

**To all members of the Council you are summoned to attend the
ANNUAL MEETING OF CHOLSEY PARISH COUNCIL
on Wednesday 20th May 2026 at 7.15pm at Cholsey Pavilion**
Members of the public and press are invited to attend all Council meetings.

AGENDA

1. To elect a Chair for the year ahead and to receive their Declaration of Acceptance of Office
2. To elect a Vice Chair for the year ahead and to receive their 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 (max. 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 22nd April 2026 (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 5th May 2026 (Appendix B), in particular:
 - a) To agree transfers to Ear-marked and General Reserves
 - b) To review and adopt a draft Investment Policy (Appendix C)
 - c) To discuss and agree investment of Community Infrastructure Levy (CIL) funds held by Unity Trust Bank in appropriate Instant Access and Notice accounts
9. To receive the minutes and recommendations from the last meeting of the Staffing Committee, held on 25th March 2026 (Appendix D)
10. To approve Terms of References for the following Committees/Working Groups (Appendix E):
 - a) Finance Committee
 - b) Staffing Committee
 - c) Transport Committee
 - d) To note that Terms of Reference are required for new Neighbourhood Plan Working Group
11. To appoint Councillor members to serve on the following Committees/Working Groups:
 - a) Finance Committee *Previously: DB, JC, PJ, MS*
 - b) Staffing Committee *Previously: JA, CF, GH, SS*
 - c) Transport Committee *Previously: JA, JC, JH-S, SS*
 - d) Neighbourhood Plan Working Group *Previously: JA, CF*
 - e) Planning Lead(s) *Previously: PJ, MS*
12. To approve and adopt the following (Appendix E)
 - a) Standing Orders – *last reviewed May 2025*
 - b) Financial Regulations – *last reviewed May 2025*
 - c) Code of Conduct – *last reviewed May 2025*
 - d) Scheme of Delegation – *last reviewed May 2025*
 - e) Complaints procedure – *last reviewed May 2025*
 - f) Publication scheme – *last reviewed May 2025*
 - g) GDPR Data Protection Policy – *last reviewed May 2025*
 - h) Health and Safety Policy – *last reviewed April 2024*
 - i) Employment policies and procedures
 - i. To approve delegating this item to the Staffing Committee
13. To confirm Parish Council Representatives to:
 - a) Pavilion Trust *Previously: DB*
 - b) Cholsey 1000 Plus *Previously:*
 - c) CCDT *Previously: JC*
 - d) Grundon *Previously: DB*
 - e) Defibrillator checking *Previously: PJ*

14. To review arrangements with other local authorities, not-for-profit bodies and businesses
 - a) Grass cutting (J. Drewe) and verge cutting (Tactical Facilities Management)
 - b) Waste services (Shield Group; Grundon)
 - c) HR consultant (GAP HR)
 - d) IT support (ASAP Computer Services)
 - e) Payroll accountants (AA Morgan)
 - f) Office rental (Cholsey Pavilion Trust)
 - g) Finance and allotment software (Rialtas)
 - h) Internal auditor (Mulberry Local Authority Services)
 - i) Phone and Broadband (Virgin Media)
 - j) Website and gov.uk domain (Aubergine)
15. To note that this Council has adopted the General Power of Competence as of 18th December 2024
16. To review the Council's asset register
17. To agree arrangements for the Council's insurance cover
18. To review Council and/or staff memberships to other bodies
 - a) OALC: £1056 inc. VAT
 - b) SLCC (Clerk's membership): £253
 - c) Information Commissioners Office: £52
 - d) Community First Oxfordshire: £70
 - e) Parish Online: £192 inc. VAT
 - f) Institute of Cemetery and Crematorium Management: £105 inc. VAT
 - g) National Allotment Society: £84 inc. VAT
 - h) Oxfordshire Neighbourhood Plans Alliance: £50
19. To agree dates of ordinary meetings of the Full Council up to and including the next annual meeting of the Council: on the third Wednesday of the Month at 7.15pm, except for August 2026 (no meeting)
20. To note Clerk's report (verbal) including:
 - a) To consider correspondence from Cholsey Tennis Club (21st April 2026) seeking the Council's endorsement for a District Council grant application towards court resurfacing
 - b) To note the expiry of the 25 year ground lease dated 3rd July 2002 between the Council and Cholsey Bluebirds Football Club relating to the Jubilee Field Sporting Pavilion, and to agree to engage a qualified solicitor to review the lease arrangement.
21. To note Estate Manager's report (Appendix F)
22. To consider a proposal from a resident (10th May 2026) to support community food growing in Cholsey and discuss whether to explore funding opportunities for such a project.
23. To receive update from the Transport Committee, in particular:
 - a) To receive an update on Electric Vehicle charger installation in the Pavilion car park, as part of Oxfordshire County Council's EV Microhubs scheme, and agree whether to proceed with a site feasibility study for the project (Clerk)
24. Finance
 - a) To note the 2025/2026 year-end accounts (Appendix G)
 - b) To note and approve the reconciled bank balances as at 31st March 2026 (Appendix H)
 - c) To confirm cheque and banking signatories *At present: DB, JC, PJ, LN*
 - d) To agree response to grant request from Cholsey Horticultural Society towards entertainment at the Cholsey Village Show in August 2026
 - e) To agree response to grant request from Cholsey Community Library towards blinds and remote openers for roof windows
 - f) To approve new payments and note payments received (Appendix I)
25. Audit 2025/2026: to consider the 2025/2026 AGAR submission to the External Auditor
 - a) To receive and review the report from the Internal Auditor for 2025/2026
 - b) To agree the Annual Governance Statement for 2025/2026
 - c) To agree the Accounting Statement for 2025/2026
 - d) To consider the draft Statement of Variance
 - e) To agree dates for the Notice of Public Rights

26. To consider planning applications as at 14th May 2026

- a) P26/S1094/HH, The Elms West End: Erection of storage building.
- b) P26/S1111/FUL, Laurence Hall Church Road: Removal of existing buggy shelter and construction of a new single storey meeting room extension with 900mm wide access door from the corridor linking the toilets to the main hall. Demolition of existing external chimney breast at front of building and construction of new main entrance doors with covered porch and ramped access. Remodelling of existing toilet accommodation to provide two unisex toilets with disabled access and baby changing facilities. Removal of existing constriction in access to the toilet area. Removal of existing toilet ceiling and installation of insulation and new ceiling. Removal of the stud wall between the parish office and storage space and conversion to one space with toilet access from office. Insulation to the walls and roof in this area. Replacement of existing 'time expired' roofing and replacement with new matching slates and retention of existing ridge terracotta tiles. New enclosing walls to original entrance porch to create additional storage space. External appearance to match existing. New open sided buggy shelter to replace existing storage shed. Remodelled vehicle entrance and car park with a separate pedestrian access. Remodelled fencing and planting alongside the roadway footpath.
- c) P26/S1184/LB, 4 Church Road: Installation of remedial support/restraint to SE elevation chimney stack.
- d) P26/S1196/HH, 27 Lapwing Lane. Single-storey rear extension and associated internal layout changes.
- e) P26/S1246/HH, 4 The Rowans: Front porch

27. Items for report or inclusion on next agenda

28. To confirm the date of the next Full Council meeting – Wednesday 17th June, 7.15pm, Cholsey Pavilion

CHOLSEY PARISH COUNCIL

Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 22nd April 2026 at 7.15pm at The Pavilion, Cholsey

Present were Cllr J. August, Cllr D. Bamford, Cllr J. Collins, Cllr C. Fox, Cllr P. Jenkins, Cllr G. Herbert, Cllr J. Hope-Smith (as Parish Councillor and County Councillor), Cllr L. Nixon (Chair), Cllr S. Schäfer and Cllr M. Smith (from 8.20pm)

Also present were C. Bird (Clerk); five members of the public (until 7.45pm)

Start: 7.20pm

End: 9.25pm

165. To receive apologies for absence

There were none.

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

Six members of public, including those representing local businesses, attended the meeting to express concerns about planning application P26/S0909/FUL.

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

There were none.

168. To approve the Minutes of the meeting held on 18th March 2026 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 18th March 2026 and they were signed by Councillor Nixon.

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

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

County Cllr Hope-Smith noted that an upcoming Oxfordshire County Council Transport Management meeting on 23rd April will decide whether to approve the Wallingford Area Local Cycling and Walking Infrastructure Plan (LCWIP) and the proposed puffin crossing on the A329, Reading Road.

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

a) To discuss advertising three Councillor vacancies

The Clerk will continue to promote the current vacancies on social media, website and village notice boards, as well as asking interested residents to join the new Neighbourhood Plan Working Group. Councillors were also encouraged to let residents know about the vacancies.

171. To note Estate Manager's report (Appendix B)

The Estate Manager's report was noted with thanks.

172. To receive update from the Community Coordinator on the Community Allotment project (Appendix C)

The Community Coordinator's report was noted. The Parish Council congratulated and thanked the new Coordinator, Ellie Tennant, for the energy and ideas she is bringing to the role, already resulting in great participation at the new weekly community allotment sessions.

173. To receive update on Cholsey Brook project (Cllr Bamford)

The Council's Environment Coordinator had recently met with Cllr Bamford and Cllr Herbert to discuss next steps in caring for Cholsey Brook. The Parish Council is a riparian owner of the stretch of the Brook that runs alongside Jubilee Field and Whitehead Meadow, alongside a private landowner and Cholsey Primary School. Environment Agency guidelines have been researched and must be kept in mind; permissions may be required. Options being considered include appropriate methods for clearing rubbish from the Brook and investigating the hydrology of the surrounding land given increasing seasonal flooding.

As a next step it was agreed that Council officers would seek quotes from qualified companies for an initial clean of debris from the Brook.

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174. To receive update from the Local Council Consultancy (LCC) project coordinator on the proposed all-weather Recreation Ground path and Skatepark extension projects (Appendix D), in particular:

a) To approve the commissioning of a topographical survey of the recreation ground and to appoint a Company to undertake the survey.

It was **resolved** to approve the topographical survey work (required to underpin other survey work) and to appoint XRS Geomatics to undertake this at a cost of £1890. It was noted that Community Infrastructure Levy (CIL) funds can be used for this project spend.

b) To confirm the extension of the appointment of Venners Arboriculture to include the tree survey of the site required to support the planning application for these projects.

It was **resolved** to extend the contract with Venners Arboriculture for this work at a cost of £695 (survey and report) to be funded by CIL.

c) To appoint a Company to undertake a flood risk assessment.

It was **resolved** to approve basic flood risk assessment work and to appoint Geosmart to undertake this at a cost of £995 (excluding VAT) to be funded by CIL.

d) To appoint a Company to undertake an ecological and biodiversity net gain assessment.

It was **resolved** to approve initial ecological and biodiversity net gain assessment work and to appoint Gradwell Group to undertake this work at a cost of £2260 (excluding VAT) to be funded by CIL. It was noted that this cost is £500 higher than in the agenda pack due to the necessary inclusion of a River Condition Assessment.

e) To agree the submission of a planning application relating to both projects.

It was resolved to proceed with the submission of a planning application relating to both projects.

f) To confirm the appointment of a Working Group of councillors to advise on operational matters (including future tender evaluation) relating to the projects which do not involve expenditure additional to the above – such matters to be dealt with by Full Council, unless otherwise covered by the Scheme of Delegation.

It was resolved to appoint Cllrs August, Collins and Fox to a Working Group to advise on operational matters relating to the projects.

g) To agree the Council's approach to circulating public information on the projects over the next three months

A resident's survey was undertaken for the all-weather Recreation Ground path in 2024; 204 responses were received. Feedback showed strong preference for an all-weather path to enhance accessibility, including for school commutes, with some resistance to changes in the park's natural landscape.

It was agreed that the LCC project coordinator would work with the Clerk to confirm a plan for public engagement on the proposed Skatepark extension, and for continued communications for both projects.

h) To agree to LCC exploring opportunities for external grant support for the two projects.

It was agreed for LCC to explore opportunities for external grant support for the two projects.

i) To agree to preliminary market engagement for the two projects.

It was agreed for LCC to undertake preliminary market engagement for the two projects.

175. To receive update from the Transport Committee (Cllr Collins), in particular:

a) Street parking: to receive update on Oxfordshire County Council (OCC)'s proposed informal public consultation

Cllr Collins reported that OCC plan to launch an informal consultation online on Monday 27th April, with a focus on street parking in the vicinity of Cholsey Station. They will also send letters to all households within the area of the consultation map. An updated residents petition has been received containing 149 signatures campaigning for a residents' permit scheme.

b) Station parking provision

Cllr Collins continues to pursue the possibility of increasing car parking provision at the station through a variety of avenues, believing this to be an essential part of a solution to ease street parking problems. GWR have confirmed that they are unable to take this forward at this time due to the forthcoming move to public ownership.

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c) Village gateways: to receive a quote from OCC to replace existing gateways and agree expenditure for this work

It was **resolved** to approve expenditure for work to replace the village gateways at a cost of £19,486.95 excluding VAT, to be paid by the Parish Council using Community Infrastructure Levy (CIL) money. The works will be carried out by Oxfordshire County Council who will continue to own the assets.

Other transport updates:

- Signage and artwork at the Station – Cllr Collins and the Environment Coordinator have recently met with representatives of North Wessex Downs, GWR and OCC to discuss Springline artwork being displayed at the Station, as well as fingerposts to key destinations.

176. To receive update from the Staffing Committee (Cllr August), in particular:

a) To approve and adopt revised Employee Handbook 2026 (Appendix E)

It was **resolved** to adopt the revised Employee Handbook 2026 as recommended by GAP HR consultants.

b) To approve the appointment of a fourth Councillor member to serve on the Staffing Committee

It was **resolved** to appoint Cllr Fox to serve on the Staffing Committee as the fourth Councillor member.

177. Finance

a) To approve new payments and note payments received (Appendix F)

It was **resolved** to approve the payments and they were signed by Cllrs Hope-Smith and Schäfer.

178. To consider new planning applications and planning amendments as at 17th April 2026

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|--------------------------------|---|
| P26/S0473/HH | Erection of an infill outbuilding to provide workshop and WC. The Elms West End It was resolved to make no comment on this application. |
| P26/S0909/FUL and P26/S0910/LB | Change of use and restoration of various buildings to provide a farm shop (use class E(a)) and cafe and restaurant uses (use class E(b)/sui generis), and artisan workspace and space for the display and /or distribution of artisan products and other appropriate uses (Use Class E(a), E(g)(iii) and B8). Christie's Farm (formerly New Barn Farm) The Councillors discussed the concerns raised earlier in the meeting by residents, who included representatives of local businesses. While there was support in principle for development of the site into a useful community facility, it was resolved to Object to the application in its current form, for the following primary reasons: <ul style="list-style-type: none"> - The Retail Impact Assessment provided as part of the application is incomplete and flawed; from information received so far it appears to omit Cholsey businesses (e.g. the butcher and cafes) from monetary impact calculations - Local Plan and Cholsey Neighbourhood Plan policies require that developments do not adversely impact the vitality and viability of local centres, such as the centre of Cholsey village. - There are concerns regarding the size and extent of car parking provision and that this is not in keeping with the character of the landscape setting. <p>It was agreed that the Planning Leads would work on a comment based on material planning considerations, for the Clerk to submit on behalf of the Parish Council.</p> <p>It was also noted that the track mentioned as providing footpath access to the site is currently overgrown in summer and flooded in the winter. Concerns were also raised about safe Highways access to the site.</p> |
| P26/S0793/S73 | Variation of Condition 1 (Approved Plans) on planning application P22/S1050/FUL (S73A - PART RETROSPECTIVE. Proposed new detached dwelling) - to vary the drawing numbers through a minor material amendment application, that the development hereby approved shall be carried out in accordance with the details shown on the following approved plans, Existing Floor Plans FP03, Existing Block Plan OS 02, Existing Elevations FP04, Existing Site Location Plan OS01, except as controlled or modified by conditions of this permission. This is a part retrospective |

CHOLSEY PARISH COUNCIL

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| | <p>application for minor material amendments to retain detached dwelling as built to now include creation of paved tiling area to front of dwelling to form part of residential curtilage, creation of ground floor garage area, construction of rear extension, construction of side extension, construction of dormer window, creation of plunge pool within garden area and erection of fencing around the approved dwelling. 1A Sandy Lane</p> <p>It was resolved to comment: We strongly object to this retrospective application. The works that have been completed are not in accordance with the planning permission given and are an encroachment, flaunting the planning guidance provided. The works need to be removed back to the original plan."</p> |
| P26/S0933/HH | <p>First floor extension over existing ground floor and patio. 28 Wallingford Road</p> <p>It was resolved to comment that the build should be in accordance with CNP H7</p> |
| P26/S0780/PIP | <p>Permission in Principle for the erection of a minimum of six and a maximum of nine dwellings. Land at Old Blackalls Drive, Wallingford Road</p> <p>It was resolved to comment: Cholsey Parish Council objects to this application which does not align with the Cholsey Neighbourhood Plan (CNP policies H1, H1a, H1b, H2, H4, H5, E1, E2, E3, E4, I1, and I3). Multiple applications (page 3 of PIP) have been submitted and rejected. Nothing has changed in relation to the CNP. This application is outwith the boundary of the CNP and would be located on a greenfield site. There is no approved access into the site.</p> |

179. To note South Oxfordshire District Council planning decisions as at 17th April 2026

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| P26/S0402/S73 | <p>Variation of Condition 2 (approved plans) of P23/S3015/RM for minor external elevational changes and internal amendments Application for approval of Reserved Matters (appearance, landscaping, layout and scale) following outline planning permission P21/S0267/O for subdivision of plot to form a new detached two storey open market dwelling, with some matters reserved and associated infrastructure. Summerhouse 75a Honey Lane Granted by SODC</p> |
| P26/S0184/FUL | <p>Change of use of agricultural land to provide dog exercise area, including area for car parking and turning (retrospective). Bypass Field, Bosley Way Granted by SODC</p> |

180. Items for report or inclusion on next agenda

- Fix My Street Super Users – Cllr Hope-Smith will be doing training. Cllr Schäfer would also like to volunteer for this role.
- Condition of roadway beneath railway bridge by the Station – poor surfacing and flooding (Cllr Jenkins to report on Fix My Street)

181. To confirm the date of next Full Council meeting – Wednesday 20th May 2026, 7.15pm, Pavilion, Station Road, Cholsey

CHOLSEY PARISH COUNCIL

Minutes of the Finance Committee meeting duly convened and held on Tuesday 5th May 2026 10am at The Pavilion, Station Road, Cholsey.

Members present: Cllr. D. Bamford (Chair), Cllr. P. Jenkins, Cllr. J. Collins.

Officers present: C. Bird (Clerk), S. Smith (Assistant Clerk/RFO).

Start time: 10.00am

End time: 11.15am

F25. To receive apologies for absence

Apologies were accepted from Cllr. M. Smith

F26. To receive Declarations of Personal and Pecuniary Interest for any agenda items

There were none.

F27. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)

There were none.

F28. To approve and sign the minutes of the Finance Committee meeting held on 12th November 2025 (Appendix A)

It was **resolved** to approve the minutes of the meeting held on 12th November 2025 and they were signed by Cllr D. Bamford.

F29. To note 2025/2026 year-end accounts (Appendix B), including CIL spending and current balance.

The 2025/2026 year-end accounts were **reviewed** and will be submitted to full Council for approval at the 20th May Annual Council Meeting. The year-end balance is +£60251 compared with the budgeted -£1811.

~£30k was budgeted for end of year movements to Earmarked Reserves for future proofing. The remaining ~£30k surplus will be moved into appropriate reserves.

Key reasons for the remaining ~£30k credit at year end are: More burial fees income (~£10k more. The nature of this income type is unpredictable), unanticipated bank account interest (~£11k more due to short term investment), £3.8k of the Burial Ground grass cutting budget was not spent due to SODC taking on the Churchyard maintenance costs, ~£3k more CIL was received, ~£2.5k less was spent on wages as no overtime was worked.

Key expenditure above and below budget was **noted**.

Spending below budget in 2025/26 included: professional fees (legal costs), training, staff wages, various areas of estate maintenance, dog waste disposal (replacement of faulty bins), tree and hedge maintenance, neighbourhood plan expenses. Some of these expenses are still anticipated for 2026/27 (e.g. legal fees and neighbourhood plan expenses) and the unspent budget will therefore be moved to appropriate earmarked reserves. Other budgeted cost lines were intended to build dedicated earmarked reserves for future needs, these include the skatepark, play equipment repairs, outdoor gym, IT equipment, office equipment, HR support, defibrillators, Pavilion building and car park.

Notable spending above budget included: Printing due to new projects (posters for Springline and Community Allotment), IT support due to upgrade of virus protection, allotment water due to a hot summer, verge cutting due to a change in our requirements and contractor.

Approximately £262k remains in available CIL funds. In 2025/2026, CIL funds totalling approximately £67.5k have been spent on:

Pavilion car park refurbishment (second side, the first side was refurbished in 2024/25), the replacement swings, skatepark bunds and wall football goal project (second half, the first half was spent on this project in 2024/25).

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Grants and donations (Preschool climate resilience; Cholsey Great Hall insulation)
Pavilion maintenance.

Open Spaces ongoing project cost (Recreation Ground path; Skatepark extension)

F30. To note bank account balances (Appendix C) and agree any movements to general and ear-marked reserves.

It was noted that the current account as of 31st March 2026 shows a reconciled balance of £95,328.38. It was noted that the difference between this figure and the surplus at the year-end is because the credit balance at the end of 2024/25 (£31,867) wasn't transferred from the current to the reserves account, the RFO will do this when 2025/26 has been closed.

It was noted that the Reserves Account (made up of General and Earmarked reserves, excluding CIL) as of 31st March 2026 shows a reconciled balance of £94,393.18, after the above mentioned transfer, the balance will be £126,260.18. This is considered appropriate for a Parish Council to hold, the recommendation is approximately 3-12 months of its annual revenue.

It was noted that the total CIL balance is spread between two Unity Trust accounts, some in a current account for easy access and some in an instant access savings account. Future investment possibilities will be discussed at the next Parish Council meeting on the 20th May.

Based on the 2025/26 surplus of ~£60.2k, the following movements to General and Earmarked Reserves were **agreed**:

General Reserves: £30,0113

Earmarked Reserves:

General Administration

Professional and legal fees £750

Training £500

Burial Ground

Waste removal £1000

Maintenance £1500

Office

Office equipment £400

IT equipment £296

HR support £200

Allotments

Community Allotment £242

Maintenance £1000

Open Spaces

Maintenance £500

Maintenance equipment £250

Playground repairs £2750

Skatepark £800

Dog waste bins £600

Trees and hedges £6000

Sundries £450

Sundries

Defibrillators £200

Neighbourhood plan

Plan expenditure £500

Professional and legal fees £2000

Pavilion

Maintenance £9000

Car park £1300

Total earmarked transfers: £30,238

F31. To review effectiveness of the Council's Internal Control Policy and procedures ahead of the 2025/2026 AGAR submission.

It was discussed that Council should feel confident in ticking Box 2 on the Annual Governance Statement for the External Auditor which states "We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness."

The Finance Committee read and reviewed the Council's Internal Controls Policy which details what procedures are in place to prevent fraud and corruption. It was **agreed** that no changes are required.

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F32. To confirm appropriate action has been taken on matters raised in reports from the most recent Internal and External audits.

It was agreed that appropriate action has been completed or is in progress by the Clerk and RFO on all matters.

F33. To agree items to be reported to meeting of Full Council on 20th May 2026

The Committee will report to Full Council on the 20th May on year-end accounts, bank account balances, CIL expenditure and current balance, general reserves/earmarked reserve movements, completion of and progress on internal and external audit report matters, investment strategies for CIL money

F34. To agree next meeting date.

Wednesday 8th July 2026.

DRAFT

CHOLSEY PARISH COUNCIL

INVESTMENT POLICY

1. Introduction

This Investment Policy is prepared in accordance with Section 12 of the Local Government Act 2003 and the Statutory Guidance on Local Government Investments (2018) issued by the Secretary of State. The Council recognises its duty of care to the community in the prudent management of public funds.

The purpose of this policy is to set out how the Council will manage its cash balances and investments to ensure security, liquidity, and appropriate yield.

2. Investment Objectives

The Council's priorities are, in order of importance:

1. Security – protecting the capital value of funds and minimising risk.
2. Liquidity – ensuring that funds are available to meet the Council's cash flow needs.
3. Yield – achieving an appropriate return, commensurate with security and liquidity.

The Council will not undertake any investment that exposes public funds to undue risk.

3. Types of Investment

All investments will be made in pounds sterling and placed only with UK-regulated financial institutions authorised by the Financial Conduct Authority and/or Prudential Regulation Authority.

Wherever possible, the Council will use institutions covered by the Financial Services Compensation Scheme (FSCS). The Council recognises that it is an eligible claimant under the FSCS and that deposits are protected up to £120,000 per authorised institution.

Where investments exceed the FSCS limit, the institution must hold a minimum long-term credit rating of A (or equivalent). Credit ratings will be monitored periodically.

4. Diversification and Counterparty Limits

To reduce exposure to any single institution, the Council will seek to:

- maintain accounts with more than one UK-regulated institution;
- avoid holding more than £120,000 with any one institution unless credit-rated A or above;
- periodically review the security, liquidity and accessibility of all accounts and investments;
- ensure that where multiple brands operate under a single banking licence, the £120,000 limit applies to the combined total.

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5. Time Horizons and Use of Reserves

Funds not required for immediate expenditure (including general and earmarked reserves) may be placed in longer-term investments, provided that:

- the investment period does not exceed 12 months unless expressly approved by Full Council;
- the RFO has confirmed that cash flow requirements can be met;
- the investment aligns with the Council's financial plans and risk appetite.

6. Governance, Decision-Making and Reporting

- All investment decisions must be approved by Full Council.
- The RFO is responsible for managing day-to-day banking arrangements and presenting investment options to the Finance Committee.
- The Finance Committee will review balances and investment opportunities at each meeting and make recommendations to Full Council.
- The RFO will report at least quarterly on investment performance, balances and compliance with this policy.
- All accounts and investments must operate with dual authorisation in accordance with the Council's Financial Regulations.

7. Ethical Considerations

The Council will avoid investments that conflict with its values or could reasonably be regarded as inconsistent with its duties to the community.

8. Review of Policy

This policy will be reviewed annually, or sooner if required due to changes in legislation, guidance or the Council's financial position.

May 2026

CHOLSEY PARISH COUNCIL

Minutes of the Staffing Committee meeting duly convened and held on Wednesday 25th March 2026 at 9.30am at The Pavilion, Station Road, Cholsey

Members present: Cllr J. August (Chair), Cllr S. Schafer

Officers present: C. Bird (Clerk)

Start time: 9.40am

End time: 10.50am

S1. To elect the Chair of the Committee

It was **resolved** to elect Cllr J. August as Chair of Staffing Committee.

S2. To receive apologies for absence

Last minute apologies were received from Cllr Herbert for personal reasons.

S3. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)

There were none.

S4. To receive Declarations of Personal and Pecuniary Interest for any agenda items (note, this does not preclude later declarations)

There were none.

S5. To approve the Minutes of the meeting held on 6th November 2024 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 6th November 2024 and they were signed by Cllr August. It was noted that the Council was unable to hold a Staffing Committee meeting in 2025 due to not having three appointed Committee members. Cllr August was appointed to the Committee in November 2025. It was discussed that appointing four members to the Committee with a quorum of three would be more sustainable going forward.

The Clerk reported that a new Environment Coordinator job description is now in place; Cllr Herbert has provided feedback which may lead to further amendments.

S6. To approve and adopt updated Employee Handbook 2026 (Appendix B)

The existing Handbook has been updated by GAP HR for the Parish Council; changes are based on new legislation and include changes to Statutory Sick Pay, Parental/Carer Leave policies, Unfair Dismissal, Dignity at Work and Whistleblowing policies.

It was agreed to recommend adoption of the updated Handbook at the next meeting of full Council.

S7. To receive update on recruitment of a new Community Coordinator for the Community Allotment

The Clerk reported that the Council was awarded a Soha grant in January to appoint a part-time (5 hours per week) Community Coordinator for the Community Allotment for a 30-week fixed term in 2026. The position was advertised from 23rd February with a closing date of 11th March. Three applicants were interviewed by Cllr Herbert and the Clerk on 16th and 18th March. All candidates were able to start immediately. The successful candidate was offered the position on 19th March, and contracts have been signed with a start date of 23rd March.

S8. To receive update on appraisal process 2025/2026

The Clerk reported that 2026 appraisals have been completed with the officer team, with the exception of the Maintenance Person who will shortly have their appraisal with the Estate Manager. Once write-ups are ready the Clerk will send these to the Staffing Committee Chair for signing.

S9. To discuss next actions on Health and Safety

The Clerk reported that a general Risk Register is in place and regularly reviewed by the

CHOLSEY PARISH COUNCIL

Finance Committee. Estate and project-specific risk assessments are in place. The Clerk and Estate Manager will be meeting with a Health and Safety consultant (at no charge for the initial meeting) to review the Council's provision. Advised next steps will be reported to Council following the meeting.

S10. To discuss next actions on GDPR compliance

The Clerk reported that a data audit has been completed and approved by full Council at the March 2026 meeting. Officers are currently completing an e-course on GDPR via SLCC; the Clerk is investigating suitable training for Councillors. Any changes identified as a result of training will then be actioned.

S11. To discuss and agree any other training needs

The Clerk reported that the officer team completed First Aid training in December, but there is an ongoing need to keep this learning fresh. The Estate Manager completed Fire Marshal training in February, along with other members of the Pavilion community.

All team members will be completing GDPR, Cybersecurity, EDI, and Health and Safety training in the coming months. The Clerk continues to investigate suitable training on preventing harassment; it was agreed that it is desirable for this to be provided by an organisation with local council expertise if possible.

Other courses being explored by individual team members include Intermediate Excel, Dealing with Difficult People, Planning/NPPF reforms, Communications plans.

S12. Items for report or inclusion on next agenda

There were none at this time.

S13. To agree items to be reported to meeting of full Council on 22nd April 2026

Appointing a fourth Committee member
Updated Employee Handbook

S14. To agree next meeting date

October 2026, TBC

Appendix E

The following documents can be found at: <https://cholseyparishcouncil.gov.uk/policies/>

Terms of References

- a) Finance Committee
- b) Staffing Committee
- c) Transport Committee

Policies

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Scheme of Delegation
- e) Complaints procedure
- f) Publication scheme
- g) GDPR Data Protection Policy
- h) Health and Safety Policy
- i) Employment policies and procedures

Estate Manager's Report to Parish Council May 2026

Allotments

I would like to complete the Allotment Inspections during the first 2 weeks of June this year.

If any councillor would like to support these inspections, please email me with some convenient dates.

The waiting list for each site as follows:

Cholsey Meadows – 9, Ilges Lane – 1, (waiting for a reply of an offer) Station Road – 3.

Community Orchards

St George's and Cholsey Meadows

These community orchards continue to be maintained by volunteers; we are very grateful for their support.

The trees at the Cholsey Meadows Community Orchard require some support. I will be delivering some sturdy posts for our volunteer to install to help support the trees.

Recreation Grounds and Play Areas

The Bluebirds 6-a-side tournament will take place during the spring bank holiday weekend.

The maintenance person will be strimming nettles, where necessary, for Health and Safety of all users of Jubilee Field.

Matting will be used, should it be necessary, along the track under the horse chestnut trees from the Church Road gate. Nettles will also be strimmed back here.

Cholsey Meadows Play Area

Cholsey Meadows play area remains the responsibility of the developer, Vistry.

The piece of play equipment which showed the RA15 in the recent play inspection report has now been repaired by contractors instructed by the developer.

Other minor repairs have taken place, but there still remains only 1 toddler swing, not 2 and the new fencing is broken in places.

Recreation Ground Play areas, outdoor gym and Skatepark

The maintenance person will make the outstanding minor repairs to the play equipment.

The cable rider (zip wire) needs to be inspected and serviced above ground level. A visual inspection from the ground has been carried out and has given details of some wear, as a result, this 'at height' inspection needs to take place.

This inspection will be an added cost plus any repairs needed. I am obtaining quotes from companies who can carry out the inspection and repairs.

Skatepark extension and path through the recreation ground

No update

The Forty

The maintenance person and a volunteer have begun to mow the pathways through and around the periphery of the wild flower area as in previous years.

New bollards have been ordered by the Assistant Clerk to replace the broken and rotten bollards around the area. The maintenance person will be replacing these bollards.

Red Telephone Kiosks

No update

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 100 General Administration | | | | | | | |
| 1076 Precept | 211,973 | 211,973 | 0 | | | 100.0% | |
| 1090 Interest Received | 11,863 | 0 | (11,863) | | | 0.0% | |
| 1900 Miscellaneous Income | 752 | 0 | (752) | | | 0.0% | |
| 1940 Insurance - Bluebirds Pavilion | 112 | 0 | (112) | | | 0.0% | |
| General Administration :- Income | 224,699 | 211,973 | (12,726) | | | 106.0% | 0 |
| 4000 Insurance | 3,173 | 3,242 | 69 | | 69 | 97.9% | |
| 4005 Audit Fees | 995 | 1,247 | 253 | | 253 | 79.8% | |
| 4015 Chairperson's Allowance | 52 | 200 | 148 | | 148 | 26.0% | |
| 4016 Annual Community Meeting exp | 231 | 250 | 19 | | 19 | 92.3% | |
| 4019 Bank charges | 75 | 0 | (75) | | (75) | 0.0% | |
| 4020 Annual Subscriptions | 1,671 | 1,585 | (86) | | (86) | 105.5% | |
| 4025 Website | 1,107 | 145 | (962) | | (962) | 763.1% | |
| 4050 Meeting Hall Rental | 15 | 100 | 85 | | 85 | 15.0% | |
| 4055 Professional & Legal Fees | 1,503 | 2,500 | 997 | | 997 | 60.1% | |
| 4060 Training | 1,239 | 1,800 | 562 | | 562 | 68.8% | |
| General Administration :- Indirect Expenditure | 10,060 | 11,069 | 1,009 | 0 | 1,009 | 90.9% | 0 |
| Net Income over Expenditure | 214,639 | 200,904 | (13,735) | | | | |
| 110 Accommodation | | | | | | | |
| 4100 Office Rental | 3,000 | 3,250 | 250 | | 250 | 92.3% | |
| Accommodation :- Indirect Expenditure | 3,000 | 3,250 | 250 | 0 | 250 | 92.3% | 0 |
| Net Expenditure | (3,000) | (3,250) | (250) | | | | |
| 120 The Burial Ground | | | | | | | |
| 1200 Burial/Memorial Fees | 14,322 | 4,000 | (10,322) | | | 358.0% | |
| 1210 Grass Cutting Income | 0 | 2,000 | 2,000 | | | 0.0% | |
| The Burial Ground :- Income | 14,322 | 6,000 | (8,322) | | | 238.7% | 0 |
| 4210 Waste Removal | 601 | 1,780 | 1,179 | | 1,179 | 33.8% | |
| 4240 Mortgage (PWL B) - Wall Repairs | 1,001 | 1,001 | (0) | | (0) | 100.0% | |
| 4500 Water | 131 | 400 | 269 | | 269 | 32.7% | |
| 4505 Maintenance | 806 | 1,500 | 694 | | 694 | 53.7% | 875 |
| 4600 Grass Cutting | 3,837 | 7,700 | 3,863 | | 3,863 | 49.8% | |
| 4635 Pest Control | 840 | 885 | 45 | | 45 | 94.9% | |
| The Burial Ground :- Indirect Expenditure | 7,216 | 13,266 | 6,050 | 0 | 6,050 | 54.4% | 875 |
| Net Income over Expenditure | 7,105 | (7,266) | (14,371) | | | | |
| 6000 plus Transfer from EMR | 875 | 0 | (875) | | | | |
| Movement to/(from) Gen Reserve | 7,980 | (7,266) | (15,246) | | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>130 Staff</u> | | | | | | | |
| 4040 Sundry Expenses | 0 | 50 | 50 | | 50 | 0.0% | |
| 4329 Staff wages | 66,377 | 69,615 | 3,238 | | 3,238 | 95.3% | |
| 4335 Employer NIC | 6,372 | 6,475 | 103 | | 103 | 98.4% | |
| 4336 Pension contributions | 1,964 | 1,120 | (844) | | (844) | 175.4% | |
| 4345 Mileage & Travel Expenses | 67 | 50 | (17) | | (17) | 134.1% | |
| 4350 Protective Clothing | 58 | 100 | 42 | | 42 | 57.7% | |
| Staff :- Indirect Expenditure | 74,837 | 77,410 | 2,573 | 0 | 2,573 | 96.7% | 0 |
| Net Expenditure | (74,837) | (77,410) | (2,573) | | | | |
| <u>140 Office</u> | | | | | | | |
| 1930 Phone & broadband inc | 30 | 378 | 348 | | | 7.9% | |
| Office :- Income | 30 | 378 | 348 | | | 7.9% | 0 |
| 4055 Professional & Legal Fees | 0 | 500 | 500 | | 500 | 0.0% | |
| 4400 Printing | 401 | 325 | (76) | | (76) | 123.3% | |
| 4405 Office Supplies/Stationery | 187 | 200 | 13 | | 13 | 93.6% | |
| 4410 Postage | 24 | 10 | (14) | | (14) | 239.3% | |
| 4415 Telephone/Broadband | 502 | 550 | 48 | | 48 | 91.3% | |
| 4420 Office Equipment | 63 | 500 | 437 | | 437 | 12.6% | |
| 4422 IT equipment | 704 | 1,000 | 296 | | 296 | 70.4% | |
| 4425 Photocopier Contract | 220 | 235 | 15 | | 15 | 93.6% | |
| 4427 Payroll | 594 | 625 | 31 | | 31 | 95.0% | |
| 4428 HR support | 564 | 800 | 236 | | 236 | 70.5% | |
| 4430 Accounts Software | 1,308 | 1,330 | 22 | | 22 | 98.3% | |
| 4435 IT Support | 2,548 | 2,400 | (148) | | (148) | 106.2% | |
| 4810 Miscellaneous Purchases | 42 | 0 | (42) | | (42) | 0.0% | |
| Office :- Indirect Expenditure | 7,158 | 8,475 | 1,317 | 0 | 1,317 | 84.5% | 0 |
| Net Income over Expenditure | (7,128) | (8,097) | (969) | | | | |
| <u>150 Allotments</u> | | | | | | | |
| 1500 Allotment Rents | 3,202 | 3,290 | 88 | | | 97.3% | |
| 1900 Miscellaneous Income | 2,900 | 1,000 | (1,900) | | | 290.0% | 2,900 |
| Allotments :- Income | 6,102 | 4,290 | (1,812) | | | 142.2% | 2,900 |
| 4440 Allotment Software | 265 | 262 | (3) | | (3) | 101.1% | |
| 4442 Community Allotment | 758 | 1,000 | 243 | | 243 | 75.8% | |
| 4500 Water | 1,591 | 1,000 | (591) | | (591) | 159.1% | |
| 4505 Maintenance | 2,986 | 2,250 | (736) | | (736) | 132.7% | 1,868 |
| 4601 Maintenance equipment | 27 | 0 | (27) | | (27) | 0.0% | |

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4635 Pest Control | 60 | 0 | (60) | | (60) | 0.0% | |
| 4657 Hedge maintenance | 1,902 | 1,900 | (2) | | (2) | 100.1% | 162 |
| Allotments :- Indirect Expenditure | 7,588 | 6,412 | (1,176) | 0 | (1,176) | 118.3% | 2,031 |
| Net Income over Expenditure | (1,487) | (2,122) | (635) | | | | |
| 6000 plus Transfer from EMR | 2,031 | 0 | (2,031) | | | | |
| 6001 less Transfer to EMR | 2,900 | 0 | (2,900) | | | | |
| Movement to/(from) Gen Reserve | (2,356) | (2,122) | 234 | | | | |
| <u>160 Open Spaces</u> | | | | | | | |
| 1705 Verge cut inc (Cholsey) | 1,526 | 1,759 | 233 | | | 86.7% | |
| 1706 Verge cut inc (Ips & M'ford) | 0 | 1,575 | 1,575 | | | 0.0% | |
| 1900 Miscellaneous Income | 1,560 | 600 | (960) | | | 260.0% | 1,180 |
| Open Spaces :- Income | 3,086 | 3,934 | 848 | | | 78.4% | 1,180 |
| 4040 Sundry Expenses | 12 | 25 | 13 | | 13 | 50.0% | |
| 4055 Professional & Legal Fees | 718 | 500 | (218) | | (218) | 143.5% | 718 |
| 4210 Waste Removal | 976 | 875 | (101) | | (101) | 111.5% | |
| 4505 Maintenance | 0 | 500 | 500 | | 500 | 0.0% | |
| 4600 Grass Cutting | 5,288 | 5,800 | 512 | | 512 | 91.2% | |
| 4601 Maintenance equipment | 202 | 500 | 298 | | 298 | 40.4% | |
| 4602 Verge cut exp (Cholsey) | 2,195 | 1,700 | (495) | | (495) | 129.1% | |
| 4603 Verge cut exp (Ips & M'ford) | 0 | 1,575 | 1,575 | | 1,575 | 0.0% | |
| 4606 Maintenance equip servicing | 209 | 225 | 16 | | 16 | 93.0% | |
| 4620 Fuel | 36 | 50 | 14 | | 14 | 72.0% | |
| 4625 Play Equipment Repairs | 9,568 | 4,000 | (5,568) | | (5,568) | 239.2% | 8,655 |
| 4627 Skate Park | 183 | 1,000 | 817 | | 817 | 18.3% | |
| 4628 Outdoor gym | 0 | 500 | 500 | | 500 | 0.0% | |
| 4635 Pest Control | 840 | 1,065 | 225 | | 225 | 78.9% | |
| 4640 Safety Inspections | 290 | 300 | 11 | | 11 | 96.5% | |
| 4645 Dog Waste Disposal | 2,796 | 3,450 | 654 | | 654 | 81.0% | |
| 4651 Bridge maintenance | 23 | 250 | 227 | | 227 | 9.3% | |
| 4655 Tree & Hedge Maintenance | 2,683 | 9,000 | 6,317 | | 6,317 | 29.8% | |
| 4660 Sundry Works | 45 | 500 | 455 | | 455 | 9.0% | |
| Open Spaces :- Indirect Expenditure | 26,063 | 31,815 | 5,752 | 0 | 5,752 | 81.9% | 9,372 |
| Net Income over Expenditure | (22,977) | (27,881) | (4,904) | | | | |
| 6000 plus Transfer from EMR | 9,372 | 0 | (9,372) | | | | |
| 6001 less Transfer to EMR | 1,180 | 0 | (1,180) | | | | |
| Movement to/(from) Gen Reserve | (14,785) | (27,881) | (13,096) | | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <u>165 Mend the Gap</u> | | | | | | | |
| 1898 Mend the Gap inc | 10,300 | 10,300 | 0 | | | 100.0% | |
| Mend the Gap :- Income | 10,300 | 10,300 | 0 | | | 100.0% | 0 |
| 4741 MTG - Surveying equip | 1,941 | 2,000 | 59 | | 59 | 97.1% | |
| 4742 MTG - Artist fees | 5,000 | 5,000 | 0 | | 0 | 100.0% | |
| 4743 MTG - Art display material | 361 | 361 | 0 | | 0 | 100.0% | |
| 4744 MTG - Repro costs for art | 1,000 | 1,000 | 0 | | 0 | 100.0% | |
| 4745 MTG - Art installation costs | 100 | 100 | 0 | | 0 | 100.0% | |
| 4746 MTG - Coordinator time | 1,750 | 1,750 | 0 | | 0 | 100.0% | |
| 4747 MTG - Promo & printing | 100 | 100 | 0 | | 0 | 100.0% | |
| 4748 MTG - Contingency | 600 | 1,800 | 1,200 | | 1,200 | 33.3% | |
| Mend the Gap :- Indirect Expenditure | 10,852 | 12,111 | 1,259 | 0 | 1,259 | 89.6% | 0 |
| Net Income over Expenditure | (552) | (1,811) | (1,259) | | | | |
| <u>170 Sundries</u> | | | | | | | |
| 1085 CIL | 3,052 | 0 | (3,052) | | | 0.0% | 3,052 |
| 1700 Bluebirds Pavilion Lease | 75 | 75 | 0 | | | 100.0% | |
| 1710 Tennis Club Lease | 150 | 150 | 0 | | | 100.0% | |
| Sundries :- Income | 3,277 | 225 | (3,052) | | | 1456.2% | 3,052 |
| 4700 Grants and donations | 38,170 | 32,000 | (6,170) | | (6,170) | 119.3% | 8,262 |
| 4705 Citizens Advice Bureau | 900 | 900 | 0 | | 0 | 100.0% | |
| 4731 Defibrillators | 0 | 200 | 200 | | 200 | 0.0% | |
| Sundries :- Indirect Expenditure | 39,070 | 33,100 | (5,970) | 0 | (5,970) | 118.0% | 8,262 |
| Net Income over Expenditure | (35,793) | (32,875) | 2,918 | | | | |
| 6000 plus Transfer from EMR | 8,262 | 0 | (8,262) | | | | |
| 6001 less Transfer to EMR | 3,052 | 0 | (3,052) | | | | |
| Movement to/(from) Gen Reserve | (30,583) | (32,875) | (2,292) | | | | |
| <u>176 Neighbourhood Plan</u> | | | | | | | |
| 4051 Neighbourhood Plan - exp | 0 | 500 | 500 | | 500 | 0.0% | |
| 4055 Professional & Legal Fees | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| Neighbourhood Plan :- Indirect Expenditure | 0 | 2,500 | 2,500 | 0 | 2,500 | 0.0% | 0 |
| Net Expenditure | 0 | (2,500) | (2,500) | | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>180 Pavilion</u> | | | | | | | |
| 4505 Maintenance | 4,694 | 10,000 | 5,306 | | 5,306 | 46.9% | 3,970 |
| 4506 Car park | 46,305 | 1,750 | (44,555) | | (44,555) | 2646.0% | 45,900 |
| 4800 Mortgage (PWLB) | 27,753 | 27,753 | 0 | | 0 | 100.0% | |
| Pavilion :- Indirect Expenditure | 78,752 | 39,503 | (39,249) | 0 | (39,249) | 199.4% | 49,870 |
| Net Expenditure | (78,752) | (39,503) | 39,249 | | | | |
| 6000 plus Transfer from EMR | 49,870 | 0 | (49,870) | | | | |
| Movement to/(from) Gen Reserve | (28,882) | (39,503) | (10,621) | | | | |
| Grand Totals:- Income | 261,814 | 237,100 | (24,714) | | | 110.4% | |
| Expenditure | 264,596 | 238,911 | (25,685) | 0 | (25,685) | 110.8% | |
| Net Income over Expenditure | (2,781) | (1,811) | 970 | | | | |
| plus Transfer from EMR | 70,410 | 0 | (70,410) | | | | |
| less Transfer to EMR | 7,132 | 0 | (7,132) | | | | |
| Movement to/(from) Gen Reserve | 60,497 | (1,811) | (62,308) | | | | |

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current Bank Account

Appendix H

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Current Account No 60108094 00 | 31/03/2026 | 673 | 95,328.38 |
| | | | 95,328.38 |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 95,328.38 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 95,328.38 |
| | | Balance per Cash Book is :- | 95,328.38 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 4 - Reserves Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Reserves Acc No 65565027 00 | 31/03/2026 | | 94,393.83 |
| | | | <u>94,393.83</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 94,393.83 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 94,393.83 |
| | | Balance per Cash Book is :- | 94,393.83 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 2 - Projects Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Projects Account 60108094 50 | 31/03/2026 | | 0.00 |
| | | | 0.00 |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 0.00 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | 0.00 |
| | | | 0.00 |
| | | Balance per Cash Book is :- | 0.00 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 6 - Unity Current Acc**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Unity current Acc | 31/03/2026 | | 247,597.77 |
| | | | <u>247,597.77</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 247,597.77 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 247,597.77 |
| | | Balance per Cash Book is :- | 247,597.77 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 9 - Unity Instant Access**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Unity Instant Access | 31/03/2026 | | 15,342.35 |
| | | | <hr/> 15,342.35 |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 15,342.35 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 15,342.35 |
| | | Balance per Cash Book is :- | 15,342.35 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date of meeting: 20.05.2026

Signatures of authorising
councillors:

| Payments made between meetings | | | Approval details. Note: all totals inc VAT if relevant |
|----------------------------------|---|------------|---|
| Root One & Lidl (staff expenses) | Community Allotment supplies | £44.23 | Approved by Finance Committee via email on 16.04.2026 |
| SLCC | Training | £46.20 | Approved by Finance Committee via email on 16.04.2026 |
| Cholsey Pavilion Trust | CHEC swap shops room hire | £93.00 | Approved by Finance Committee via email on 16.04.2026 |
| Bouchier Fencing | Replacement oak bollards - Pavilion car park | £142.35 | Approved by Finance Committee via email on 16.04.2026 |
| Waitrose (staff expenses) | Community Allotment supplies | £9.55 | Approved by Finance Committee via email on 23.04.2026 |
| Root One (staff expenses) | Community Allotment supplies | £19.15 | Approved by Finance Committee via email on 23.04.2026 |
| Moulford petrol station | Fuel for mower | £19.99 | Approved by Finance Committee via email on 23.04.2026 |
| Benson Sawmill | Replacement oak bollards - The Forty | £274.00 | Approved by Finance Committee via email on 23.04.2026 |
| Shield Maintenance | Monthly dog and general waste collections | £382.20 | Approved by Finance Committee via email on 23.04.2026 |
| Amazon | Cordless drill | £77.00 | Approved by Clerk on 27.04.2026 |
| Budget seeds | Community Allotment supplies | £17.49 | Approved by Clerk on 29.04.2026 |
| Amazon | Community Allotment supplies | £46.89 | Approved by Clerk on 29.04.2026 |
| Colliers | Hose joint | £9.56 | Approved by Finance Committee via email on 30.04.2026 |
| AA Morgan | Monthly payroll | £59.40 | Approved by Finance Committee via email on 30.04.2026 |
| ASAP | Monthly IT support and email provision | £228.48 | Approved by Finance Committee via email on 30.04.2026 |
| GeoSmart | Flood survey for Recreation Ground projects (CIL) | £1,140.00 | Approved by Finance Committee via email on 30.04.2026 |
| Oxfordshire County Council | Replacement village welcome gates (CIL) | £23,384.34 | Approved by Finance Committee via email on 30.04.2026 |
| Champions | Community Allotment supplies | £7.96 | Approved by Finance Committee via email on 08.05.2026 |
| Tesco | Community Allotment supplies | £4.95 | Approved by Finance Committee via email on 08.05.2026 |
| Colliers | Replacement allotment site tap | £8.46 | Approved by Finance Committee via email on 08.05.2026 |
| OALC | Councillor training | £150.00 | Approved by Finance Committee via email on 08.05.2026 |
| Hawthorn | Monthly pest control | £168.00 | Approved by Finance Committee via email on 08.05.2026 |
| Castle Water | Allotment water | £5.73 | Approved by Finance Committee via email on 08.05.2026 |

Appendix I

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|-------------------------------|--|-------------------|---|
| Castle Water | Burial Ground water | £2.95 | Approved by Finance Committee via email on 08.05.2026 |
| Castle Water | Allotment water | £5.73 | Approved by Finance Committee via email on 08.05.2026 |
| Amazon | Community Allotment supplies | £15.19 | Approved by Clerk on 11.05.2026 |
| | | | |
| | | £26,362.80 | |
| Automatic payments | | | Note: all totals inc VAT if relevant |
| Virgin Media | Monthly phone & broadband | £62.73 | Paid by Direct Debit. |
| Grundon | Monthly waste collection - Burial Ground | £75.11 | Paid by Direct Debit. |
| Nest | Staff pensions - Feb 2026 | £174.41 | Paid by Direct Debit. |
| Staff wages | Apr-26 | £5,445.51 | Total of individual BACS payments. |
| Gap HR | Monthly HR support | £56.40 | Paid by Direct Debit. |
| HMRC | PAYE and NI Jan - Mar | £3,590.96 | Paid by Direct Debit. |
| | TOTAL | £9,405.12 | |
| Payments for agreement | | | |
| | | | |
| | TOTAL | £0.00 | |
| Income received | | | |
| Burial fees | Received since last meeting | £1,542.85 | |
| CIL | Apr-26 | £2,043.00 | |
| Fees | Vendor hire | £300.00 | |
| | TOTAL | £1,542.85 | |
| Income expected | | | |
| | TOTAL | £0.00 | |