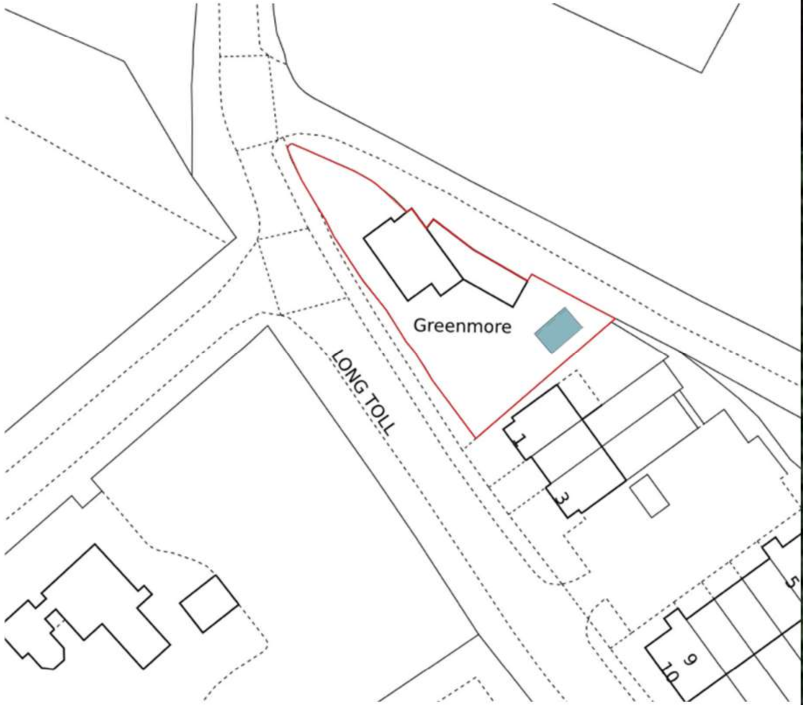
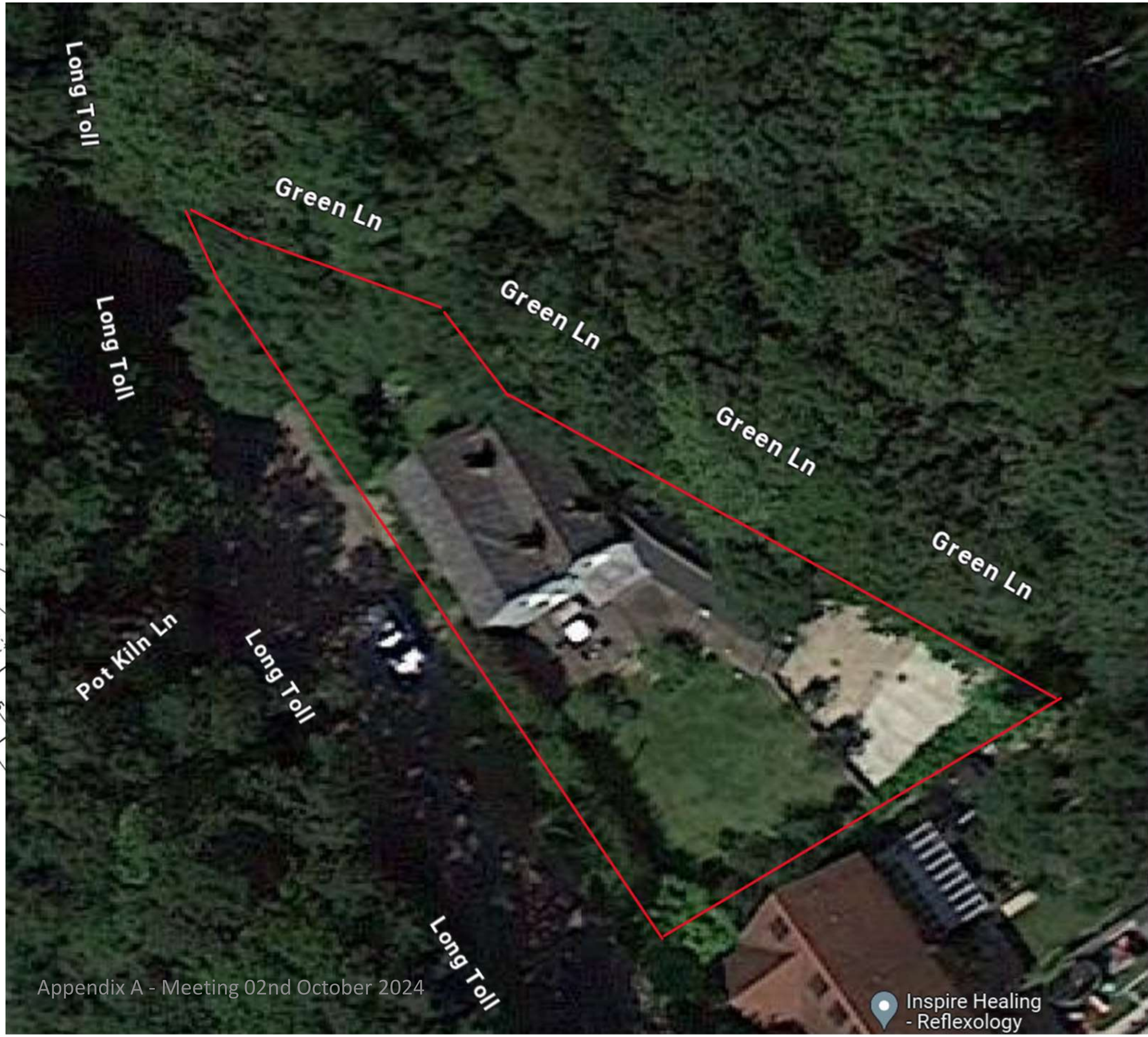
P24/S2016/HH

Greenmore, Long Toll, Woodcote, RG8 0RR – Proposed erection of an outbuilding to be used as an annex.

Block and Location Plans





The site consists of a detached dwelling with a curtilage that spans the front, rear and side of the property.

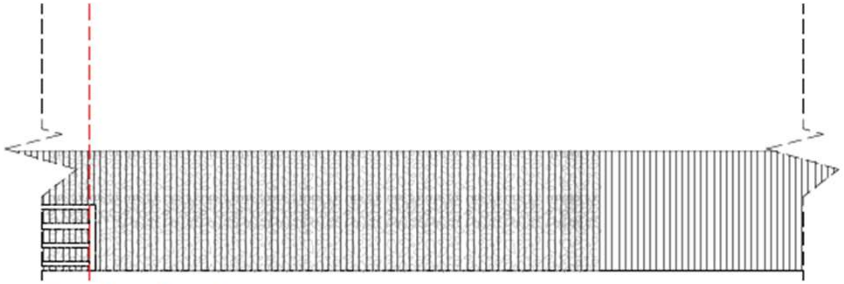
The plans intend to erect a small outbuilding in the garden of the site which is intended to be used as an ancillary annex.

The proposed annex will not be used independently or severed from the principal house and will not be used as a separate and unconnected dwelling unit, as it will have a functional link to the main dwelling via shared facilities and will host the Applicant's visiting family occasionally, as well as for equipment storage (e.g. garden furniture during rain). The annex will share facilities (services, showers, access, garden, cooking, laundry, car parking) with the main house and as such is not intended to form self-contained accommodation.

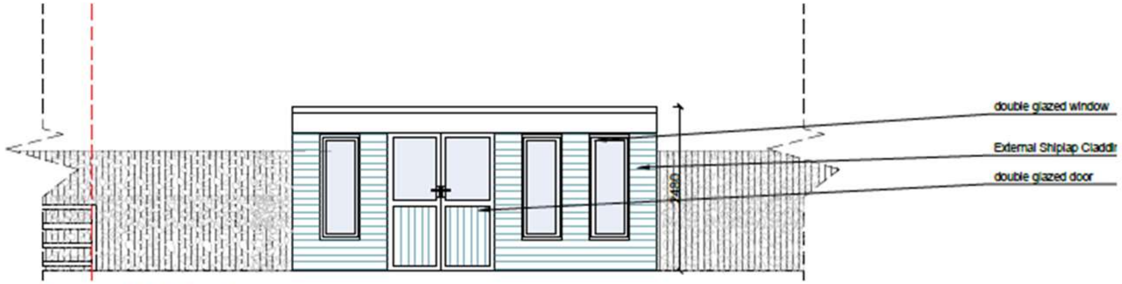
The external dimensions of the outbuilding will be 55000mm (width) by 3300mm (depth) and it will be 2080mm in height, and it will be sited an appropriate distance from the garden boundary. Regarding fenestration, there will be two entry doors on the outbuilding's north elevation with double glazing panels, as well as three double glazed windows. This will allow natural light and ventilation into the structure, whilst causing no issues of overlooking into neighbouring properties due to the existing, appropriately sized fence/hedging at the garden's boundary. Therefore, views/outlook from the structure will be limited to those of the Applicant's own garden.

The outbuilding will have a flat roof, with tongue and groove roofing and the external finish of the outbuilding will be shiplap cladding, ensuring the structure looks akin to any typical garden shed.

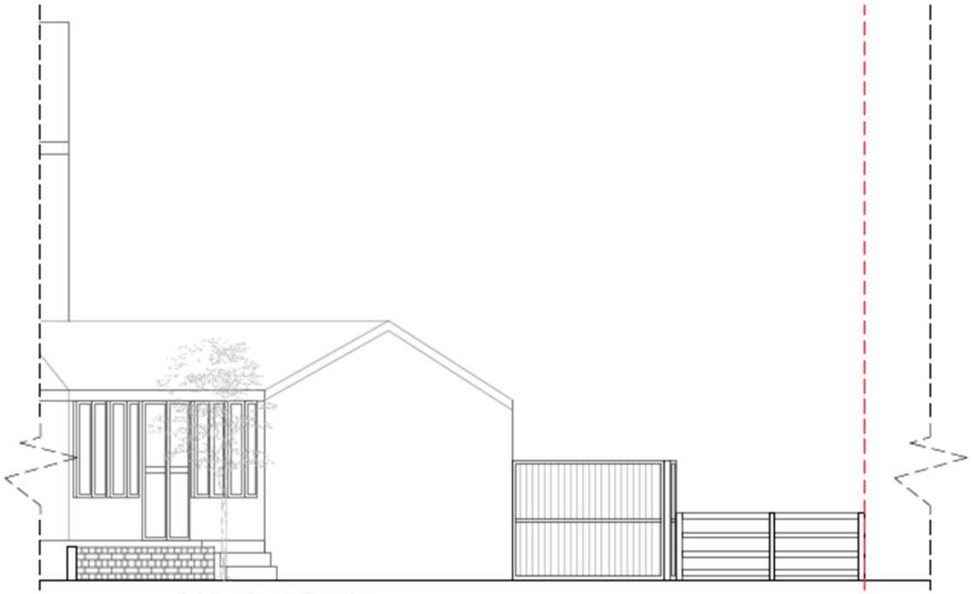
Elevations Existing & Proposed – North and South



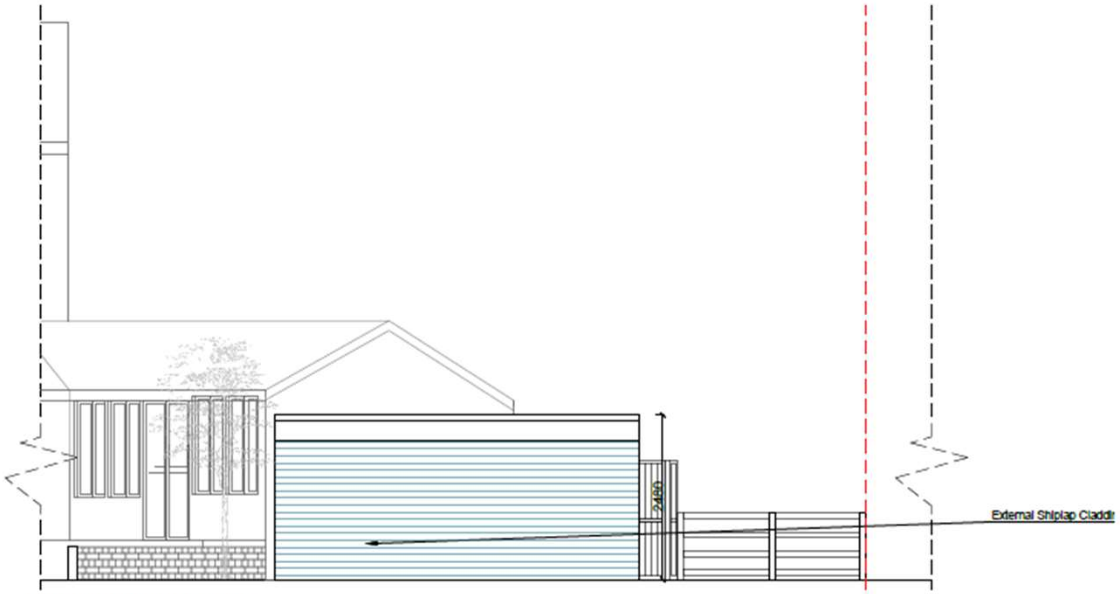
Existing North Elevation



Proposed North Elevation

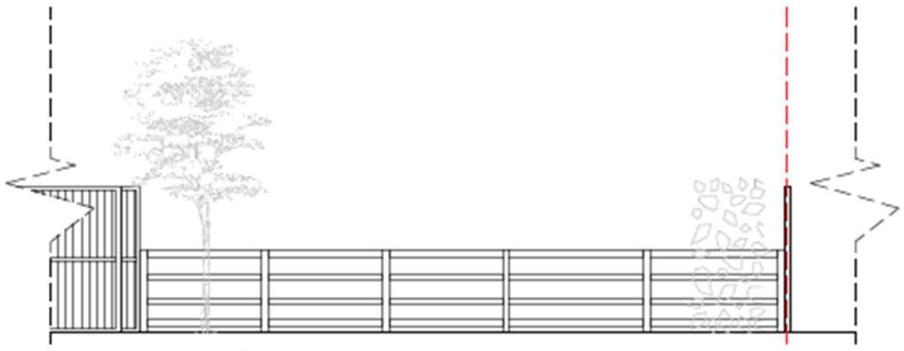


Existing South Elevation

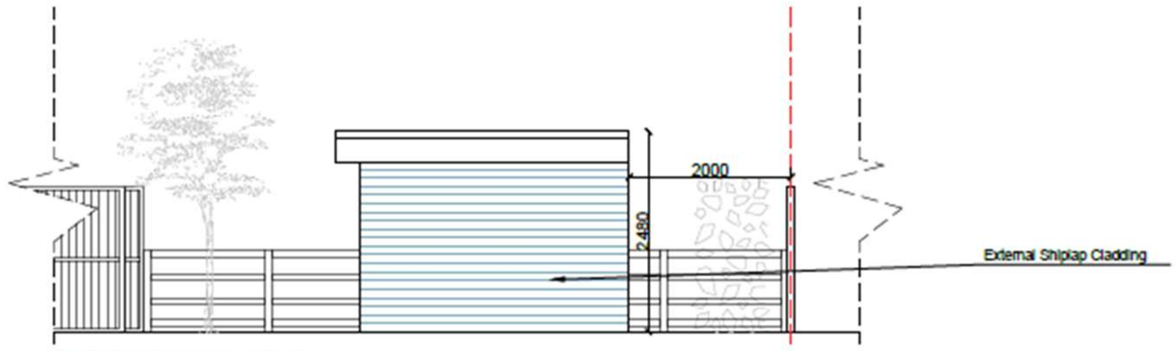


Proposed South Elevation

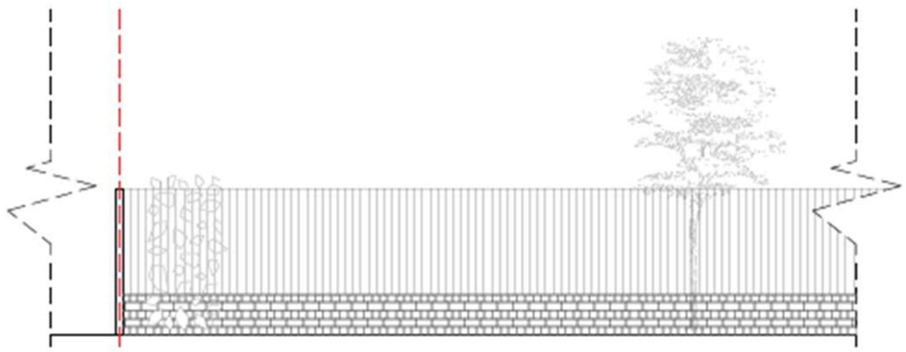
Elevations – Existing & Proposed – West and East



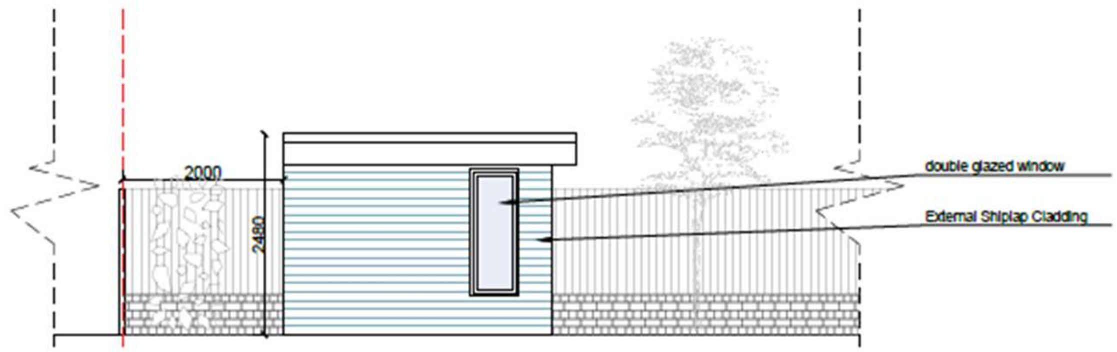
Existing West Elevation



Proposed West Elevation

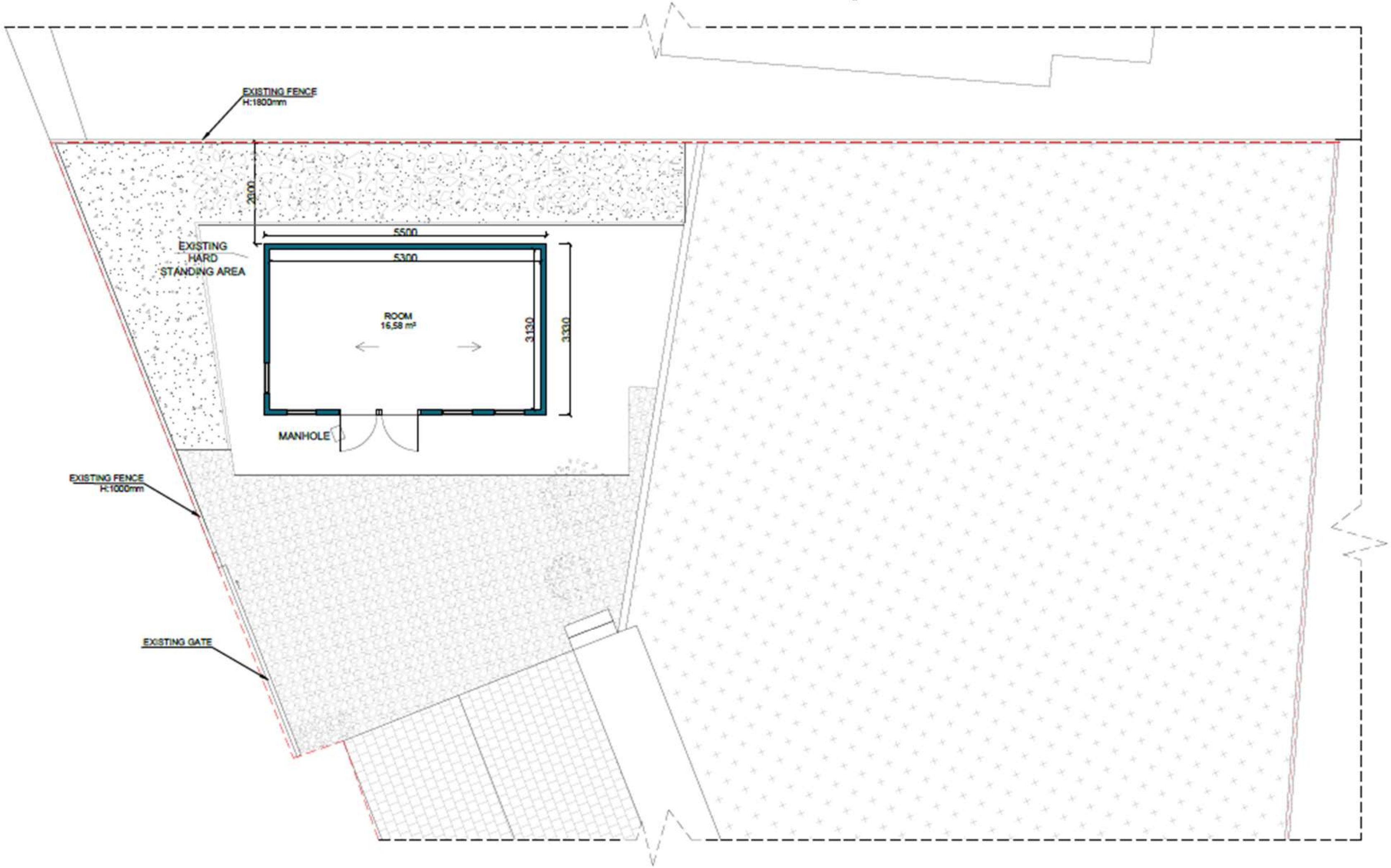


Existing East Elevation



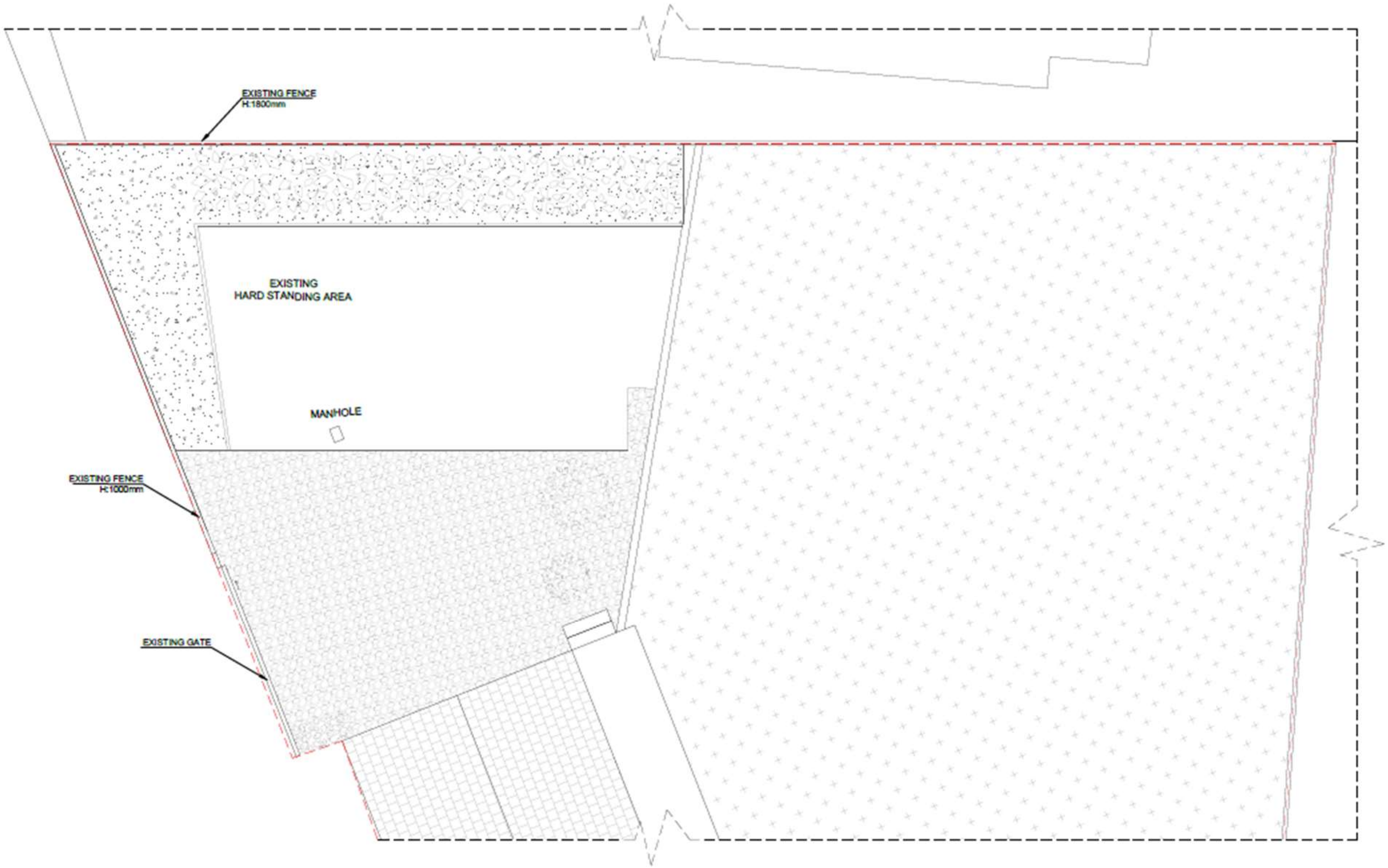
Proposed East Elevation

Floor Plans – Proposed



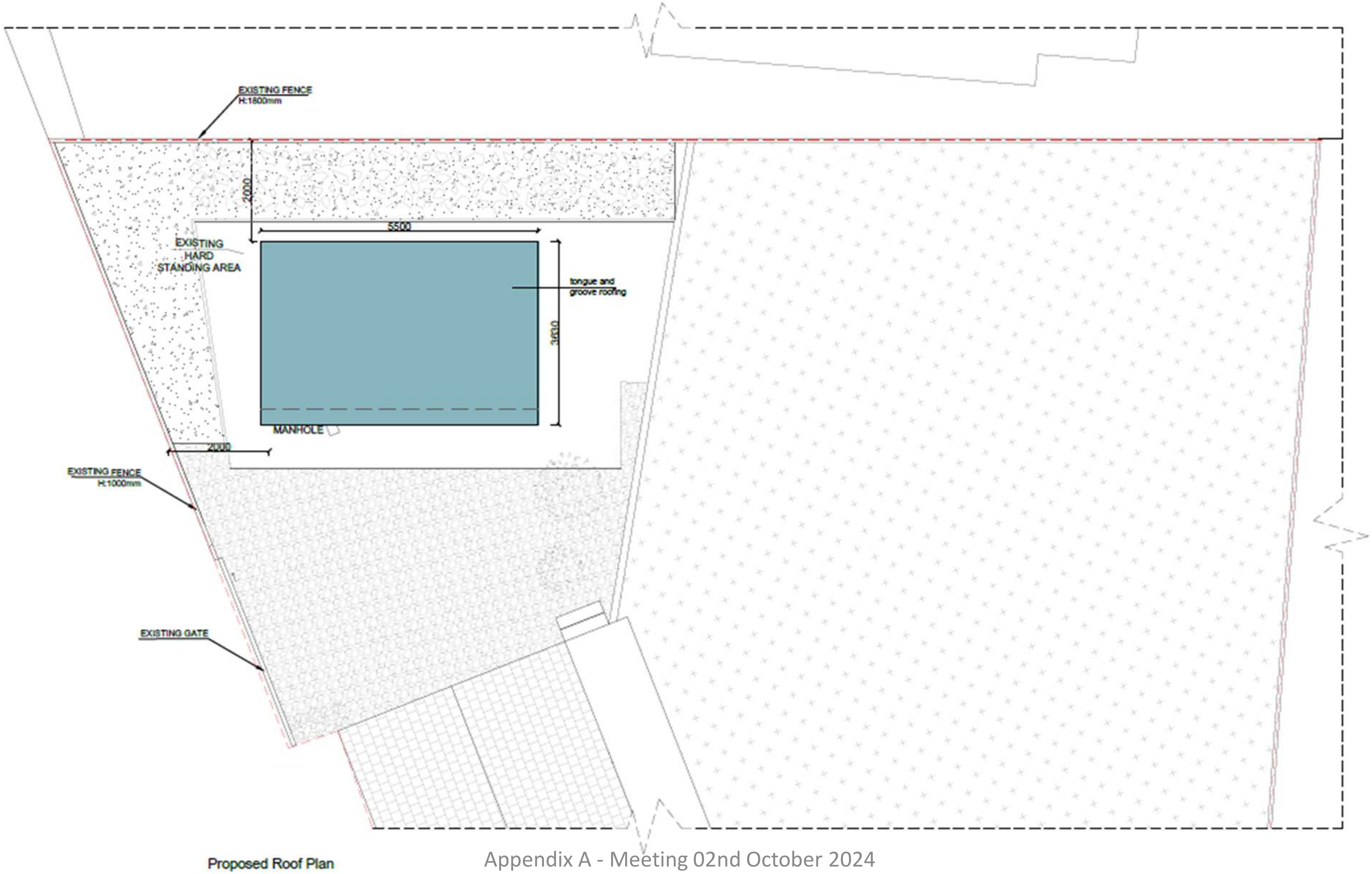
Proposed Ground Floor Plan

Roof Plans – Existing



Existing Roof Plan

Roof Plans – Proposed



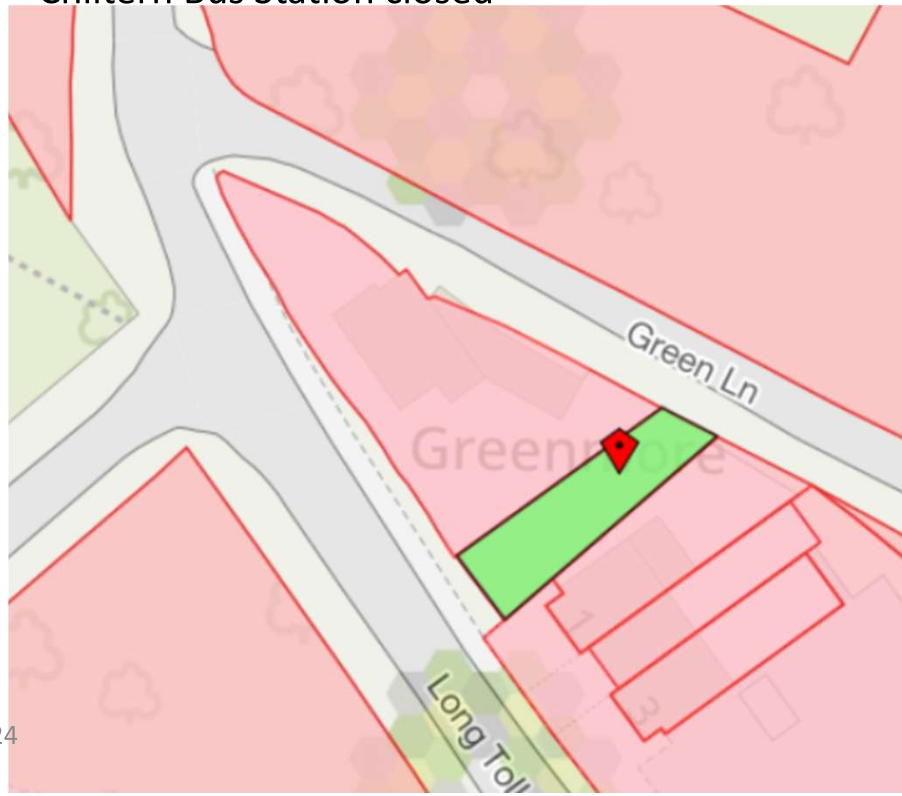
Further Info

Overdevelopment of the Plot

I wasn't sure whether there was a concern regarding overdevelopment of the plot as the original property has already had a significant extension to provide a ground floor dining/family area. However information from Pro-map allows calculations that show that the addition of the annex will still keep the level of development within allowable limits.

Boundary of Initial Land Reg (plot has since been expanded)

Green strip is the additional land purchased after Chiltern Bus Station closed



Further Info

Materials: Shiplap cladding walls with tongue-and-groove roof

Glazing: 2 x entry doors, 3 x windows – all to be double-glazed.

No change to street scene as all development is to the rear.

Privacy to neighbouring property retained due to the development being ground floor only and views of neighbouring properties being obscured by existing fence/hedging at garden boundary.

PARKING:

Quote from Design and Access statement: "The Highway Agency would be unlikely to raise any objections to the proposal as it is not considered the proposal, which is small scale, will result in any significant harm to the existing parking arrangements. The proposal is therefore in line with the Council's parking policies and guidance."

However, there are currently only 2-3 available parking spaces (depending on how cars are juggled behind the gates on the existing driveway and adjacent/connected hard-standing intended for the annex) for what is a current 4-bedroom property. Parking is situated off Green Lane, which is a rough single track road to the rear of the property, and there is no offroad parking to the front of the property. It is important to note that the property is situated on the junction of Long Toll and Pot Kiln Lane which is a relatively well-used area and particularly heavily used by the Hazel and Jeffreys plant lorries to access their site.

I am concerned that building the annex will reduce the number of car-parking spaces available to the property whilst simultaneously encouraging their guests to stay on the property much longer than they might do otherwise, which is likely to increase the number of cars parked on a junction which is on one of the main routes exiting the village. This junction is heavily used by heavy plant lorries and also has no pedestrian footpath going into Pot Kiln Lane – increasing the traffic pressure at this junction could lead to accident/injury.

Suggested Parish Council Response

Object/No objection so long as the relevant SODC/OCC parties are satisfied regarding the below comments:

If the annex is built on the current intended location this will increase the number of cars regularly staying on the property for extended periods whilst simultaneously reducing the number of car-parking spaces available, from three to two for what is currently a 4-bedroom property.

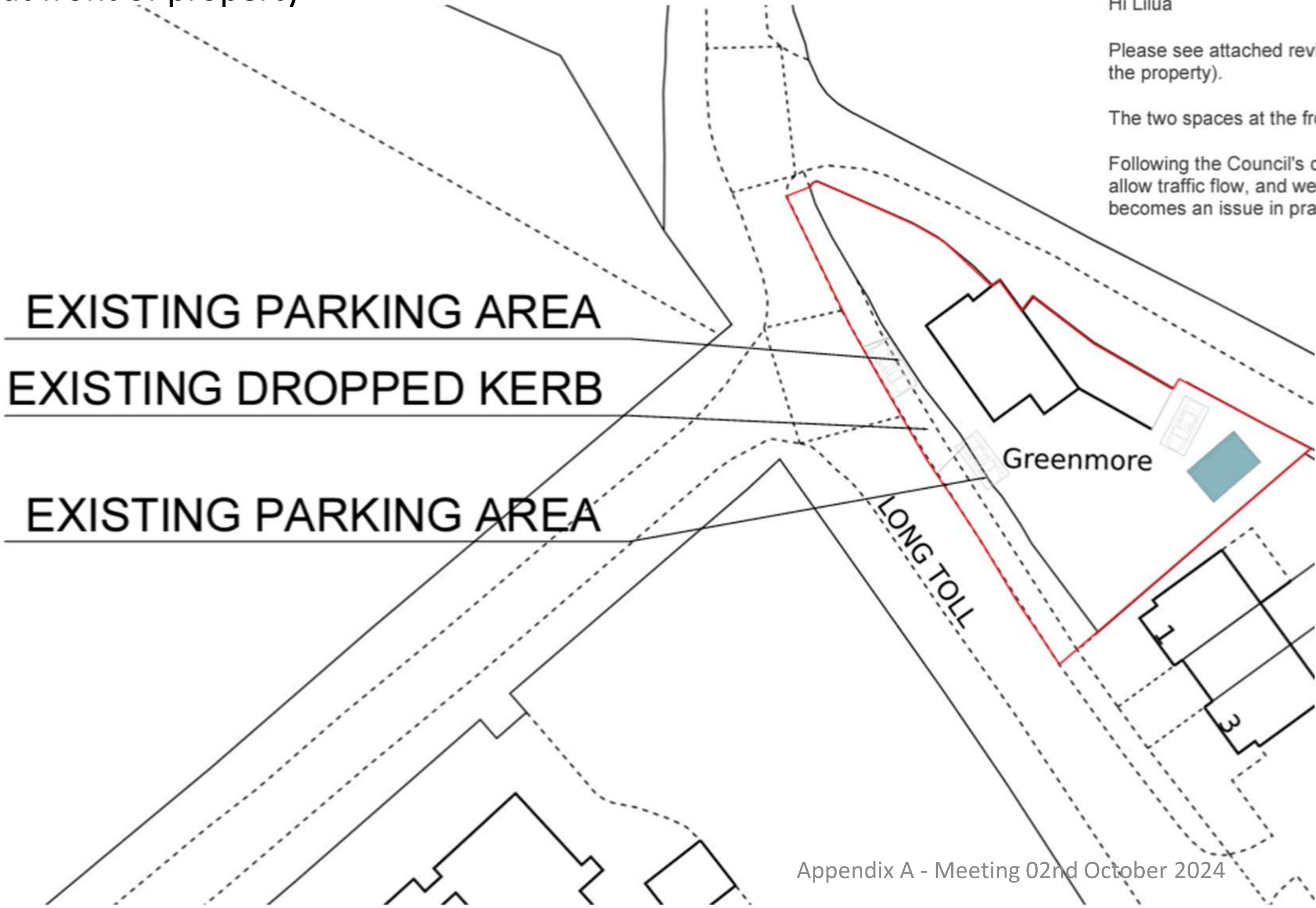
The parking for the property is currently sited to the rear of the property, off Green Lane which is an unfinished single track "road" unsuitable for parking cars as it will block access to properties further down. Additional cars are therefore most likely to be parked at the front of the house which is situated on the junction of Long Toll and Pot Kiln Lane: as one of the main routes in/out of the village and a main point of access to both the commercial estate on Long Toll and the Hazel and Jeffreys heavy plant site on Pot Kiln Lane this will cause numerous issues:

- Lorries pulling out of the junction will have less room to maneuver and less visibility as they will not be able to pull forward out of the junction and use the whole width of the road
- Lorries turning right into the junction will be on the wrong side of the road which will necessitate them cutting the corner and risking accidents with and possibly injuring other road users, including vulnerable cyclists and pedestrians
- There will be increased risk of injury to other vulnerable road users including cyclists (who use this road a lot to travel adjacent to the busy A4074) and pedestrians travelling to/from Pot Kiln Lane where there is no footpath

There is no information given as to whether the annex building will be heated and if so what insulation will be applied to ensure that it remains energy efficient/carbon neutral.

Applicant Response – Amendment

Drawing submitted showing one parking space at rear and two spaces at front of property



EXTERNAL

Hi Lilua

Please see attached revised drawings to reflect the revised parking provision at the site (three spaces for the property).

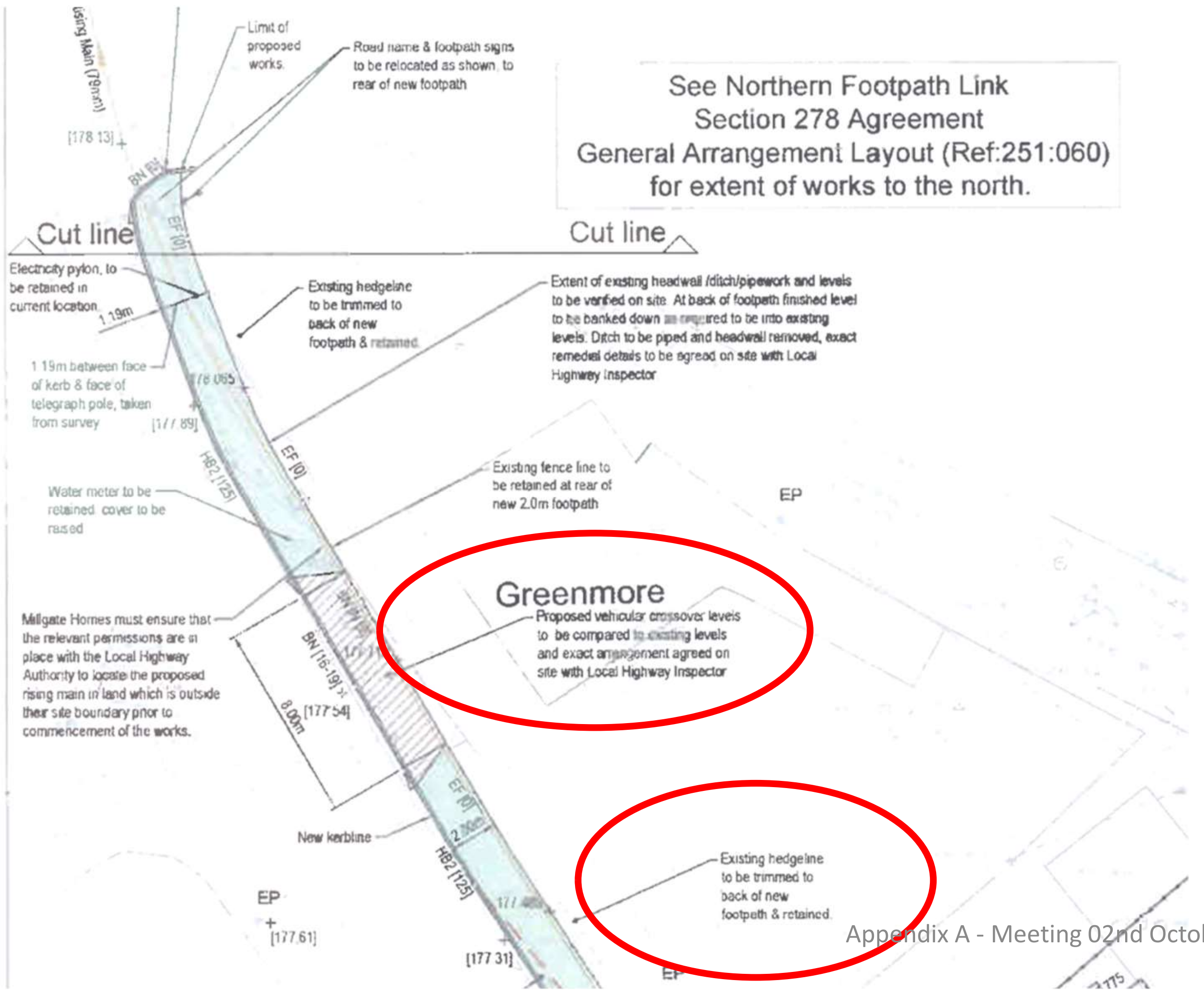
The two spaces at the front are as stipulated in the title deed previously submitted.

Following the Council's concern with one of the parking spaces, both parking spaces are on the kerb to allow traffic flow, and we have added an additional space next to the proposed outbuilding. If kerb parking becomes an issue in practice, there is an additional space within the site.

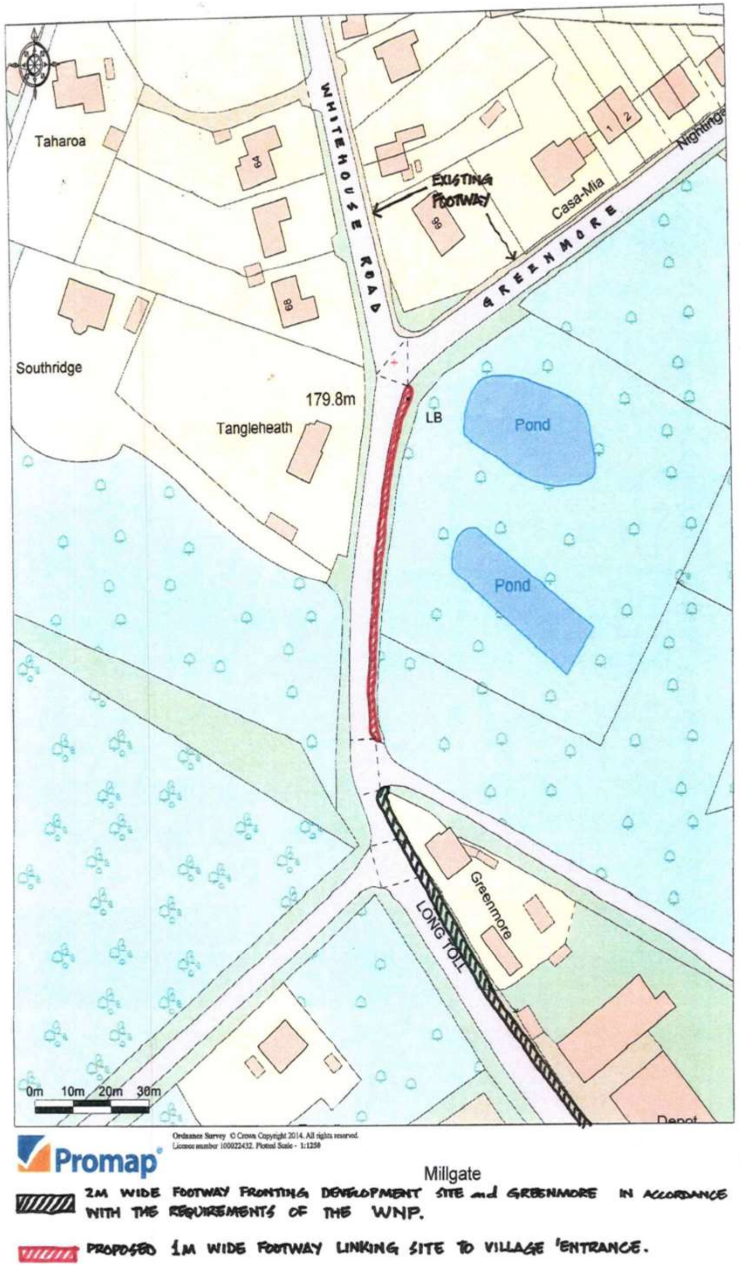
Background Information Regarding the Footpath

- The footpath was installed as part of the Neighbourhood Plan as a requirement to facilitate pedestrian movement into/out of the main village from the new Chiltern Queens housing development.
- The footway development will be a benefit to new residents and existing pedestrians using Long Toll.
- Site plan drawings for the footpath state “2m footpath to back of channel line to be adopted within highway” which sounds to me that the footpath was installed within the highway rather than taking from existing properties.

Excerpts from Planning Documents for P14/S2440/FUL showing that footpath installed by taking space from existing highway and for vehicular access points for Greenmore to be agreed with Highways inspector



WNP Transport Statement, July 2014



3.0 HIGHWAY AND TRANSPORTATION CONSIDERATIONS

3.1 The highway issues for the development are fairly minor. The site was previously part of a depot for buses and would have generated a significant volume of traffic movements by buses, other commercial vehicles and staff cars. The removal of this type and volume of traffic from a rural lane is a benefit to road users. Some of the previous traffic activity has been offset by the development of the site on the west side of Long Toll but commercial buildings remain on the current site and their reuse would be likely to generate commercial type traffic.

3.2 These issues were taken into account when the site became allocated within the Woodcote Neighbourhood Plan which was adopted in May 2014. The site reference is WNP18 within Policy HS6. The allocation includes a requirement to provide a footway link across the site frontage north to Green Lane. This is included on the submitted site layout.

3.3 The proposed site layout includes a courtyard parking area of 20 spaces that will be allocated to units 1 to 10 i.e. 2 spaces per unit. This level of provision is suitable given the mix of dwelling sizes (2 x 3bed, 4 x 2bed and 4 x 1bed). The dwellings have direct pedestrian access to the parking area to ensure it is more convenient to park in the courtyard than the adjacent Long Toll carriageway. The access to the parking courtyard will be constructed to the highway authority's specification as a crossover so as to maintain the priority for pedestrians. Suitable intervisibility between pedestrians and drivers will be maintained through the use of low growing plant species close to the access.

Shows intention to provide a footway link between Chiltern Queens site on Long Toll, and main village

LAND AT LONG TOLL, WOODCOTE

TRANSPORT STATEMENT *JULY 2014*

courtyard than on the Long Toll carriageway. The level of car reflects the style and size of the dwellings proposed.

4.3 Servicing will take place from the long Toll carriageway. The very low traffic flows in the vicinity mean that this will not cause undue delay to other road users.

4.4 The development will deliver a new footway link to Green Lane which will be a benefit to new residents and existing pedestrians using Long Toll.

Promap Image Showing Greenmore Property Boundary

Photos of Parking Arrangements

How parking was used before and after footpath installed

Suggested Response to Applicants Amendment

OBJECT

- The parking map that the applicant has supplied in their amendment shows at least one of the parking spaces wholly utilising the footpath. The other parking space appears to be within their boundary on the plan however, in practice due to foliage at the front boundary of the property, also utilises the footpath. There are several issues with this:
  - The applicants document appears to detail that the entire length of the footpath is within their property boundary however, according to Promap (image attached) the footpath is outside the boundary of the property and therefore cannot be designated as a parking area by the applicant. This seems to be supported by planning documents from P14/S2440/FUL which indicate that the land utilized for the footpath was taken from the existing highway.
  - Parking in this manner obstructs pedestrians, and other legitimate pavement users, and forces them to step out into the road (photo attached showing how the “parking spaces” are currently used and obstructing the footway).
  - Obstructing a footpath in this manner, when signs do not permit it, is against the highway code Rule 244.

Rule 244

You **MUST NOT** park partially or wholly on the pavement in London, and should not do so elsewhere unless signs permit it. Parking on the pavement can obstruct and seriously inconvenience pedestrians, people in wheelchairs or with visual impairments and people with prams or pushchairs.

Appendix B

Title	Community Speed Watch [CSW]
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 02nd October 2024

10.1. To receive an update to the meeting held 18th September to inform the village of options regarding CSW, and approve Woodcote Community Speed Watch will be a Parish Council lead initiative.

Community Speedwatch Information evening was held on the evening of the 18th September, there were approximately 17 people in attendance, plus councillors, plus out two speakers: PC Lee Turnham the Community Speed Watch Coordinator for Thames Valley Police (TVP) & the original co-ordinator for the Goring Heath & Crays Pond Community Speed Watch Group.

PC turner gave a detailed overview of how to set up the group, costs involved in setting it up (Zero – they provide the whole set of original kit), criteria which must be met, including but not limited to

- Training for all
- Pre-registering sites
    - Safe place
    - 100m line of sight
    - Refuge space – to move in to if a vehicle approaches in an unsafe way
    - Utting a sign out to say you are working
- Prebooking sessions
    - Including dates, length etc
    - If you get to the site on the day and it can't be used, you can move to another pre-registered site.
- How to complete the data collection
    - Must be submitted online within 3 days

Explanation was also given on details of what happens with the data which is collected.

- Letters to speeders
- 3 letters to the same speeder will result in a visit by TVP
- Highlighting that the CSW programme is about educating
- How that data collected can advise when is best to go out to have the greatest effect on speeding.

The Goring Heath & Crays Pond CSW coordinator, then told us all about the pitfalls they found, how the operated day to day, and other useful advice such as:

- Just pick 2 or 3 site to register to start with
- Consider a voice recorder to read out number plates, as it can be difficult to write them down.

  - NOTE: you must NOT take pictures of the number plates.
  - Importance of conflict resolution training, and remaining neutral if approached directly by anyone / angry drivers.

Within the room, at a couple of points people raised items about general speeding around the village particularly on the Reading Road. Both PC Lee Turnham and the Clerk reiterated:

- All street furniture / layout / signage is the responsibility of Oxfordshire County Council Highways department for this parish. The police only enforce what OCC have installed.
- Asking OCC for changes or updates to the road layout, signage, parking restrictions, additional SID/VAS, must be supported by data. The first step in getting any changes is to supply a bdy of data to OCC to support the request. This data will be collected by:
  - Community Speed Watch
  - Additional tube speed surveys, on Reading Road, South Stoke Road & Geenmore, approved at the September meeting of the Parish Council.
- Some in attendance were upset that more wasn't being done, more quickly to prevent what they felt were inevitable deaths from road traffic accidents on the Reading Road, particularly at school pick-up / drop-off times.
  - It was highlighted that changes can only be instigated by Oxfordshire County Council and to support those requests to OCC data proving the issue needs to be submitted, which is the purpose of suggesting a Community Speedwatch, and the recently commissioned tube speed surveys.

After the main part of the meeting, a few of the attendees stayed, confirming they wished to help start a Community Speed Watch group. There is a front runner to set up a group, a chap called Steve, who is at least at the outset keen to register a Woodcote group, but will likely not have the capacity to be the group coordinator long term.

It was recommended by our speakers that the PC takes ownership of the group, more than anything to fund sundries, after TVP have handed over the initial box of kit, such as replacement batteries, extra Hi-Vis jackets etc, nothing overly onerous. But also, the Clerk proposes a generic CSW@woodcoteParish.gov.uk email address would make the management of the group transferable if the lead coordinator moves on, and gives more aplomb to any email traffic regarding the group.

The Clerk proposes a WORKING GROUP – Community Speed Watch (CSW), appointing "Steve" and maybe a couple of Cllrs in the first instance, to get it off and running and hold a first meeting on the 9th October to discuss the way forward, and get the group manned by volunteers.

In anticipation of the hoped for approval of the working group, the following advert has been placed in the current issue of the Woodcote Correspondent.

Appendix B

The Clerk proposes:

- WPC would "sponsor" the group AKA set up a CSW Working Group – pay for meeting rooms if needed, and sundries for the group, possibly the odd clipboard and some paper, Hi-Vis vests for the volunteers and renew rechargeable batteries for the speed gun (the bulk of the kit is just provided free of charge by TVP)
- We let Steve "look after" CSW@WoodcoteParish.gov.uk mailbox and register the group with TVP to get things rolling, other members to be formally recruited by the PC at future meetings.

10.2. Approve budget for CSW sundries.

Propose nominal budget of £200 per year, or £100 for the remainder of the 2024-2025 year.

10.3. Approve Community Speed Watch Working Group Terms of Reference **Appendix C**

See Appendix C, following.

10.4. Appoint the first members to the Working Group, further members to be appointed at a future meeting.

To appoint Steve Necchi, plus 2-off Cllrs to make the Working Group quorate to meet on the 9th October, and recruit further members.

Woodcote
PARISH COUNCIL

Community Speed Watch Working Group
TERMS OF REFERENCE

1. Remit
To provide a group which will assess all matters relating to the Woodcote Community Speed Watch and Road Safety Awareness.

To act as the liaison point with Woodcote Parish Council and other public bodies, relevant local organisations, the Police and residents.

To report to Woodcote Parish Council at least twice yearly, more if required to support the aims of the Group.

2. Meetings
To meet as required to support the remit and scope of Working Group, nominally every other month, 6 times per year. It is noted that Working Groups have no statutory requirement to hold public meetings or publish agendas or minutes. Where available and if appropriate, the notes of those meetings will be made available on our website.

The standard agenda for these meetings will be:

- Apologies
- Review the notes of the last meeting
- Updates and review of any data collected
- Recommendations to the Full Council
- Date of the next meeting.

3. Appointment of members
The Working Group will be comprised of a minimum of four members appointed annually at the Annual Council Meeting, with a minimum quorum of three. Membership will include all trained members of the Woodcote Community Speed Watch, plus at least one councillor, the quorum being 1/3 of the total membership, rounded up to the nearest whole number.

To comply with the Parish Council's Standing Orders and Code of Conduct.

4. Chairman
The Chairman is to be elected annually by the Working Group at their first meeting, before proceeding to any other business. The office shall be held for one year.

5. Voting
Only members appointed to the Working Group may vote at the meeting. In the case of an equal vote the Chairman of the Working Group shall have a second or casting vote.

Woodcote
PARISH COUNCIL

6. Scope

The Community Speed Watch Working Group will:

- To work with residents, South Oxfordshire District Council, Oxfordshire County Council and other relevant bodies regarding issues relating to road safety.
- To raise awareness of speeding and road safety across the community.
- To coordinate and periodically review volunteer training programmes in relation to speed awareness and road safety.
- To assist with changing the batteries in the Parish Council owned SID/VAS signs.

7. Specific Delegated Powers

- The Working Group has no specific delegated powers, all proposals from the Working Group including allocating budget will be approved by the Full Council at one of the monthly Council meetings.
- The Working Group is authorised to seek appropriate free professional advice as and when necessary to assist in its work and to encourage increase membership of the working group from interested members of the public, to then be appointed by the Full Council.
- The Clerk is delegated budget of £200 per year for Community Speed Watch sundries, such as hi-viz vests; batteries; stationary etc at the request of the working group.

8. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 02nd October 2024, it shall be reviewed periodically, at least once per council term, nominally 4 years.

Signed: Dated: 02nd October 2024

Cllr K Davies, Chair of the Council

WOODCOTE PARISH COUNCIL

The Parish Office • Village Hall • Reading Road • Woodcote • RG8 0QY
Clerk@WoodcoteParish.gov.uk • 07594210389

FAO: Village Hall Management Trustees

C/o David Booth, Trustee

Woodcote Village Hall

Reading Road

Woodcote

Oxfordshire

RG8 0QY

27th September 2024

Dear David,

Re: Physical Responsibility for Insurance of the Village Hall, Woodcote

Further to our telephone conversations of yesterday, regarding the organisation with "Physical Responsibility" of insuring the village hall, and providing "solicitor evidence" to that fact, I attached 3 documents.

1. E-mail from T Hennessy, Solicitor stating:
   - *...clearly states at clause 23 that the committee shall keep in repair and **insure** against fire all the buildings of the charity (unless these are to be kept in repair/insured by lessees or tenants)*

   further stating:

   - *I have previously advised that the governance amendments made in October 2019 purport to change how the hall is held and managed. I have questioned the validity of this change (which goes against what the 1962 scheme states)*
2. E-mail from T Hall, Community First Oxfordshire, special advisor on Village Hall management, stating that no one "owns" the building:
   - *In answer to the ongoing muddle about who 'owns' the village hall in Woodcote, I need to point out that neither the village hall or the recreation ground are owned by anyone. It says in the governing document which is*

WOODCOTE PARISH COUNCIL

The Parish Office • Village Hall • Reading Road • Woodcote • RG8 0QY

Clerk@WoodcoteParish.gov.uk • 07594210389

Department of Education Scheme dated 9th October 1962 that the land 'Allotment' is for use by the local inhabitants ...... and that it was granted through an Inclosure award in 1853 under the section 18 of the Charities Act 1960 and under the Commons Act 1899. The recreation ground and the village hall are 'held in trust for charity use', Tessa Hennessey explains this in her letter.

3. Letter of advice from T Hennessy, Solicitor confirming that the changes made to the charity documentation in 2015 were out of the scope of the changes allowed by the act under which they were made.
   - *In making the changes to the governing document, the committee relied on Section 280 of the Charities Act 2011. This section gives trustees of unincorporated charities a statutory power to modify powers and procedures relating to the manner in which the charity is run. This is done by passing a resolution, then filing this with the Charity Commission. The Commission will only scrutinize the changes if the trustees state that their prior consent is needed....*

   further stating:

   - *I consider that in removing reference to the Council as custodian trustee of the hall, the committee has gone beyond what is set out in the Scheme, where the Council is expressly stated as holding legal title to the village hall in trust. This is omitted in the amended wording. Second, section 280 permits changes in powers and procedures (and is commonly used to make changes in how a board of trustees is constituted), not substantive changes which affect how charity property is held or used. It is my view that the Commission should have approved the changes to how the hall is held and administered and that a further scheme would have been needed to make such changes.*

WOODCOTE PARISH COUNCIL

The Parish Office • Village Hall • Reading Road • Woodcote • RG8 0QY

Clerk@WoodcoteParish.gov.uk • 07594210389

Reverting to the second e-mail from T Hall, this document also goes on to confirm T Henessey's assessment from 2022 that the charity document changes are not valid

- *Not only that, but I agree with Tessa Hennessey when she says that this is not correct and that the original governing document has been mis- read and that the Woodcote Parish council were only ever the 'Custodian' Trustees and the committee of management is responsible for managing the hall and I also agree with her when she says that she was ' not sure that this was fully understood by the solicitors who registered title to the hall (and the recreation ground) in 2015. The entry on the register cites the owner of the land as Woodcote Parish Council; there is no mention of the village hall charity, or a restriction on disposal of the property as I would expect to see in the case of charitable land. This may have caused confusion over roles and responsibilities.'*

further stating:

- *However if these changes have not been approved by the Charity Commission, they are not binding. The original document is a legal document and you would have a record of correspondence with the charity commission If they had sanctioned these changes...*

The Charity Commission simply adding updated documents to their website is not a formal record of them being asked to accept the changes. As detailed above, the Charity Commission would have only scrutinised and formally approved such a fundamental change in the operation of the charity if they had been specifically told to do so.

Whilst the Parish Council has acted in good faith on the advice and guidance on of their previous Clerk; the Village Hall Management Trustees and other legal advisors, and has for a number of years and paid for and insured the Village Hall in the past, it is clear from the current advice, the previous changes to the charity document were invalid, as was the

WOODCOTE PARISH COUNCIL

The Parish Office • Village Hall • Reading Road • Woodcote • RG8 0QY

Clerk@WoodcoteParish.gov.uk • 07594210389

update to the Land Registry entry for the village hall, and the responsibility for insuring the village hall lays with the Management Trustees.

On the professional legal advice as detailed in the excerpts above and enclosed with the this letter, which has been presented to the Council in a number of ways, including by myself as the Clerk & Proper Officer of the Council providing legal advice on Parish Council matters, formal resolution of the Parish Council has been passed as to the following:

- To not insure the village hall going forward, because as Custodian Trustees the Parish Council is not physically responsible for the village hall.
- To hire an office from the Village Hall Trustees for use as a Parish Office.
- To update the land registry documentation to return the title deeds to stating: Woodcote Parish Council (Custodian Trustee).

In addition, I include further legal advice for you to send on to Zurich on the role of Custodian Trustees and Management Trustees. NALC (National Association of Local Councils) solicitors prepare these Legal Topic Notes (LTNs) to help lay people interpret the law.

LTN 28 pertains to Basic Charity Law

On the matter of insurance:

Local councils acting as custodian trustee

10. The role of a custodian trustee is very limited. The legal title to the charity's property is vested in the local council and it has custody of all documents relating to the property. The managing trustees must have free access to the title deeds. The charity property should be listed in the council's assets register but with nil value. Responsibility for insurance of the charity property falls on the managing trustees. The custodian trustee has no power to manage the property and no role in the administration of the charity. The custodian trustee duty is to perform all lawful acts necessary to enable the managing trustees to administer the charity efficiently. The custodian trustee should not act if the matter is a breach of trust or involves liability for the custodian trustee.

Appendix D

WOODCOTE PARISH COUNCIL

The Parish Office • Village Hall • Reading Road • Woodcote • RG8 0QY
Clerk@WoodcoteParish.gov.uk • 07594210389

On the matter of management:

12. Based on the provisions of s.4(2) of the Public Trustee Act 1906 ("the 1906 Act"), the Charity Commission has given the following guidance in respect of the role of custodian trustees:

    "The watchword here is "assistance". The custodian trustee can only assist the managing trustees - it cannot have any management responsibilities itself, no matter how convinced individual members of the corporate body may be that it does... All sums payable to or out of the income or capital of the trust property should be paid to or by the custodian trustee. It may, however, allow the dividends and other income derived from the trust property to be paid to the managing trustees (or to such person, directly or by credit to their bank account, as they may direct). If this is allowed, then the responsibility for ensuring the proper application of those funds falls to

I hope this provides the much-needed information and legal advice required by Zurich to prove the management committee's physical responsibility for the insurance of the village hall building.

Yours Faithfully,

LWhite

Mrs L White
Clerk to the Council
For and on Behalf of Woodcote Parish Council.

Enclosures

1. E-mail dated 26th September 2024 from T Hennessy
2. E-mail dated 28th September 2023 from T Hall
3. Letter of expert opinion dated 19th August 2022, from T Hennessy

Woodcote Parish Council Clerk

From: tessa@tessahennessy.co.uk
Sent: 26 September 2024 16:46
To: 'Woodcote Parish Clerk (Jenny Welham)'
Subject: Village hall - insurance

Dear Laura,

I have now retrieved my file from storage and note that the constitution of the village hall charity, which is the scheme sealed on 9th October 1962, clearly states at clause 23 that the committee shall keep in repair and insure against fire all the buildings of the charity (unless these are to be kept in repair/insured by lessees or tenants).

Does this provide the proof needed for the village hall trustees to obtain property insurance from Zurich? It might help if they contacted Tessa Hall, village halls advisor for Oxfordshire https://www.communityfirstoxon.org/get-in-touch/ I am unable to advise the trustees as there is a potential conflict of interests here.

I have previously advised that the governance amendments made in October 2019 purport to change how the hall is held and managed. I have questioned the validity of this change (which goes against what the 1962 scheme states). The change seems to have been triggered when the title to the village hall was registered with HM Land Registry and the trustees of the hall regarding this as reducing their management responsibilities.

I hope this helps.

Best wishes,
Tessa

Tessa Hennessy
Solicitor and Sole Principal
Tessa Hennessy Solicitor
Telephone 01865 723727/mobile 07773 991643
www.tessahennessy.co.uk

Cllr Bryan Urbick

From:	Tessa Hall <Tessa@communityfirstoxon.org>
Sent:	28 September 2023 17:33
To:	bryan.urbick@woodcoteparishcouncil.org.uk
Cc:	helen.booker@woodcoteparishcouncil.org.uk
Subject:	RE: Woodcote Village Hall
Attachments:	Information Sheet 40 Village halls, governing documents and title deeds July 2021.pdf; Information Sheet 2 Parish council help for village halls October 2021.pdf

Hello Bryan and Helen
In answer to the ongoing muddle about who 'owns' the village hall in Woodcote, I need to point out that neither the village hall or the recreation ground are owned by anyone. It says in the governing document which is Department of Education Scheme dated 9th October 1962 that the land 'Allotment' is for use by the local inhabitants …… and that it was granted through an Inclosure award in 1853 under the section 18 of the Charities Act 1960 and under the Commons Act 1899. The recreation ground and the village hall are 'held in trust for charity use', Tessa Hennessey explains this in her letter.

The governing document then goes on to say who shall administer the Recreation Ground (The Parish Council) and who shall administer the village hall (the committee of management).

It clearly says in the, in section 3 of the 1962 Scheme, that the Parish Council is the 'Custodian Trustee' of the hall – this means that the Parish Council are custodians (sometimes called holding trustees) of the legal documents of the hall- they merely look after them and keep them safely. As an unincorporated charity with no legal identity of their own the hall charity is unable to do this for themselves. This is explained on p.6 of Information sheet 40 (attached) – under 2, Common Constitutional Structures.

As far as the 'amended version of the constitution of July 2021' is concerned, was approval from the Charity Commission given for this? I very much doubt it as (and this is mentioned by Tessa Hennessey too). It says in the original governing document on page four what can be changed -as you will see there are all minor things to do with the day to day running of the hall. But the change that is made here is a major one and without the Charity Commissions approval is not valid.

-THE VILLAGE HALL.

Owners of the Hall

4.The Woodcote Parish Council was registered as owners of the Village Hall with the Land Registry Office on 20 January 2016, Title number ON320166 and as owners will maintain, upkeep and insure the Hall.

Not only that, but I agree with Tessa Hennessey when she says that this is not correct and that the original governing document has been mis- read and that the Woodcote Parish council were only ever the 'Custodian' Trustees and the committee of management is responsible for managing the hall and I also agree with her when she says that she was ' *not sure that this was fully understood by the solicitors who registered title to the hall (and the recreation ground) in 2015. The entry on the register cites the owner of the land as Woodcote Parish Council; there is no mention of the village hall charity, or a restriction on disposal of the property as I would expect to see in the case of charitable land. This may have caused confusion over roles and responsibilities.'* Will you be wanting to set the land registry entry right? If so I would like to first ask my colleagues at ACRE if this is a simple matter but if not I may be able to get the ACRE solicitors involved or you could ask Tessa Hennessey.

I agree with what Tessa Hennessey says about the other changes in the re-written governing document and will look at these more closely if needs be (not that I am a VAT expert). However if these changes have not been approved by the Charity Commission, they are not binding. The original document is a legal document and you would have a record of correspondence with the charity commission If they had sanctioned these changes, I would be very surprised if they have sanctioned them. You should be able to look at the hall committees minutes from that time to find this out.

It seems that the entry on the Charity Commission for Woodcote village hall has changed since Tessa Hennessey wrote to you https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/304393/trustees, are these the current trustees? I think it is normally stated when a trustee is on the Parish Council too.

I like the history by the clerk, it seems that when that was written, they knew that the hall was managed by the management committee and that the Parish council just supported which is great and is totally acceptable - please see the attached Information sheet 2 'Parish Council help for village halls'.

I do hope I have been helpful here, do get back to me if I have not been clear of if there is anything that I have not addressed (there are probably a few things). I'm happy to support you further with this.

Tessa Hall
Community First Oxfordshire.

From: Cllr Bryan Urbick <bryan.urbick@woodcoteparishcouncil.org.uk>
Sent: Wednesday, September 13, 2023 5:34 PM
To: Tessa Hall <Tessa@communityfirstoxon.org>
Cc: helen.booker@woodcoteparishcouncil.org.uk
Subject: RE: Woodcote Village Hall

Thank you! We look forward to hearing from you next week.

With kindest regards,

Bryan

From: Tessa Hall [mailto:Tessa@communityfirstoxon.org]
Sent: 13 September 2023 16:15
To: bryan.urbick@woodcoteparishcouncil.org.uk
Cc: helen.booker@woodcoteparishcouncil.org.uk
Subject: RE: Woodcote Village Hall

Hello Bryan and Helen
Thank you for all the information, I will have a good look through and get back to you next week with my comments and ideas of what to do next to get everything straight.

Tessa

From: Cllr Bryan Urbick <bryan.urbick@woodcoteparishcouncil.org.uk>
Sent: Wednesday, September 13, 2023 11:34 AM
To: Tessa Hall <Tessa@communityfirstoxon.org>
Cc: helen.booker@woodcoteparishcouncil.org.uk
Subject: RE: Woodcote Village Hall

RE-SENDING – got the email wrong in the first attempt.

From: Cllr Bryan Urbick [mailto:bryan.urbick@woodcoteparishcouncil.org.uk]
Sent: 13 September 2023 11:09
To: 'tessa@communityfirstoxon.org.uk' <tessa@communityfirstoxon.org.uk>

Tessa Hennessy Solicitor
Legal Advice for Charities & Social Enterprises

Private and Confidential
Ms Jenny Welham
Clerk to Woodcote Parish Council
The Parish Office
Village Hall
Reading Road
Woodcote
RG8 0AY

19th August 2022

Dear Jenny,

Re: Woodcote Village Hall – advice on governance issues

I have been asked me to advise Woodcote Parish Council on the current governance arrangements of Woodcote Village Hall and in particular the role of the Council as custodian trustee of the Village Hall and what this means.

As part of the work, I have looked at various documents including the Scheme sealed on 9th October 1962 relating to the recreation ground and the village hall in Woodcote, amendments made to the Scheme made in October 2019, a document about the village hall written in 1998, a document headed Village Hall management arrangements (received Feb 2022 from M. Smith), a document headed Woodcote Village Hall – Parish Clerk 27/7/2022, office copy entries relating to freehold land namely the village hall and recreation ground and a lease made on 1st April 2020 between Woodcote Parish Council and Woodcote Village Hall Management Committee.

My starting point is the Scheme sealed on 9th October 1962, which is the governing document of the village hall charity. The Scheme relates to the Allotment which is described as "a place of Exercise and Recreation for the inhabitants of the Ancient Parish of South Stoke cum Woodcote and the neighbourhood thereof". The Scheme goes on to divide the Allotment into two separate foundations, namely "the Recreation Ground comprising the endowment" specified in part 1 of the schedule, which is described as "land situate in the Parish of Woodcote"; and "the Village Hall comprising the endowment" specified in part 2 of the schedule, described as "the premises of the Village Hall situate in the Parish of Woodcote". There is no map with the Scheme that I have seen to show what the endowments comprise.

The significance of the terms "foundation" and "endowment" is that the land is held in trust for charity use and by virtue of being an endowment, is subject to rules about how it can be used and spent. Trustees of charities, particularly those which administer recreation grounds and village halls, usually administer these as a form of permanent endowment, known as functional endowment, with the land being held in trust to be used for charitable purposes.

Part 2 of the Scheme states that the recreation ground "shall be administered by the Woodcote Parish Council as trustee in accordance with the subsisting trusts under the title of The Recreation Ground". Nothing further is said about the recreation ground in the Scheme and I have not seen any further documentation showing what trusts this is held on by the Council. However, what is clear from Part 2 is that the land is held by the Council as trustee and does not form part of its statutory assets. Nor does the recreation ground appear to form part of the village hall charity. For these reasons I am unable to comment further on the recreation ground charity.

Part 3 of the Scheme deals with the village hall charity and most of the document is dedicated to how this should be run. First, it states that Woodcote Parish Council "shall be custodian trustee of the Village Hall" and that the provisions of section 4 (2) of the Public Trustee Act 1906 shall apply. The relevance of this is that a custodian trustee holds trust property but does not manage it; that task falls to the other trustees, referred to as managing trustees in the Act. The custodian trustee has custody of all the documents of title relating to the trust property but "shall concur in and perform all acts necessary to enable the managing trustees to exercise their powers of management", unless to do so would amount to a breach of trust or incur liability. The Act further states that the power to appoint new trustees is exerciseable by the managing trustees alone, so the Council has no power to appoint trustees to the village hall committee.

The custodian trustee has a very limited role and the actual management of the charity falls to the managing trustees to perform. This is clearly set out in the remaining section of part 3 of the Scheme which sets out who the committee of management is, how they are constituted, elected or appointed, how committee meetings are conducted, when the AGM should be held, what the charity's purposes are, how income of the charity should be applied, how the hall should be managed (by the committee), who is responsible for repairs and insurance and so forth. I note that the committee comprises elected members and members from other organisations including a representative from the Parish Council. This remains the case following the changes made at the EGM in October 2019 and means that a Council representative has a seat on the committee of management and can influence decisions, while exercising their duty to act in the best interests of the charity and not that of the Council.

The Scheme clearly shows that the committee of management, whatsoever they call themselves, is responsible for managing the hall and that the Council's role is limited to the narrow role of custodian trustee. I am not sure that this was fully understood by the solicitors who registered title to the hall (and the recreation ground) in 2015. The entry on the register cites the owner of the land as Woodcote Parish Council; there is no mention of the village hall charity, or a restriction on disposal of the property as I would expect to see in the case of charitable land. This may have caused confusion over roles and responsibilities.

I now turn to the changes which the committee of management made to the governing document at an EGM in October 2019. These purport to change the role of the Parish Council by removing the section in the Scheme which refers to the Council as custodian trustee and replacing it with the words "The Woodcote Parish Council was registered as owners of the Village Hall with the Land Registry on 20 January 2016", with responsibility for its maintenance, upkeep and insurance. This change implies that the Council is outright owner, rather than holding title to the land in trust for the charity. This was clearly not the case at the time of registration when the Council was custodian trustee and not responsible for maintenance, upkeep or insurance. The minute is not correct in this respect.

Further changes made at the EGM are of concern, include those relating to application of income. Clause 18 of the Scheme states that after paying expenses, the net income shall be used in the maintenance, upkeep and insurance of the hall….and in otherwise furthering the said [charitable] purposes". The changes remove reference to the committee using income for the maintenance, upkeep and insurance of the hall. The same goes with reference to repairs and insurance: the Scheme states at clause 22 that it is the committee which should keep the hall in repair and insured, yet this is altered in the minutes of the EGM to become the responsibility of the Council. I note that no changes are made to clause 22 of the Scheme which deals with management of property. This remains with the committee.

In making the changes to the governing document, the committee relied on Section 280 of the Charities Act 2011. This section gives trustees of unincorporated charities a statutory power to modify powers and procedures relating to the manner in which the charity is run. This is done by passing a resolution, then filing this with the Charity Commission. The Commission will only scrutinize the changes if the trustees state that their prior consent is needed. There are two issues to consider here: first, whether all the changes made by the committee fall within the ambit of the statutory power in section 280; and second, whether the Commission was made aware of the full extent of those changes when these were filed.

I consider that in removing reference to the Council as custodian trustee of the hall, the committee has gone beyond what is set out in the Scheme, where the Council is expressly stated as holding legal title to the village hall in trust. This is omitted in the amended wording. Second, section 280 permits changes in powers and procedures (and is commonly used to make changes in how a board of trustees is constituted), not substantive changes which affect how charity property is held or used. It is my view that the Commission should have approved the changes to how the hall is held and administered and that a further scheme would have been needed to make such changes. This point should be checked with the committee by asking them to provide evidence that the Commission knowingly approved the changes.

I note that according to the charity's entry on the Charity Commission Register of charities further changes to the governing document appear to have been made on 12th July 2021. I have not seen what those changes are so am unable to comment on them. These should have been notified to the Council, and a request to them for full details should be made to the committee; failing that you could apply to the Commission for a copy.

I understand that the decision to make changes to the charity's governing document have partly been driven by tax issues, following advice received from a VAT expert on minimizing VAT liabilities in relation to refurbishment work on the hall. The same person recommended that the best approach would be to set up a landlord/tenant arrangement with the Council leasing the hall to the committee, something which they did on 1st April 2000. I am not qualified to comment on VAT or property issues; however, I would have expected the VAT advice received by the committee to be discussed with the Council and for members of the committee, which includes a representative of the Council, to have seen this advice. The note by the Parish Clerk dated July 2022 states that this advice was only "verbally given" and there is "no written advice from the necessary professional that the PC has on record".

I further understand that the Council's solicitors were not involved with the grant of the lease so it is unlikely that they have commented on how such an arrangements fits with the charity's governance. I flag this up not just because it would be unusual for a custodian trustee to grant a lease of property which they hold in trust but also because land held in trust for a charity is subject to special rules when a disposal is made. A lease is a disposal of land and the Commission would expect the trustees to follow those rules to avoid acting in breach of trust. I would be happy to talk to your solicitors about the Land Registry entry and grant of lease in my role as a charity lawyer if that would help.

Three supplementary questions have been asked by Councillors. I have answered the first: who appoints the trustees – this is not the Council as custodian trustee, although the person they appoint as their representative would have a say in such matters. The revised arrangements for appointing trustees are contained in the EGM minute. Second, what happens if the trustees all decide to leave. In this case, the Charity Commission would expect the remaining trustees to stay on until such time as they could find replacements and if not, the Commission would have to appoint new trustees. This task would not fall to the Parish Council. Third, I am asked what actually is registered with the Commission. I refer you to the online register at: https://register-of-charities.charitycommission.gov.uk/charity-search where you need to input the registered charity number 304393. The information is in standard form, citing income and expenditure, governance, trustees, financial history, accounts and annual returns, governing document (the actual documents are not available to view), charitable objects and contact information.

Interestingly, I note from entry under "Registration history" that the village hall charity was briefly removed from the register on 9th December 2008 and was reinstated on 27th April 2009. This is unusual, particularly in the case of a charity which holds charity land, as here. There is no mention of this in any of the documents you sent me so I don't know what happened to trigger this or what communications took place with the Commission at the time.

Yours sincerely,

Tessa Hennessy
Solicitor and Sole Principal

Title	Finance 2023-2024
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 02nd October 2024

12.1. To receive the external audit report for 2023/2024 and agree actions.

Section 3 - External Auditor Report and Certificate 2023/24

In respect of **Woodcote Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Boxes 1-6 of Section 2 of the AGAR does not arithmetically add down to Box 7 by £1 when summed. When rounding the numbers for the Return care should be taken to ensure boxes 1-6 sum to box 7, and that box 7 agrees or reconciles to box 8 in accordance with Paragraph 2.19 of JPAG Practitioners' Guide 2023.

3 External auditor certificate 2023/24

We certify/ ~~do not certify*~~ that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

~~*We do not certify completion because:~~

External Auditor Name

MOORE

External Auditor Signature Moore

Date 19/08/2024

Appendix E

12.2. To note the notice of conclusion of audit for 2023/2024 has been posted

Woodcote
PARISH COUNCIL

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024
Accounts and Audit Regulations 2015

1 The audit of accounts for Woodcote Parish Council for the year ended 31st March 2024 has been completed and the accounts have been published.

2 The Annual Return is available for inspection by any local government elector in the area of Woodcote, South Oxfordshire on application to:

Clerk to the Council, L White

Parish Office, Village Hall
Reading Road, Woodcote
RG8 0QY

Clerk@WoodcoteParish.gov.uk, 07594210389

Appointments during Sept, Oct & Nov 2024, by arrangement.

3 Copies will be provided to any person on payment of £1 for each copy of the Annual Return

Announcement made by Mrs L White

Clerk to the Council

L White

Date of Announcement

16th September 2024

Appendix F

Title	Finance 2024-2025
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 02nd October 2024

12.1. To approve the finalised payments list for September & Approve payments for October 2024.

September

Voucher No	Date	Net	VAT	Total	Description	Supplier
79	30/09/2024	£ 61.85	£ 12.37	£ 74.22	Telephone & broadband	British Telecom (BT)
96	16/09/2024	£ 164.99	£ -	£ 164.99	SLCC Membership - Clerk	SLCC Enterprises
97	16/09/2024	£ 454.40	£ 55.38	£ 509.78	Training	SLCC Enterprises
86	12/09/2024	£ 600.00	£ -	£ 600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
99	06/09/2024	£ 1,748.81	£ -	£ 1,748.81	Insurance	Zurich Municipal (Insurance)
80	05/09/2024	£ 29.25	£ -	£ 29.25	Hall Hire	Woodcote Village Hall Trustees
83	05/09/2024	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
84	05/09/2024	£ 329.29	£ 65.86	£ 395.15	Grass cutting contract	M & C Landscapes
85	05/09/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
87	05/09/2024	£ 11.24	£ 2.25	£ 13.49	Supply/Install playground Equip	Digiflex Ltd
88	05/09/2024	£ 196.00	£ 39.20	£ 235.20	Playground inspection	PlaySafety Ltd
89	05/09/2024	£ 630.00	£126.00	£ 756.00	Audit	Moore
90	05/09/2024	£ 1,855.00	£371.00	£ 2,226.00	Flat Roof	West Waddy Archadia (WWA)
91	05/09/2024	£ 1,900.00	£380.00	£ 2,280.00	Hedge cutting	Kings Tree Care Services Ltd
92	05/09/2024	£ 1,500.00	£300.00	£ 1,800.00	Hedge cutting	Kings Tree Care Services Ltd
93	05/09/2024	£ 1,585.00	£317.00	£ 1,902.00	Tree care	Heritage Tree Services Ltd.
94	05/09/2024	£ 1,185.00	£237.00	£ 1,422.00	Tree care	Heritage Tree Services Ltd.
95	05/09/2024	£ 120.00	£ 24.00	£ 144.00	Training	SLCC Enterprises
		£ 2,010.78		£ 2,010.78	Staff Costs	Various
	Total	**£ 14,658.10**	**£ 1,985.36**	**£ 16,643.46**		

Appendix F

October

Voucher No	Date	Net	VAT	Total	Description	Supplier
98	29/10/2024	£ 61.85	£ 12.37	£ 74.22	Telephone & broadband	British Telecom (BT)
107	15/10/2024	£600.00	£ -	£600.00	Village Hall Staff Grant	Woodcote Village Hall Trustees
100	03/10/2024	£ 55.00	£ 11.00	£ 66.00	Training	Oxfordshire Association of Local Councils (OALC)
101	03/10/2024	£ 1,506.94	£ 301.39	£ 1,808.33	Grass cutting contract	M & C Landscapes
102	03/10/2024	£600.00	£ 120.00	£720.00	Flat Roof	AKS Ward Ltd
103	03/10/2024	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
104	03/10/2024	£ 45.00	£ -	£ 45.00	Annual subscription	The Open Spaces Society
105	03/10/2024	£467.00	£ 93.40	£560.40	Ponds Restoration	W. J. Hatt
106	03/10/2024	£ 48.75	£ -	£ 48.75	Meeting Room Hire	Woodcote Village Hall Trustees
108	03/10/2024	£266.49	£ 53.30	£319.79	Waste collection	Shield Maintenance Ltd
109	03/10/2024	£ 1,065.30	£ 213.06	£ 1,278.36	Flat Roof	West Waddy Archadia (WWA)
	Various	£ 1,952.73	£ -	£ 1,952.73	Staff Various	
	Total:	**£ 6,674.06**	**£ 805.52**	**£ 7,479.58**		

12.2. To note receipts for September 2024

Voucher No	Date	Net	VAT	Total	Description	Customer
16	09/09/2024	£ 404.51	£ -	£ 404.51	Interest on savings	Lloyds Bank plc
15	05/09/2024	£ 65,429.00	£ -	£ 65,429.00	Precept	SODC (Precept)

Appendix F

12.3. To note the reconciled bank balances to 30th September 2024

	Bank Reconciliation at 30/09/2024			
	Cash in Hand 01/04/2024			380,481.22
	ADD			
	Receipts 01/04/2024 - 30/09/2024			239,957.05
				620,438.27
	SUBTRACT			
	Payments 01/04/2024 - 30/09/2024			72,804.06
A	**Cash in Hand 30/09/2024** (per Cash Book)			**547,634.21**
	Cash in hand per Bank Statements			
	Petty Cash	30/09/2024	0.00	
	Lloyds Current	30/09/2024	48,785.54	
	Lloyds BB Instant Deposit Account	30/09/2024	498,848.67	
	Public Sector Deposit	30/09/2024	0.00	
				547,634.21
	Less unpresented payments			
				547,634.21
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**547,634.21**
	A = B Checks out OK			

Lloyds Current Account: £48,785.54

Lloyds Savings Account: £498,848.67

Appendix F

12.4. To complete the Q2 budget review and approve virements

		Approved Budget	Value To Date	Proposed Updates
100	**General Income**			
1010	Bank Interest	£ 7,000.00	£4,802.89	
1020	CIL Receipts	£ 18,403.36		
1030	Grants/S106/Donations	£ 1,199.00	£1,198.73	
1040	Insurance			
1050	Miscellaneous Income / Other	£ 97,860.34	£ 97,790.34	
1060	Precept	£ 130,858.00	£ 130,858.00	
1070	Property Income	£ 1,000.00	£ 556.00	
1080	Recharges to Allotments	£ 1,660.00	£ -	
		£257,980.70	**£ 235,205.96**	
	TRSFR to EMR	£ 18,403.36	£ 96,074.18	
	Total Available Income	**£239,577.34**	**£ 139,131.78**	
200	**Administration**			
2010	Allowances, Expenses, Training	£ 2,000.00	£ 739.39	
2020	Election fees	£ -		
2030	Hire of Meeting Room	£ 650.00	£ 245.75	
2040	Publications & Communications	£ 1,000.00		
2050	Stationery, Postage, copies and printing	£ 700.00	£ 430.00	
2060	Subscriptions	£ 911.00	£ 283.40	
2070	Legal Fees	£ 4,000.00		
2080	Website	£ 1,100.00	£ 799.99	
	Total Administration	**£ 10,361.00**	**£2,498.53**	
300	**General Finance & Grants**			
3010	Audit and Accountancy	£ 800.00	£ 880.00	**£ 880.00**
3020	Bank Charges	£ 72.00		
3030	Grants	£ 11,370.00	£5,255.00	
3040	Staff Costs	£ 27,000.00	£ 11,562.25	
	Total General Finance & Grants	**£ 39,242.00**	**£ 17,697.25**	
400	**Facilities**			
4010	Climate & Environment			£ -
4020	Defibrillator	£ 500.00	£ 297.50	
4030	General Maintenance & Repair	£ 7,000.00	£ 678.30	
4040	Grass - Weeding & Strimming	£ 12,000.00	£6,357.05	
4050	Hedges/Fences/Gates/Trees	£ 13,000.00	£8,068.51	
4060	Inspections Surveys & Reports	£ 250.00	£ 196.00	
4070	Insurance	£ 2,800.00	£1,968.12	**£ 1,896.12**
4080	Office Equipment	£ 400.00		**£ 1,003.88**
4090	Playground Equipment Maintenance	£ 5,000.00	£1,406.74	

Appendix F

4100	Software and back-ups	£ 928.00		
4110	Telephone & Internet	£ 800.00	£ 536.57	**£ 1,020**
4120	Waste / Litter / Street Cleaning	£ 3,471.00	£1,598.94	
	Total Facilities	**£ 46,149.00**	**£ 21,107.73**	**£ -**
500	**Village Hall**			
5010	General Grant (LGA(MP) 1976 s19(3))	£ 5,000.00	£5,000.00	
5020	General Maintenance (Grant In Kind)	£ 15,000.00	£2,691.86	
5030	Office Rent	£ 6,000.00	£6,000.00	
5040	Maintenance Staff Grant	£ 6,000.00	£2,400.00	
	Total Village Hall	**£ 32,000.00**	**£ 16,091.86**	**£ -**
600	**Strategic Projects**			
6010	CIL Projects (Spend from Reserves)	£ -		
	Flat Roof		£3,852.83	
6020	Strategic Projects (in Year)	£ 7,500.00		
	SID		£ 5,435.00	
	Zebra Crossing		£ 500	
	Ponds Project			
	Total Strategic Projects	**£ 7,500.00**	**£9,787.83**	**£ -**
700	**Neighbourhood Plan**			
7010	General Expenses (Spend from Reserves)	£ -		
	Total Neighbourhood Plan	£ -		
	Total Income (LESS CIL and CCLA)	£ 239,577.34		
	Total Spend (LESS CIL and CCLA)	£ 135,252.00		
	Amount to transfer to EMRs	**£104,325.34**		
	Total CIL Income	£ 18,403.36		
	Total Current CIL Reserve	£ 203,388.75		
	Total CIL Remaining	**£221,792.11**		

Appendix F

	Earmarked Reserves	Current Balance	Planned Changes	Proposed Balance
300	EMR Operating Reserve	£ 65,429.00		£ 65,429.00
310	EMR Land for Burial	£ 20,000.00		£ 20,000.00
320	EMR 2nd Bus shelter	£ 10,000.00		£ 10,000.00
330	EMR Climate Change measures	£ 10,000.00		£ 10,000.00
340	EMR Capital for Projects	£ 73,967.75		£ 73,967.75
350	EMR Locality Grant NHP	£ 9,142.04		£ 9,142.04
360	EMR Previous FY Obligations	£ 5,775.03		£ 5,775.03
370	EMR Capital Expense - VH or Playground	£ 75,000.00		£ 75,000.00
	Total (NOT CIL)	**£269,313.82**		**£ 269,313.82**
100	EMR CIL Funds	**£203,388.75**	£ 18,403.36	**£ 221,792.11**
	Total	**£472,702.57**		**£ 491,105.93**