held at the Cholsey Pavilion or at the Great Hall, Cholsey Meadows. Premises and facilities are considered to be adequate for the Clerk, Councillors and Public who attend from H&S and comfort aspects. The venues are managed by the Pavilion Trust and the CCDT who are responsible for insurance and risk assessments.	Existing locations adequate.

3. ASSETS AND ESTATE

Subject	Risk(s) Identified	Risk Level (Likelihood x Impact)	Management /Control of Risk	Review/Assess/Revise
Management of assets	<ul style="list-style-type: none"> Poor performance of assets or amenities Lack of knowledge of Council assets 	(2 x 2) = 4	An asset register is kept up-to-date and insurance is held at the appropriate level for all items. All assets owned by the Council are regularly reviewed and maintained. Repairs are carried out promptly subject to budget being approved by Council if necessary.	Existing procedure adequate. Conduct full review of asset register.
Physical assets: <ul style="list-style-type: none"> Noticeboards Bus shelter War Memorial Benches Planters Walls Waste bins Defibrillators 	<ul style="list-style-type: none"> Damage or expiry of assets requiring repair or replacement Injury to third parties 	(2 x 2) = 4	Insurance for loss/damage and public liability in place. The Estate Manager is responsible for safety and maintenance of estate and physical assets. Regular recorded inspections by employees, including in response to reports of problems by members of public. Repairs are carried out promptly subject to budget being approved by Council if necessary. Defibrillators are checked monthly and components replaced in accordance with expiry dates. Benches are secured to the ground wherever possible. Waste bins are emptied by independent contractor with own insurance.	Existing procedure adequate.

Estate: <ul style="list-style-type: none"> - Allotment sites - Recreation Grounds - Play areas - The Forty - Burial ground - Verges (delegated function) 	<ul style="list-style-type: none"> ▪ Damage to estate/assets requiring repair or replacement ▪ Injury to third parties 	(2 x 2) = 4	Insurance for loss/damage and public liability in place. The Estate Manager is responsible for safety and maintenance of estate and physical assets. Regular inspections by employees, including in response to reports of problems by members of public. Specific risk assessments in place for allotment sites and Recreation grounds. Weekly inspections of play area and gym equipment carried out by Officers; annual play area inspections by RoSPA registered company. Any defects highlighted actioned accordingly. Tree survey conducted every 28 months by qualified arboriculturalist and actions taken accordingly. Access to Recreation Ground managed through gated locks at Station Road and Church Road entrances. Hedge management and Recreation Ground management plans in place. Memorial stones identified as requiring action for safety reasons are made safe and the memorial owner contacted. Memorial stone testing carried out by trained officers every 5 years.	
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4. LIABILITY

Subject	Risk(s) Identified	Risk Level (Likelihood x Impact)	Management /Control of Risk	Review/Assess/Revise
Employer Liability	<ul style="list-style-type: none"> ▪ Non-compliance with employment law 	(1 x 1) = 1	Insurance in place. HR consultant retained; annual review of employer contracts and handbook by consultant. Staffing Committee and Clerk seek specialist support as required. Undertake adequate training and seek advice from NALC/SLCC as appropriate.	Existing procedures adequate.

Legal liability	<ul style="list-style-type: none"> ▪ Lack of clarity of legality of activities ▪ Inaccurate reporting via Minutes ▪ Lack of document control 	(1 x 2) = 2	<p>Clerk to clarify legal position on proposals and to seek advice if necessary.</p> <p>Parish Council receives and approves Minutes at monthly meetings.</p> <p>Document retention policy in place.</p> <p>Seek professional support for specialist areas where necessary.</p>	Existing procedures adequate.
Legal powers	<ul style="list-style-type: none"> ▪ Illegal activity or payments ▪ Working groups taking decisions 	(1 x 2) = 2	<p>All activity and payments made within the powers of the Council to be resolved and minuted at full Council meetings.</p> <p>Ensure all Officers are sufficiently trained to advise Council, including CiLCA qualified where possible.</p> <p>Ensure Standing Orders and Financial Regulations are up to date, reviewed at least annually, and that Councillors understand these core documents.</p> <p>Ensure all Councillors understand how powers work and the key legislation the Council uses for its activities.</p> <p>Ensure Committees, Working Groups and Officers understand the extent of delegated powers for decision making.</p> <p>Scheme of delegation in place.</p>	<p>Existing procedures adequate.</p> <p>Circulate guidance to Councillors regarding Council powers.</p>
Minutes/Agenda/Notices/Statutory documents	<ul style="list-style-type: none"> ▪ Inaccurate minutes ▪ Unlawful actions ▪ Public not given sufficient notice ▪ Missing documents ▪ Business not conducted correctly 	(1 x 1) = 1	<p>Minutes and agenda are produced in the prescribed manner by the Clerk according to legal requirements. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to legal requirements, on noticeboards and Council website. Business conducted at Council meetings is managed by the Chair and advised by the Clerk.</p> <p>Statutory documents including Standing Orders, Financial Regulations and Code of Conduct are reviewed annually and as legislation requires.</p>	<p>Continue to ensure Agenda and Minutes posted on Council website.</p> <p>Members adhere to Code of Conduct.</p>

Public liability	Risk to third party, property or individuals	(1 x 2) = 2	Insurance is in place. Specific risk assessments for activities, projects and events are carried out as required.	Existing procedures adequate.
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5. COUNCILLORS' PROPRIETY

Subject	Risk(s) Identified	Risk Level (Likelihood x Impact)	Management /Control of Risk	Review/Assess/Revise
Members' Interests	<ul style="list-style-type: none"> Conflict of interest not declared Register of Members interests not completed Code of Conduct not followed 	(1 x 1) = 1	<p>Councillors are solely responsible for the completion and submission of their Register of Members Interests – this is a legal requirement; it is not the Council's responsibility. Councillors have a duty to declare any interests at the start of the meeting and to withdraw from discussion if necessary; regular Declaration of Interests reminder on the agenda.</p> <p>It is not the responsibility of members or the Clerk to cajole a member with a potential interest to actually declare it; it is the responsibility of the councillor concerned.</p> <p>Register of Members Interest forms to be reviewed regularly by Councillors.</p> <p>Code of Conduct to be reviewed annually by full Council.</p> <p>Code of Conduct issued to new Councillors as part of Councillor Induction Pack.</p> <p>Councillor training provided as necessary.</p>	<p>Check understanding of requirements as new councillors are appointed, and arrange training as required.</p> <p>Members to take responsibility themselves for updating the Register of Members Interests.</p> <p>Ensure Councillor Induction Pack circulated and kept up to date.</p>

Risk Prioritisation

The table below is recommended in the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide

Risk prioritisation is an assessment of the severity of impact if something were to happen and how likely it is to happen:

Likelihood x Impact = Risk Priority

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Taken from the JPAG 2021 from Section 5.97

Addressing risks:

Risk is unavoidable, and every organisation needs to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk, which is initiated within the organisation, is called 'internal control' and may involve one or more of the following standard responses:

- Tolerate the risk - for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified (e.g. because they would be disproportionate); and for unavoidable risks, e.g. terrorism.
- Treat the risk - a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
- Transfer the risk – buying in a service from a specialist external body or taking out insurance. Some risks cannot be transferred, especially reputational risk.
- Terminate the activity giving rise to the risk - it may be best to stop (or not to start) activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.

	Date	Minute ref
Reviewed: Finance Committee	12 th November 2025	F21, 12 th November 2025
Reviewed: Full Council	17 th December 2025	

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Cholsey Parish Council
Annual Budget - By Centre

		<u>Last financial year</u>		<u>25/26 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	198,019	198,019	211,973	211,973	211,973	0	215,264	0	0
1090	Interest Received	0	5,531	0	11,700	11,700	0	2,000	0	0
1940	Insurance - Bluebirds Pavilion	0	0	0	112	112	0	115	0	0
	Total Income	198,019	203,550	211,973	223,785	223,785	0	217,379	0	0
4000	Insurance	3,180	3,190	3,242	3,037	3,037	0	3,190	0	0
4005	Audit Fees	1,350	1,186	1,247	780	995	0	1,045	0	0
4015	Chairperson's Allowance	200	173	200	52	200	0	200	0	0
4016	Annual Community Meeting exp	200	247	250	231	231	0	250	0	0
4019	Bank charges	0	41	0	37	72	0	78	0	0
4020	Annual Subscriptions	1,250	1,415	1,585	1,164	1,752	0	1,905	0	0
4025	Website	138	138	145	158	158	0	250	0	0
4050	Meeting Hall Rental	100	15	100	15	100	0	50	0	0
4054	Project Consultancy	0	0	0	0	0	0	5,000	0	0
4055	Professional & Legal Fees	1,000	52	2,500	0	2,500	0	1,000	0	0
4060	Training	1,500	745	1,800	15	1,800	0	1,000	0	0
	Overhead Expenditure	8,918	7,202	11,069	5,488	10,845	0	13,968	0	0
	Movement to/(from) Gen Reserve	189,101	196,347	200,904	218,297	212,940		203,411		
110	<u>Accommodation</u>									
4100	Office Rental	3,000	2,850	3,250	0	3,250	0	3,345	0	0
	Overhead Expenditure	3,000	2,850	3,250	0	3,250	0	3,345	0	0

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		<u>Last financial year</u>		<u>25/26 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>(3,000)</u>	<u>(2,850)</u>	<u>(3,250)</u>	<u>0</u>	<u>(3,250)</u>		<u>(3,345)</u>		
120	<u>The Burial Ground</u>									
1200	Burial/Memorial Fees	4,000	7,125	4,000	8,086	10,000	0	8,000	0	0
1210	Grass Cutting Income	2,000	1,907	2,000	0	0	0	0	0	0
	Total Income	6,000	9,032	6,000	8,086	10,000	0	8,000	0	0
4210	Waste Removal	1,175	750	1,780	304	1,780	0	1,730	0	0
4240	Mortgage (PWLb) - Wall Repairs	1,001	1,001	1,001	501	1,001	0	1,001	0	0
4500	Water	400	917	400	64	200	0	250	0	0
4505	Maintenance	1,500	263	1,500	806	2,250	0	500	0	0
4600	Grass Cutting	7,700	7,150	7,700	2,383	3,815	0	4,000	0	0
4635	Pest Control	840	1,450	885	420	840	0	1,764	0	0
	Overhead Expenditure	12,616	11,530	13,266	4,478	9,886	0	9,245	0	0
	120 Net Income over Expenditure	-6,616	-2,498	-7,266	3,608	114	0	-1,245	0	0
6000	plus Transfer from EMR	0	0	0	750	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(6,616)</u>	<u>(2,498)</u>	<u>(7,266)</u>	<u>4,358</u>	<u>114</u>		<u>(1,245)</u>		
130	<u>Staff</u>									
4040	Sundry Expenses	100	0	50	0	50	0	0	0	0
4329	Staff wages	62,500	64,100	69,615	31,447	63,000	0	72,505	0	0
4335	Employer NIC	1,500	2,854	6,475	1,626	6,475	0	7,000	0	0
4336	Pension contributions	1,480	1,744	1,120	997	1,990	0	2,200	0	0
4345	Mileage & Travel Expenses	50	82	50	0	50	0	50	0	0

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Cholsey Parish Council
Annual Budget - By Centre

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		<u>Last financial year</u>		<u>25/26 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4350	Protective Clothing	75	162	100	12	100	0	50	0	0
	Overhead Expenditure	65,705	68,942	77,410	34,083	71,665	0	81,805	0	0
	Movement to/(from) Gen Reserve	(65,705)	(68,942)	(77,410)	(34,083)	(71,665)		(81,805)		
140	Office									
1930	Phone & broadband inc	360	359	378	30	-12	0	0	0	0
	Total Income	360	359	378	30	-12	0	0	0	0
4040	Sundry Expenses	100	493	0	0	0	0	0	0	0
4055	Professional & Legal Fees	0	0	500	0	500	0	0	0	0
4400	Printing	500	369	325	190	325	0	340	0	0
4405	Office Supplies/Stationery	250	252	200	128	200	0	200	0	0
4410	Postage	10	15	10	18	25	0	25	0	0
4415	Telephone/Broadband	500	866	550	277	500	0	475	0	0
4420	Office Equipment	5,000	8,647	500	57	500	0	1,500	0	0
4422	IT equipment	0	0	1,000	17	1,000	0	1,000	0	0
4425	Photocopier Contract	280	220	235	110	220	0	235	0	0
4427	Payroll	600	667	625	297	595	0	625	0	0
4428	HR support	950	951	800	282	700	0	595	0	0
4430	Accounts Software	277	325	1,330	1,308	1,308	0	1,370	0	0
4435	IT Support	2,250	2,415	2,400	1,598	2,550	0	2,585	0	0
4810	Miscellaneous Purchases	0	110	0	42	14	0	0	0	0
	Overhead Expenditure	10,717	15,328	8,475	4,323	8,437	0	8,950	0	0
	140 Net Income over Expenditure	-10,357	-14,969	-8,097	-4,293	-8,449	0	-8,950	0	0

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		<u>Last financial year</u>		<u>25/26 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	1,220	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(10,357)</u>	<u>(13,749)</u>	<u>(8,097)</u>	<u>(4,293)</u>	<u>(8,449)</u>		<u>(8,950)</u>		
150	<u>Allotments</u>									
1500	Allotment Rents	3,130	2,929	3,290	2,983	2,983	0	3,135	0	0
1900	Miscellaneous Income	0	2,000	1,000	0	1,000	0	0	0	0
	Total Income	<u>3,130</u>	<u>4,929</u>	<u>4,290</u>	<u>2,983</u>	<u>3,983</u>	<u>0</u>	<u>3,135</u>	<u>0</u>	<u>0</u>
4440	Allotment Software	249	362	262	265	262	0	276	0	0
4442	Community Allotment	0	0	1,000	758	1,000	0	500	0	0
4500	Water	750	1,075	1,000	1,565	1,800	0	2,000	0	0
4501	Plot clearance	0	0	0	0	0	0	500	0	0
4505	Maintenance	2,250	2,631	2,250	1,770	3,450	0	2,500	0	0
4635	Pest Control	0	0	0	60	60	0	100	0	0
4657	Hedge maintenance	1,900	1,595	1,900	0	1,900	0	0	0	0
	Overhead Expenditure	<u>5,149</u>	<u>5,663</u>	<u>6,412</u>	<u>4,418</u>	<u>8,472</u>	<u>0</u>	<u>5,876</u>	<u>0</u>	<u>0</u>
	150 Net Income over Expenditure	<u>-2,019</u>	<u>-734</u>	<u>-2,122</u>	<u>-1,434</u>	<u>-4,489</u>	<u>0</u>	<u>-2,741</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	2,169	0	941	0	0	0	0	0
6001	less Transfer to EMR	0	2,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(2,019)</u>	<u>(565)</u>	<u>(2,122)</u>	<u>(493)</u>	<u>(4,489)</u>		<u>(2,741)</u>		
160	<u>Open Spaces</u>									
1705	Verge cut inc (Cholsey)	1,759	1,759	1,759	1,526	1,526	0	1,526	0	0
1706	Verge cut inc (Ips & M'ford)	920	710	1,575	0	0	0	0	0	0

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Annual Budget - By Centre

		<u>Last financial year</u>		<u>25/26 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1900	Miscellaneous Income	645	1,630	600	1,380	1,730	0	400	0	0
Total Income		3,324	4,099	3,934	2,906	3,256	0	1,926	0	0
4040	Sundry Expenses	25	10	25	12	25	0	25	0	0
4055	Professional & Legal Fees	2,000	0	500	0	500	0	0	0	0
4210	Waste Removal	835	901	875	567	875	0	1,095	0	0
4505	Maintenance	500	109	500	0	10,500	0	525	0	0
4600	Grass Cutting	5,250	5,035	5,800	3,550	5,555	0	4,735	0	0
4601	Maintenance equipment	650	708	500	60	500	0	500	0	0
4602	Verge cut exp (Cholsey)	790	745	1,700	1,145	2,290	0	3,608	0	0
4603	Verge cut exp (Ips & M'ford)	920	710	1,575	0	0	0	0	0	0
4606	Maintenance equip servicing	200	217	225	209	225	0	250	0	0
4620	Fuel	50	53	50	32	30	0	50	0	0
4625	Play Equipment Repairs	5,000	9,172	4,000	9,967	4,000	0	5,000	0	0
4627	Skate Park	1,000	0	1,000	183	1,000	0	1,000	0	0
4628	Outdoor gym	500	0	500	0	500	0	500	0	0
4635	Pest Control	1,100	840	1,065	420	840	0	200	0	0
4640	Safety Inspections	200	285	300	0	300	0	965	0	0
4645	Dog Waste Disposal	1,820	1,809	3,450	1,716	3,450	0	2,950	0	0
4651	Bridge maintenance	250	0	250	0	250	0	250	0	0
4655	Tree & Hedge Maintenance	12,000	3,170	9,000	0	9,000	0	9,000	0	0
4656	Tree surveys	2,000	1,720	0	0	0	0	1,275	0	0
4660	Sundry Works	500	430	500	0	500	0	500	0	0
4810	Miscellaneous Purchases	0	1,337	0	0	0	0	0	0	0

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		<u>Last financial year</u>		<u>25/26 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		35,590	27,251	31,815	17,862	40,340	0	32,428	0	0
160 Net Income over Expenditure		-32,266	-23,152	-27,881	-14,956	-37,084	0	-30,502	0	0
6000	plus Transfer from EMR	0	5,565	0	8,655	0	0	0	0	0
6001	less Transfer to EMR	0	1,360	0	1,000	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(32,266)</u>	<u>(18,947)</u>	<u>(27,881)</u>	<u>(7,302)</u>	<u>(37,084)</u>		<u>(30,502)</u>		
165	<u>Mend the Gap</u>									
1898	Mend the Gap inc	9,700	9,700	10,300	0	10,300	0	0	0	0
Total Income		9,700	9,700	10,300	0	10,300	0	0	0	0
4741	MTG - Surveying equip	0	0	2,000	1,259	2,000	0	0	0	0
4742	MTG - Artist fees	5,000	5,000	5,000	0	5,000	0	0	0	0
4743	MTG - Art display material	1,139	1,139	361	0	361	0	0	0	0
4744	MTG - Repro costs for art	0	0	1,000	0	1,000	0	0	0	0
4745	MTG - Art installation costs	0	0	100	0	100	0	0	0	0
4746	MTG - Coordinator time	1,750	1,750	1,750	1,167	1,750	0	0	0	0
4747	MTG - Promo & printing	0	0	100	0	100	0	0	0	0
4748	MTG - Contingency	0	0	1,800	0	1,800	0	0	0	0
Overhead Expenditure		7,889	7,889	12,111	2,426	12,111	0	0	0	0
Movement to/(from) Gen Reserve		<u>1,811</u>	<u>1,811</u>	<u>(1,811)</u>	<u>(2,426)</u>	<u>(1,811)</u>		<u>0</u>		
170	<u>Sundries</u>									
1085	CIL	0	33,756	0	0	30,515	0	0	0	0
1700	Bluebirds Pavilion Lease	75	75	75	0	75	0	75	0	0

Continued on next page

		<u>Last financial year</u>		<u>25/26 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1710	Tennis Club Lease	150	150	150	0	150	0	205	0	0
Total Income		225	33,981	225	0	30,740	0	280	0	0
4621	CHEC grant	0	0	0	0	0	0	2,000	0	0
4700	Grants and donations	28,900	28,269	32,000	24,511	32,000	0	32,000	0	0
4705	Citizens Advice Bureau	900	900	900	0	900	0	900	0	0
4731	Defibrillators	3,650	1,371	200	0	200	0	200	0	0
Overhead Expenditure		33,450	30,540	33,100	24,511	33,100	0	35,100	0	0
170 Net Income over Expenditure		-33,225	3,441	-32,875	-24,511	-2,360	0	-34,820	0	0
6001	less Transfer to EMR	0	33,756	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(33,225)</u>	<u>(30,315)</u>	<u>(32,875)</u>	<u>(24,511)</u>	<u>(2,360)</u>		<u>(34,820)</u>		
176	<u>Neighbourhood Plan</u>									
4051	Neighbourhood Plan - exp	500	50	500	0	500	0	500	0	0
4055	Professional & Legal Fees	0	0	2,000	0	2,000	0	0	0	0
Overhead Expenditure		500	50	2,500	0	2,500	0	500	0	0
Movement to/(from) Gen Reserve		<u>(500)</u>	<u>(50)</u>	<u>(2,500)</u>	<u>0</u>	<u>(2,500)</u>		<u>(500)</u>		
180	<u>Pavilion</u>									
4505	Maintenance	5,000	0	10,000	0	10,000	0	10,000	0	0
4506	Car park	2,300	50,342	1,750	46,305	47,650	0	1,750	0	0
4800	Mortgage (PWLb)	27,753	27,753	27,753	13,876	27,753	0	27,753	0	0
Overhead Expenditure		35,053	78,095	39,503	60,182	85,403	0	39,503	0	0

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		<u>Last financial year</u>		<u>25/26 Budget</u>				<u>Next year draft budget</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	49,720	0	45,900	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(35,053)</u>	<u>(28,375)</u>	<u>(39,503)</u>	<u>(14,282)</u>	<u>(85,403)</u>		<u>(39,503)</u>		
	Total Budget Income	220,758	265,649	237,100	237,790	282,052	0	230,720	0	0
	Expenditure	218,587	255,340	238,911	157,771	286,009	0	230,720	0	0
	Net Income over Expenditure	<u>2,171</u>	<u>10,309</u>	<u>-1,811</u>	<u>80,019</u>	<u>-3,957</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	58,674	0	56,246	0	0	0	0	0
	less Transfer to EMR	0	37,116	0	1,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>2,171</u>	<u>31,867</u>	<u>(1,811)</u>	<u>135,265</u>	<u>(3,957)</u>		<u>0</u>		

Date of meeting:
17/12/2025

Signatures of
authorising
councillors:

Paid date	Payments made between meetings			Approval details. Note: all totals inc VAT if relevant
13.11.25	Etsy	Mural plaque to Springline artwork	£11.90	Covered by grant received. Approved by Clerk on 12.11.2025
20.11.2025	Amazon	Gloves for maintenance person	£5.25	Approved by Clerk on 19.11.2025
20.11.2025	Amazon	Frame for Springline artwork blurb and drawing pins	£8.48	Covered by grant received. Approved by Clerk on 19.11.2025
20.11.2025	Tesco	Springline event refreshments	£170.35	Covered by grant received. Approved by Clerk on 19.11.2025
20.11.2025	Cholsey 1000 Plus	Community grant	£428.00	Approved by Full Council at November meeting
21.11.2025	Amazon	Folders for office filing	£9.99	Approved by Clerk on 20.11.2025
24.11.2025	Amazon	Clock for office	£6.99	Approved by Clerk on 20.11.2025
24.11.2025	Ashridge Trees	Hedging whips for Community Orchard	£194.97	Covered by grant received. Approved by Clerk on 21.11.2025
24.11.2025	Cholsey Preschool	Grant from CIL	£1,071.89	Approved by Full Council at November meeting
09.12.2025	Post office	Postage	£3.45	Approved by Clerk on 03.12.2025
09.12.2025	Castle Water	Burial Ground water	£12.57	Approved by Finance Committee via email on 03.12.2025
09.12.2025	AA Morgan	Monthly payroll	£59.40	Approved by Finance Committee via email on 03.12.2025
09.12.2025	HCI data	Annual gov.uk renewal	£60.00	Approved by Finance Committee via email on 03.12.2025
09.12.2025	Hawthorn pest control	Monthly pest control	£168.00	Approved by Finance Committee via email on 03.12.2025
09.12.2025	Parish Online	Annual mapping software subscription	£192.00	Approved by Finance Committee via email on 03.12.2025
09.12.2025	ASAP Computer Services	Monthly IT support and email provision	£227.52	Approved by Finance Committee via email on 03.12.2025
09.12.2025	Shield	Monthly dog and general waste collections	£299.00	Approved by Finance Committee via email on 03.12.2025
09.12.2025	Carline Creative	The Forty survey article work	£320.00	Approved by Finance Committee via email on 03.12.2025
09.12.2025	First Aid matters	Staff first aid training	£560.40	Approved by Finance Committee via email on 03.12.2025

09.12.2025	J.Drewe	Monthly grass cutting	£1,374.00	Approved by Finance Committee via email on 03.12.2025
09.12.2025	Group GA	External pavilion work	£517.09	Approved by Finance Committee via email on 03.12.2025
09.12.2025	Swift	Quarterly printer cost	£6.00	Approved by Finance Committee via email on 03.12.2025
	Community Library	Community grant	£3,400.00	Approved by Full Council at February 2025 meeting
			£9,107.25	
	Automatic payments			Note: all totals inc VAT if relevant
	Virgin Media	Monthly phone & broadband	£50.74	Paid by Direct Debit.
	Grundon	Monthly waste collection - Burial Ground	£68.47	Paid by Direct Debit.
	Nest	Staff pensions - October 2025	£156.67	Paid by Direct Debit.
	Staff wages	Nov-25	£4,805.74	Total of individual BACS payments.
	Gap HR	Monthly HR support	£56.40	Paid by Direct Debit.
		TOTAL	£5,138.02	
	Payments for agreement			
		TOTAL	£0.00	
	<u>Income received</u>			
	HMRC	VAT return Jul - Sept	£1,593.52	
	Burial fees	Received since last meeting	£1,643.25	
		TOTAL	£3,236.77	
	<u>Income expected</u>			
		TOTAL	£0.00	