Appendix A

Title	Lower Pond Restoration Working Group
Author	Woodcote Conservation Group
Meeting	Woodcote Parish Council Meeting – 06th November 2024

Background

1. Situated at one of the highest points in the Chilterns, the Greenmoor Ponds have been familiar local landscape features for probably over a thousand years. Records from 1109 declare them as being in the possession of Eynsham Abbey. Situated at one of the entrances to Woodcote Common, an extensive tract of rough grazing land, they were an important water source for both livestock and the community.
2. Living at the top of the hill, people had meagre water supplies, relying on rainwater collected in cisterns or tanks from their house roofs. The ponds were used when these tanks were empty and before mains water was installed in the mid-1920s. The lower pond was the source of water for domestic and drinking purposes while the upper pond (known as 'sheep wash pond') was for animal use and for soaking wooden cartwheels in the summer.
3. Local people accessed the water in the lower pond via a flight of 24 stone steps. The pond was much shallower until the 1920's, when it was enlarged to the deeper form seen today and stocked with fish.
4. The lower pond dried up in the early 1970s and again in 2003. Extensive hydrological research was undertaken following the second incident and the pond was successfully restored by a contractor after a fund-raising campaign.
5. The ponds are important for wildlife, especially toads. Every year toads, frogs, smooth newts and palmate newts migrate to the Greenmoor Ponds to breed. Toads are faithful to their point of origin returning to their natal pond to breed. The large numbers involved make the Greenmoor Ponds an important breeding site (which is registered with Froglife). A team of volunteers turn out at dusk each evening between February and when the clocks change at the end of March with buckets and torches. The 'toad patrol' take animals across the roads when the traffic is busiest to reduce road mortality.

The current situation

6. In just six weeks between May and June 2023, the Lower Pond lost all its water. The wet weather caused the pond to re-charge over winter 2023/4 but the pond was completely dry again in July/August 2024.
7. In October 2023 Woodcote Parish Council issued a formal letter of authority to Woodcote Conservation Group (WCG) to progress the pond restoration project. WCG's Lower Pond Restoration Working Group is leading the work. The value of expertise brought by members of the Working Group should not be underestimated - an engineering consultancy quoted £19,883 + VAT to undertake hydrological investigations at the Lower Pond which are being provided free of charge.
8. Five existing boreholes were levelled, and further boreholes were sunk in December 2023. Our hydrogeologist has been monitoring the ground water for the last year. The data confirms our suspicion that the pond's clay lining has been breached causing water accumulating in the pond to drain through the sand layer which occurs naturally beneath the clay (when the sand layer is not saturated).
9. Following hydrological investigations in autumn 2023, a brief was prepared for an initial phase of work by a contractor. Quotes from groundworkers were sought and the Parish Council appointed W J Hatt to undertake the initial investigation work.

10. The initial investigation was expected to involve excavating the central pond area (approx. 20m x 10m) to a depth of 1.5m to move the silt and leaf litter which has accumulated over many years so that the pond's clay lining could be inspected. The work needed to be done when the pond was dry.

11. The unusually high rainfall during 2024 meant there was only a short period when the lower pond was dry. The work was scheduled in August but could not go ahead as the machinery was unavailable following delays on a previous job.

12. On 18 September Oliver Hatt attended to undertake the initial investigation work. Following heavy rainfall at the beginning of September, some water had once again accumulated in the base of the lower pond so the bottom was not visible. Using an excavator bucket, some silt was scraped back in several trial holes establishing that approx. 1m of silt lies above the natural clay pond base. The wet conditions prevented the full inspection.

The proposed solution

13. On 18 October W J Hatt submitted their proposed methodology and quote for restoring the pond by installing a EPDM liner to create a pond 15m x 12m within the existing pond.

14. The aim of WCG's Lower Pond Restoration Working Group has always been to our aim is to restore the pond in a way which is sympathetic with its social history as well as its value for wildlife. We have discussed the proposal in detail and have concerns about using a EPDM liner to create the proposed pond within the lower pond. We do not believe it is sensible to dig into the clay and potentially through into the sand layer as there is a risk of breaching the Lambeth Beds by doing this and creating a pathway to the underlying chalk.

15. The use of a liner was considered and rejected the last time the pond was restored about 20 years ago and we do not believe it is the appropriate solution this time either. The liner could be damaged by tree roots or maliciously - there is permissive public access 24/7 and we continually face ongoing issues with petty vandalism.

16. Furthermore, water in a liner will predominantly be accumulated rainwater and will be geo-chemically different from the natural ground water. We are concerned that this will affect the invertebrates and populations of amphibians which are sizable and so significant at a county level.

17. Based on the considerable amount of data collected from the boreholes across the site over the last year and last time the pond was restored, we know the ground water outside the radius of influence of the damaged pond is healthy. This gives us confidence that the Lower Pond will re-charge naturally if the "leak" is repaired.

18. For all these reasons we believe the best way to restore the Lower Pond is to remove all the silt and to then either redistribute clay on site or to bring in additional clay (or a combination of both) and then compress it with a sheep foot roller effectively re-puddling the base.

Next steps

19. Having only partially completed the initial investigative work, the next step will be to complete this phase of groundwork and remove the silt and accumulated leaf litter from the central area of the pond when it the pond is completely dry – now likely to be summer 2025. WCG's Lower Pond Restoration Working Group are scoping the work we believe is necessary to restore the pond and will be obtaining quotes from contractors.

20. When the methodology and cost of the second phase of groundworks is known, the Working Group propose to hold a drop-in event, to crowdfund and to apply for grants.

21. WCG would also be grateful if the Parish Council could make a financial contribution next financial year.

Rachel Sanderson

WCG

Appendix B

Title	Community Speed Watch Update
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 06th November 2024

The first meeting of the Working Group was held on the 9th October. A number of people came forward to register as CSW volunteers, many of whom have now completed the online training for CSW.

Two sites were chosen to request to he approved as CSW monitoring locations, being the wooden bus stop on the edge of the village green, on the Goring Road, and a location on the Reading Road. Heeding the advice of the Goring Heath and Crays Pond volunteer, starting with just two locations and being able to check them regularly is better than spreading the resource too thinly to start with.

Once the Clerk has a definitive list of Volunteers, it will be brought to a future meeting so they can all be appointed to the CSW Working Group.

Appendix C

Title	County Councillor Priority Grant Applications
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 06th November 2024

Cllr Urbick and the Clerk have discussed with County Councillor Bulmer the possibility of applying for grant funding from Cllr Bulmer's Priority Grant fund.

Cllr Bulmer is well known for wanting to support activities that relate to the responsibilities of OCC, such as highways.

Considering this, we asked Cllr Bulmer if they would consider funding another SID, £3580 like for like cost, plus this Council may wish to consider paying for the additional, data collection module which costs £380.

We additionally asked if he would be willing to fund line markings in the car park. Whilst it is generally acknowledged that it is possible to park more cars in a car park without lines, this does require the careful parking and spacing of those parking in the space. The periodic filling and emptying of our car park means people are sometimes parking in space left, or restarting from the other end of the car park, and the perfect close spacing of a marshalled event car park cannot be attained.

Additionally, there are sometimes people parking in odd places, preventing the best use of the car park.

Based on the cost of Goring-on-Thames PC recently repainting one of their car parks, we suggested £850 would be an appropriate level of funding for our car park repainting, and the appropriate quotes would be brought to full council for consideration prior to placing the order.

Proposal, to approve applying for grants from Cllr Bulmer for £3580 and £850 respectively for another SID and Car Park line painting.

Woodcote
PARISH COUNCIL

SEXUAL HARASSMENT POLICY

1. Introduction

The Worker Protection (Amendment of Equality Act 2010) Act 2023, which came into force on October 26, 2024, requires employers to take reasonable steps to prevent sexual harassment in the workplace. This includes sexual harassment by employees, clients, and other third parties. Employers should be proactive in preventing sexual harassment, rather than simply reacting when an incident occurs. This policy details the steps that Woodcote Parish Council are taking to comply with the legislation.

2. Generally

We recognise that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.

Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.

Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

We recognise that we have a duty to implement this policy and all employees are expected to comply with it. We will also review this policy at regular intervals in order to monitor its effectiveness.

3. Examples of Personal Harassment

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- abusive, threatening or insulting words or behaviour
- name-calling
- picking on someone or setting them up to fail
- exclusion or victimisation
- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

4. Examples of Sexual Harassment

Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:

- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
- unwelcome touching of a sexual nature
- displaying sexually suggestive or sexually offensive writing or material
- asking questions of a sexual nature
- sexual propositions or advances, whether made in writing or verbally.

Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities

5. Examples of Victimisation

Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

6. Third Party Harassment

The Council operates a zero tolerance policy in relation to harassment perpetrated against one of its employees by a third party, such as a client/customer or visitor to the Council. All employees are encouraged to report any and all as outlined below.

If we find that the allegation is well-founded, we will take steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:

- warning the individual about the inappropriate nature of their behaviour
- banning the individual from Council property
- reporting the individual's actions to the police.

In addition to this, the Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place

7. Responsibilities

Employee Responsibilities

The Council requires its employees to behave appropriately and professional at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

- in a work situation
- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

A breach of this policy by will be treated as a disciplinary manner

Council Responsibilities

Woodcote
PARISH COUNCIL

The Council will be responsible for ensuring all members of staff, Councillors, and no Councillor members of Working Groups and Committees, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby staff and non-staff members are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

We will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take.

Where an incident is witnessed, or a complaint is made under this policy, the Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt within in a sensitive and confidential manner.

8. Complaining About Harassment and/or Bullying

Informal Method

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal Method

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of *Chair of the Staffing Committee* as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses
- any action already taken by you to stop the alleged harassment.

Where it is not possible to make the formal complaint to the above-named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to another member of the Staffing Committee or Chair of the Council.

On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place.

- In the case of the accused being an employee, this may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.
- In the case of the accused being a Councillor or other Co-opted member, this may mean them temporarily being prevented from direct contact with the employee, they may only be able to talk to the employee through a third party such as a nominated Councillor.
- In the case of the accused being member of public, this may mean them temporarily being prevented from direct contact with the employee, they may only be able to talk to the employee through a third party such as the Chair of the Council.

On conclusion of the investigation, which will normally be within 10 working days of the meeting with you, a report of the findings will be submitted to the Chair of the Staffing Committee who will hold the grievance meeting.

You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the person hearing the grievance has had opportunity to read the report. You have the right to be accompanied at such a meeting by a trusted independent person, or union representative and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

You will be able to put your case forward at the meeting and the manager will explain the outcome of the investigation . You have a right to appeal the outcome, which is to be made to the Chair of the Staffing Committee within five days of receiving the outcome.

If the decision is that the allegation is well founded, the harasser will be liable to further action:

- In the case of the accused being an employee, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.
- In the case of the accused being a Councillor or other Co-opted member, this may mean them permanently being prevented from direct contact with the employee, or a code of conduct complaint.
- In the case of the accused being member of public, this may mean them permanently being prevented from direct contact with the employee.

The Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.

9. Review

The Sexual Harassment Policy was approved for use at the meeting of the Parish Council on 06th November 2024 at least once per Council term, or as legislation dictates.

Signed: Dated: 06th November 2024

Cllr K Davies, Chair of the Council

Woodcote

PARISH COUNCIL

FINANCIAL REGULATIONS

Contents

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £500; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk ~~[with the RFO]~~ shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk ~~[with the RFO]~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair ~~{or a cheque signatory}~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council ~~{Finance Committee}.~~

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax ~~(England)/budget (Wales)]~~ requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council ~~or relevant committee~~]. ~~{The RFO will inform committees of any salary implications before they consider their draft their budgets.}~~

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments~~/income and expenditure]~~ for the following financial year ~~{along with a forecast for the following [three financial years]}~~, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. ~~Unspent budgets for completed projects shall not be carried forward to a subsequent year. {~~Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council ~~{finance committee}~~ not later than the end of October each year.

4.6. The draft budget with any committee proposals ~~and [three-year]} forecast~~, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~{finance committee and a recommendation made to the}~~ council.

4.7. Having considered the proposed budget ~~and [three-year] forecast~~, the council shall determine its council tax ~~(England)/budget (Wales)]~~ requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~{or relevant committee}.~~

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk ~~{or RFO}~~ shall seek at least 3 fixed-price quotes;

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk ~~{or RFO}~~ shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council ~~{or relevant committee}.~~ Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the ~~Council {or Chair of the appropriate committee}~~, for any items below [£2,000] excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
- {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council ~~{or a duly delegated committee acting within its Terms of Reference}~~ except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds & Unity Trust The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO. ~~{Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}~~.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council ~~{or duly delegated committee}{or a delegated decision by an officer},~~ unless the council resolves to use a different payment method.

6.6. For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council ~~{or a duly delegated committee}~~ may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council ~~or Finance Committee~~} for information only.

6.9. The Clerk/RFO shall have delegated authority to authorise payments {only} in the following circumstances:

i. {any payments of up to [£500] excluding VAT, within an agreed budget}.

ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.

iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council ~~{or finance committee}~~. The council ~~{or committee}~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}~~

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be available on Scribe for review. ~~sent [by email] to [two] authorised signatories.~~

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online, by initialling the scribe notes ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.~~

7.8. A full list of all payments made in a month shall be provided to the next council meeting and included in the minutes.

7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every year.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities ~~{other than secure password stores requiring separate identity verification}~~ should not be used on any computer used for council banking.

~~8. Cheque payments~~

~~8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.~~

~~8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.~~

~~8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.~~

~~8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.~~

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk / RFO and will also be restricted to a single transaction maximum value of [£500] unless authorised by council ~~or finance committee~~ in writing before any order is placed.

~~9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].~~

~~9.3. Any corporate credit card or trade card account opened by the council will be~~

~~specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.~~

9.4. Personal credit or debit cards of members or staff shall not be used ~~{under any circumstances.}~~ except for expenses of up to [£500] including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. ~~**OR**~~ ~~{The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~

~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~

~~b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~

~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}~~

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council ~~{or relevant committee}~~.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State~~/Welsh Assembly Government]~~ (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. ~~{The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form the software by the due date}. OR {~~Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

~~13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}~~

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

~~15. Stores and equipment~~

~~15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}~~

~~15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is~~

~~made.~~

~~15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}~~

~~15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}~~

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt attention to all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers ~~{in consultation with the Clerk}~~.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council~~, or duly delegated committee~~.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

20. Appendix 1 - Tender process

a) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

b) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.

c) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

d) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

e) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

f) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

21. Notes

21.1. These Regulations were based on the NALC Model Financial Regulations 2024 template. The template was produced by the National Association of Local Councils (NALC) in May 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent topublication.

22. Approval

22.1. These regulations were approved at the council meeting on 06th November 2024 as applicable for the remainder of FY 2024-25. They will be reviewed annually, or when legislation dictates.

Woodcote
PARISH COUNCIL

Signed Dated: 06th November 2024

Cllr K Davies , Chair of the Council

Appendix F

Title	Finance 2024-2025
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 06th November 2024

13.1. To consider, and if suitable, approve grant requests from:

- Woodcote Correspondent £2400
- Citizens Advice £650
- St Leonards Church £1000

S.137 granting to date

Library £2680
Wreath £25

Total Available, £10.81 per elector for the year, 2,047 electors = £22,128.07 maximum spend for the year.

Budget Available: £6115 of our budgeted “grants” for the year.

GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions.

Section A: The Organisation

Name of Organisation	Main Contact Name
Woodcote Correspondent	(Chairman)
Contact e-mail Address	**Contact Phone Number**

Contact Address

Are you a newly formed group (less than 1 year)?	How long has your group been operating?
No	36 years
Do you have a voluntary management committee?	Do you have a formal constitution?
Yes	Yes
Do you have an equal opportunities policy/statement?	Do you have an annual record of accounts?
No	Yes

Please describe your group's main activities:

Please attach copy of most recent accounts and latest bank statement to your application.

Producing, publishing and distributing a monthly village magazine for Woodcote and the surrounding area.

Section B: The Grant

What is the Grant For?

To help finance our activity as advertising revenues have fallen drastically.

Who will benefit from the grant if approved?

Everyone who lives in Woodcote and the surrounding area.

How will the Civil Parish of Woodcote benefit from the monies if the grant is awarded?

For 36 years, the Woodcote Correspondent has kept local people informed of activities, news and forthcoming events. We wish to continue this. Please see supporting documentation.

How much are you applying for?

£2400

How many people will benefit from the monies?

3000 +

Have any other bodies been approached for grant funding in relation to this application / Project?

No

If Yes, please provide details.

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

The Correspondent will cease to exist within 6 months.

If successful your grant will be paid directly in to the bank account detailed on the bank statement given in support of Section A of this form, cheques will be provided in the name of the organisation on the bank statement only in exceptional circumstances. If you require a cheque, please detail why below.

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Monthly support needed	£200	
Total Project Cost:	£2400	

Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Woodcote Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Woodcote Parish Council's decision-making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Woodcote Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Woodcote Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name	Position in Organisation
	Chairman
Signature	**Date**
	05-09-2024

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to: The Clerk to the Council, Woodcote Parish Council

WOODCOTE CORRESPONDENT

THE VALUE OF A VILLAGE MAGAZINE

1. Strengthening Community Ties

Local Identity and Pride: A village magazine reinforces a shared identity by highlighting local traditions, history, and achievements. It fosters pride in the community by celebrating its unique characteristics.

Connecting People: It acts as a platform to connect residents, from long-term inhabitants to newcomers. By featuring stories, interviews, and events, the magazine helps people get to know their neighbors and builds a stronger sense of community.

2. Effective Communication

Information Sharing: The magazine serves as a central source for news and updates, including local government announcements, upcoming events, and changes in public services. This ensures that everyone is informed and engaged.

Platform for Dialogue: It provides a space for public discussions on issues affecting the village, enabling residents to express their views and contribute to decision-making processes.

3. Support for Local Economy

Promoting Local Businesses: By featuring advertisements, profiles, and articles about local businesses, the magazine supports the village economy. This encourages residents to shop locally, sustaining small businesses and entrepreneurs.

Showcasing Local Talent: Artists, writers, and craftsmen can showcase their work, gaining exposure and possibly increasing sales or commissions within the community.

4. Cultural and Social Enrichment

Highlighting Events and Activities: A village magazine can promote cultural, social, and recreational activities, encouraging greater participation and engagement. This contributes to a vibrant local culture and active community life.

Preserving Heritage: Through articles on local history, traditions, and folklore, the magazine plays a role in preserving the cultural heritage of the village for future generations.

5. Education and Awareness

Local Issues and Opportunities: The magazine can educate residents on important local issues, from environmental concerns to public health, and inform them of opportunities for involvement in community projects.

Learning Platform: It can also offer educational content, such as gardening tips, DIY projects, or health advice, tailored to the needs and interests of the village residents.

6. Inclusivity and Engagement

Involving All Age Groups: By including content for various demographics—children, teenagers, adults, and seniors—the magazine ensures that everyone in the community feels represented and engaged.

Volunteer Opportunities: Producing the magazine often involves local volunteers, offering opportunities for people to contribute their skills and time, which further enhances community spirit.

7. Historical Record

Documenting Life: Over time, the magazine becomes a valuable historical record, documenting the life and changes within the village. This archive can be a resource for future generations to understand their heritage.

Conclusion

A village magazine is much more than just a publication; it is a vital tool that nurtures community spirit, supports local businesses, educates residents, and preserves the unique identity of the village. Its role in fostering communication, promoting inclusivity, and creating a sense of belonging makes it an indispensable asset to any village.

Advance Advertising Payments by Month

Invoice No	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
project dec 24							£ 140.00	£ 140.00	£ 140.00	£ 140.00	£ 140.00
project jan 25								£ 150.00	£ 150.00	£ 150.00	£ 150.00
Income by Month	**£868.50**	**£718.50**	**£678.50**	**£694.50**	**£716.00**	**£711.00**	**£525.50**	**£425.50**	**£360.00**	**£260.00**	**£180.00**
Print Cost/Projected Cost	£860.00	£960.00	£860.00	£860.00	£860.00	£860.00	£860.00	£860.00	£860.00	£860.00	£860.00
Distribution cost	*£20.00*	*£20.00*	*£20.00*	*£20.00*	*£20.00*	*£20.00*	*£20.00*	*£20.00*	*£20.00*	*£20.00*	*£20.00*
Surples/Shortfall	**£11.50**	**£261.50**	**£201.50**	**£185.50**	**£164.00**	**£169.00**	**£354.50**	**£454.50**	**£520.00**	**£620.00**	**£700.00**
PC GRANT Allocation	£ 10.00	£ 260.00	£ 200.00	£ 185.00	£ 165.00	£ 170.00	£ 355.00	£ 245.00			
Profit / Loss	£1.50	£1.50	£1.50	£0.50	£1.00	£1.00	£0.50	£209.50	£520.00	£620.00	£700.00
	Jun-24	**Jul-24**	**Aug-24**	**Sep-24**	**Oct-24**	**Nov-24**	**Dec-24**	**Jan-25**	**Feb-25**	**Mar-25**	**Apr-25**

THE WOODCOTE CORRESPONDENT

BALANCE SHEET AS AT 30 APRIL 2024

2023			2024
£		£	£
0	FIXED ASSETS		0.00
	CURRENT ASSETS		
	Trade Debtors	40.00	
5010	Bank	6,477.47	
5,010			6,517.47
	CURRENT LIABILITIES		
4,567	Payments for Advance Advertising		4,474.00
443	NET CURRENT ASSETS		2,043.47
443	NET ASSETS		2,043.47
	FINANCED BY-ACCUMULATED FUND		
1,583	Balance Brought Forward		443.44
(1,139)	Profit/(Loss) for the year		1,600.03
443			2,043.47

In my opinion the financial statements give a true and fair view of the state of the association's affairs at 30th April 2024

…………………………….. …………………..

The financial statements were approved by the Committee on ………......... , and signed on their behalf by:

……………………………… ………………………………..

Secretary Committee Member

THE WOODCOTE CORRESPONDENT
PROFIT AND LOSS ACCOUNT
PROFT / LOSS AS AT 30 APRIL 2024

2023		2024	
£		£	£
8,774	**SALES**		9,231.83
	COST OF SALES		
- 10,487	Production Costs	11,155.00	
- 180	Distribution Costs	80.00	
(10,667)			(11,235.00)
(1,893)	**GROSS PROFIT**		-2,003.17
	OTHER INCOME		
3	Bank Deposit Interest	12.20	
750	Parish Council	3,000.00	
	Woodcote Rally	600	
753			3,612.20
-1139			1609.03
	EXPENSES		
	Consumables/Equipment	0.00	
	AGM & Meeting Expenses	9.00	
	Miscellaneous Expenses	0.00	
0			-9.00
(1,139)	NET PROFIT\(LOSS)		1,600.03

Woodcote
PARISH COUNCIL

GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions.

Section A: The Organisation

Name of Organisation
Oxfordshire South & Vale Citizens Advice

Main Contact Name

Contact e-mail Address

Contact Phone Number

Contact Address
Abbey House, Abbey Close, Abingdon, OX14 3JD

Are you a newly formed group (less than 1 year)?
Yes ☐ **No**

How long has your group been operating?
2012

Do you have a voluntary management committee?
Yes ☐ No ☐

Do you have a formal constitution?
Yes ☐ No ☐

Do you have an equal opportunities policy/statement?
Yes No ☐

Do you have an annual record of accounts?
Yes ☐ No ☐

Please attach copy of most recent accounts and latest bank statement to your application.

Please describe your group's main activities:
Our approach is to empower people as we can all face problems that seem complicated or intimidating. We believe no one should face these problems without good quality, independent advice. Our work gives people knowledge, gives people an outlet to just talk about their problems and the confidence to help them move forward. We strive to resolve client issues, secure financial benefits, and enhance overall wellbeing. Our goal is to make a tangible difference in clients' lives, providing solutions that improve their financial stability and health.

Section B: The Grant

What is the Grant For?
We are dedicated to providing crucial information and advice services to the residents of Woodcote Parish Council. To fulfil this mission, we seek grant funding to support a range of essential services and activities aimed at addressing the needs and challenges faced by your community.

Who will benefit from the grant if approved?

The residents of Woodcote Parish Council
Please see attached Parish Dashboard Report for details on how we have helped the residents in your parish

How will the Civil Parish of Woodcote benefit from the monies if the grant is awarded?

Funding will enable us to maintain our local presence, ensuring that Woodcote residents have easy access to our services. We will continue to provide expert advice on a wide range of issues, including housing, employment, welfare benefits, and debt management. These services will be tailored to meet the specific needs of vulnerable individuals who have been disproportionately affected by the cost-of-living crisis and other national issues.
This funding will also support the recruitment and training of dedicated advisors, ensuring that Woodcote residents receive high-quality, up-to-date information and advice.
Ultimately, the funding will enable us to remain a lifeline for your community, to those who need it most during these challenging times.

Woodcote
PARISH COUNCIL

Appendix F

How much are you applying for?

£650

How many people will benefit from the monies?

Please see attached Parish Dashboard Report

Have any other bodies been approached for grant funding in relation to this application / Project?

Yes ☐ No ☐

If Yes, please provide details.

We receive other funding from District, Town and Parish councils and local charities. We will be seeking increased income from donations and are asking all our parish councils within Oxfordshire South & Vale to support us.

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

We have applied for funding from Didcot, Thame & Wallingford Town Councils and other Parish Councils and to local charities along with grant making bodies. If we do not receive funding we will be unable to provide a service for approximately 15 clients.

If successful your grant will be paid directly in to the bank account detailed on the bank statement given in support of Section A of this form, cheques will be provided in the name of the organisation on the bank statement only in exceptional circumstances. If you require a cheque, please detail why below.

N/A

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Please see annual accounts attached		
Total Project Cost:		

Woodcote
PARISH COUNCIL

Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Woodcote Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Woodcote Parish Council's decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Woodcote Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Woodcote Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name	Position in Organisation
	Senior Adminstrator
Signature	Date **07/10/2024**

Parish Dashboard

In this/these parish/es we helped

Clients	**49**
Issues all	**219**

Top Issues

Benefits & tax credits	80
Benefits Universal Credit	38
Debt	18
Housing	18
Charitable Support & Food Banks	14

Top 5 benefit issues

28 General Benefit Entitlement	25
21 Personal independence payment	19
01 Initial claim	13
03 Pension Credit	7
07 Housing Benefit	6

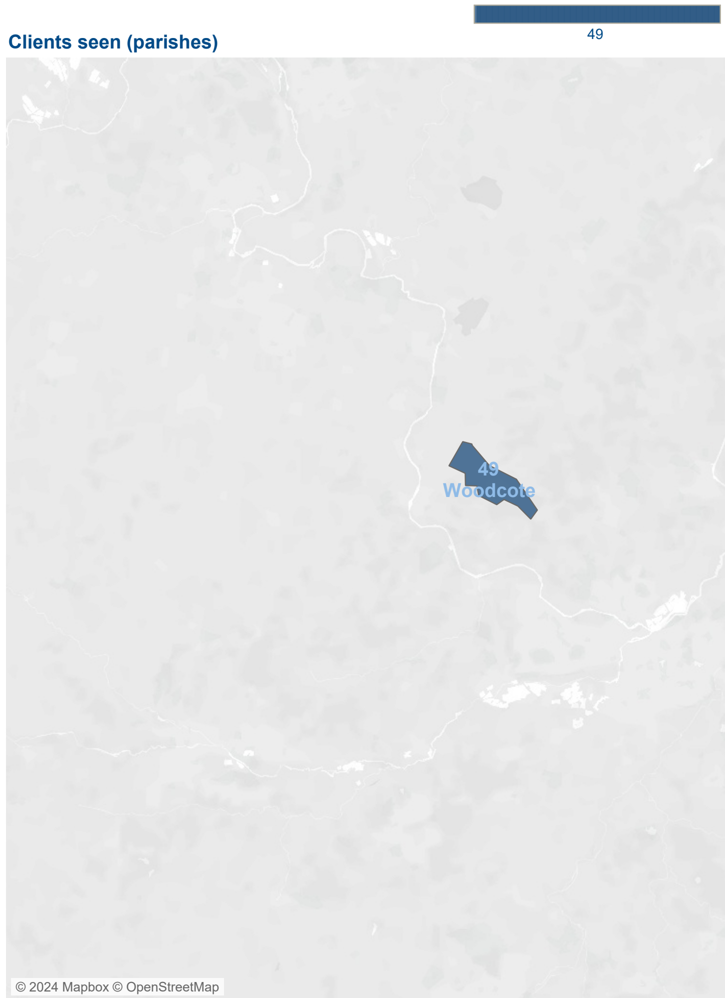
Top 5 debt issues

04 Fuel debts	6
07 Rent arrears - housing associations	5
99 Other Debt	2
09 Council tax arrears	1
12 Bank & building society overdrafts	1
21 Social Fund debts	1
26 Overpayment of universal credit	1
60 Debt Assessment	1

Homelessness

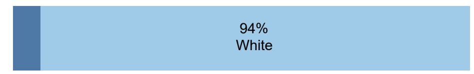
02 Actual homelessness	1

Clients seen (parishes)

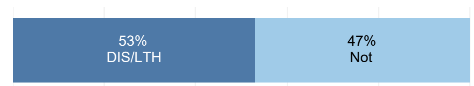


Gender

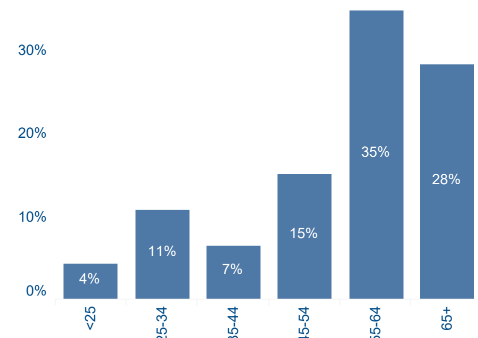
Ethnicity



Disabled or Long term health



Age group



REGISTERED COMPANY NUMBER 8322240 (ENGLAND AND WALES
REGISTERED CHARITY NUMBER 1150766

Report of The Trustees and Financial Statements

for the year ended 31st March 2024

of

Oxfordshire South & Vale Citizens Advice Bureau

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024

The Trustees present their annual report together with the financial statements for the year for the year ended 31st March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Directors & Trustees

The Directors of the charitable company are also Trustees for the purpose of charity law.
The Trustees and officers who served during the year to 31st March 2024 and since the year end were as follows;

Directors & Trustees	Jane Richardson	(Chair) resigned 19th March 2024
	Philip Baker	appointed Chair on 31st March 2024
	David Baron	(Treasurer)
	Faith Gidlow	(Secretary)
	Alan Arnfeld	
	Jo Cartwright	
	Alan Hayes	
	Denise Haylor	
	Kay Honner	
	Edith Scott	

Principal Address and Registered Office:
Abbey House
Abbey Close
Abingdon
Oxon
OX14 3JD

Independent Examining Accountants:
Andrew Rodzynski FCA
Wenn Townsend
Chartered Accountants
30 St Giles, Oxford
OX1 3LE

Bankers:
CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Company Registration number 8322240, limited by guarantee.
Charity Commission Registration number 1150766
Authorised and regulated by the Financial Conduct Authority FRN Number 617692

OBJECTS

The charity's formal objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the administrative districts of South Oxfordshire and the Vale of White Horse, and surrounding areas.

Within these objects our aim is to provide free, impartial and confidential advice to all members of the community to help them resolve problems and manage their affairs. We use the evidence we collect to inform policy makers so they can improve policies and practices that affect people's lives.

We are an independent charity and a member of Citizens Advice. Most of us are trained and accredited volunteers. We value diversity, promote equity and challenge discrimination.

Oxfordshire South & Vale Citizens Advice (OSAV CA) are very grateful to all our funders, a full list of whom is set out on page 15.

CHARITABLE ACTIVITIES

Our main objective is to deliver advice services across Oxfordshire South and Vale that meet community demand and maintain rigorous quality standards. We review our aims, objectives, activities and achievements each year so we can develop our services to ensure they are relevant to local needs, make the best use of resources and are sustainable.

We undertake fundraising and extend our core services by undertaking contracts to provide specialist advice and services which address local need such as debt and money advice, benefits advice for those with health needs, support for those in food poverty and household support and whose funds contribute to our overheads.

We aim to provide quality training and development for our staff and volunteers and to structure our Trustee Board so that it has the broad range of skills and experience necessary to run the charity.

Part of the purpose of Citizens Advice is to be a stronger equality champion, to challenge discrimination through advice and value diversity as an employer, volunteer agency and service provider. During the past year, we continued to support clients who had experienced some form of discrimination.

Research and Campaigning is one of the twin aims of the Citizens Advice service; we are keen to influence the issues that lie behind the problems our clients bring to us. We collect evidence from our Advice Centres and feed it back to our local authorities, housing associations, other third sector partners and the national charity which then engages with central government and others. This often results in positive changes to national policies and to the practice of organisations such as utilities and other suppliers.

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024

HOW OUR ACTIVITIES DELIVER PUBLIC BENEFIT

All our charitable activities focus on providing the advice people need to resolve the problems they face and are undertaken specifically to provide public benefit. The Trustees confirm that they have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

ACHIEVEMENTS AND PERFORMANCE

Our clients

Over the course of the year, Citizens Advice has helped **10,695** people from South Oxfordshire & Vale with **26,287** issues (increase of 13%) resulting in **26,099** activities by our advisers. There was a slight increase in client numbers that we were able to help this year, but demand outstrips ability to help all people who seek our support, especially during the cost-of-living crisis. Cases are more complex and the range of tools available to help clients has reduced, therefore it can take longer to help each client.

Our client profile is as follows; 58% women, 41% men. 76% are White British,13% White Other 4% Asian, 3% Black, 2% Mixed ethnicity, and 2% Other. We really do deal with the most vulnerable in our society with **42%** of all clients have long term health issues **5%** are disabled.

In addition to our 4 advice centres (Abingdon, Didcot, Henley and Thame), we have regular outreaches at RAF Benson, Wallingford and Faringdon. We were delighted to extend our outreach to the residents of Berinsfield in in December 2023, funded by South Oxfordshire District Council, and in partnership with the Berin Centre. It has quickly become one of our busiest outreaches.

Face to face appointments and drops ins have increased during 2023/24 specifically for vulnerable clients, however, much of our activity this year remained centred on providing quality advice remotely via Adviceline. In addition, we have developed a smart form for clients to use via our website to access advice – this is particularly aimed at those in work and need to contact us outside our working hours. We have also added a chat bot to our website to enable 'self-help' and ensure clients can find the information they need.

We work hard all year round in recruiting and training new volunteers and planning for sustainable services.

As in 22/23, the main areas in which help was needed from residents in South Oxfordshire and Vale were:

- Benefits (including Universal Credit) and Tax Credits
- Charitable Support & Foodbanks
- Debt
- Housing problems
- Financial Services and Capability

We also continued to work with South Oxfordshire (SODC) and Vale of White Horse (VOWH) Councils in supporting with the distribution of the Household Support Fund. We also supported Oxfordshire County Council this year as a distribution partner of the Residents Support Scheme. Through these initiatives we helped families to gain access to funding vouchers for food, energy, clothing and white goods.

We continue to foster excellent relationships with our local food banks and community larders which enhances the support offer for vulnerable individuals, fostering stronger and well-supported communities. These include Trussell Trust in Abingdon, Nomad in Henley, Baptist Church in Didcot, Sharing Life Trust in Thame.

Achieving Quality Standards

The Citizens Advice service has a rigorous process for ensuring advice is of good quality and we receive a Quality of Advice Assessment each quarter, based on an independent assessment of a sample of our case reports. We have consistently scored a 'Good' rating (the highest rating) for both our client outcomes and our case administration throughout 2023/24.

This year we also received re-accreditation of the **Advice Quality Standard** after a rigorous audit process. The cycle of accreditation happens every three years, with an annual review but a deep dive into all our advice, governance and management operations in Year 3. We were delighted that it was agreed that we had met the requirements on all 9 areas of the audit. It is a testament to all the hard work of staff and volunteers, it is wonderful to see this formally recognised and reflected in our Accreditation.

Client Satisfaction

Data from the National Citizens Advice survey of clients carried out 13-18 weeks after their advice sessions found that we helped **89%** of clients to find a way forward, **78%** said that their problem had been resolved and **86%** would recommend our service to others. Since 21/22 we know some of our clients find it more difficult to access our services. In 21/22, 85% of clients said they found our service easy to access, this dropped to 75% (22/23). We are pleased to see a slight improvement in 23/24 reaching **78%.** However, continued high demand does mean we have to be more innovative about how clients access the service and during 23/24 we introduced advice via web form and a chat bot to help navigate the website. However, we also have to be realistic about how many clients we can support with the resources available and set client expectations accordingly.

Partnerships

We have forged a number of productive relationships with other organisations to improve our service to clients and to improve our value for money and effectiveness. This includes our partnership with the Trussell Trust for those in financial crisis referred to us for specialist advice, and the 'Benefits in Place' project with health professionals and other organisations to reduce health inequalities in deprived areas like Abingdon Caldecott. We partner with Town Councils, Job Centres, AGE UK, Housing Associations, and others, and are active in the Communities in Practice group, collaborating with the Community Enablement Team at South and Vale for mutual support and efficient resource allocation.

We seek new opportunities with non-profit organisations and charities to avoid service duplication and increase program effectiveness, and we explore partnerships with local businesses for financial support, in-kind donations, or volunteer engagement.

We also actively engaged with the wider Citizens Advice network across England and Wales to share best practice and work together on new innovations.

New projects and funding
We continue to delight our funders and partners and we grow a portfolio of projects in addition to our core funding. Historically, funding from the District Council for our core service was around 70%, it is now capped at 33% so we have to ensure we are as effective delivering projects and contracts as we are our core service. It is imperative for our future sustainability.

We have also been very successful in our fundraising efforts this year. The Board decided to invest in the employment of a Fundraising and Comms Lead, Sara Rivera, and that investment has paid dividends. We have a clear fundraising strategy and in 23/24, our income targets were exceeded due to the successful implementation of that plan. This included a successful application to the National Lottery for Cost-of-Living support for our services, granting us £50,000. We are still in a challenging funding environment but we are in a much better position to meet that challenge.

Targeting our work
Drawing on our community profile, we know from our own research that several parts of our area experience relatively high levels of deprivation generally or high levels of children living in households below the poverty line (a separate measure). However, it is the Abingdon, Caldecott and Didcot West wards that have the greatest needs. We also have a significant number of Traveller sites on our patch and to date we haven't delivered any outreach to them although we know the need is there. We need to work with other agencies to help us facilitate this and are working hard to create these partnerships.

In addition, we also know that over half of pensioners who are entitled to Pension Credits are not receiving them so we need to ensure people know of our service and how we can help them. We have made limited progress in this area in 23/24 but will be doing more in 24/25 to raise our profile in these areas and with these groups.

Contracts
In addition to our agreements to deliver core services across South Oxfordshire and Vale funded by South & Vale District Councils, and town councils, we also delivered a number of other contracts:

- **Money Advice and Pensions Service: Debt Advice Project (MAPSDAP)** OSAV CA continued its contract with national Citizens Advice on this contract to improve the quality of debt advice. We dealt with 131 cases over the year. Funding for this project was cut and our allocation reduced from 2 FTE to 1. This contract runs until March 2025.
- **Trussell Trust, Financial Inclusion Project:** We completed the second year of this three-year project, working with our colleagues at Citizens Advice West Oxfordshire and North Oxfordshire to work in partnership with the Trussell Trust to provide advice to the users of their foodbanks. It is a service to address benefits and money issues and maximise income as part of tackling health inequalities and well-being in Oxfordshire funded by the Trussell Trust. continues to March 2025.
- **Benefits in Place (BIP) – funded by Public Health, Oxfordshire County Council** - is the county-wide digital connector and referral system for health professionals, foodbanks, pharmacies, social prescribers, and other place-based organisations to refer clients into

Citizens Advice. Benefits in Place is delivered collaboratively by the 4 Oxfordshire Local Citizens Advice services. Funding ceases for this project in October 2024.

- **Oxfordshire County Council – Money Advice Project**: delivered by the 4 Oxfordshire Local Citizens Advice Services, funded by Oxfordshire County Council. The aim of this project is to retain existing debt advisers or where Citizens Advice have been unable to do so, build capacity by training additional advisers to assist in managing benefit and debt cases. In 23/24 we have collectively supported 712 clients, against a target of 600 clients. Project funding is due to cease in July 2024, however we are in discussion with Oxfordshire County Council about continuation funding for 24/25.
- **Outreach at Berinsfield – funded by South Oxfordshire District Council:** The Volunteer and Information Centre (BVIC) closed at the end of 2022. The loss of services and support that was previously available, had a negative impact on the wellbeing of residents who relied on those services. It also led to greater demand on the remaining voluntary organisations in the village. OSAV CA made a proposal to SODC for 4 years of funding to run an outreach at the Berin Centre. The application was successful and work commenced in September 2023. Funding ceases in March 2027.
- **Outreach at RAF Benson –** funded by the Armed Forces Covenant Trust: We were again successful in our application for funds from the Armed Forces Covenant Trust in 23/24. We continue to run a fortnightly drop-in session for RAF Benson personnel and their families. It is a well-established service. We will be making an application for 3-year funding in 24/25. Funding is currently secured until December 2024.

Contribution of Volunteers

We depend on our trained volunteers to advise the public. Volunteers also help to administer the charity, provide IT support and staff reception areas. In 2023/24 we had **120** part time skilled volunteers supporting the service. As at 31st March 2024 these volunteers were made up of 97 advisers, 13 other volunteers helping with IT, administration, communications and reception, and 10 Trustees.

Volunteers are recruited from the communities that they serve and are trained locally according to Citizens Advice national standards. Last year we recruited and trained **28** new advisers. They receive high quality training over 6 months to enable them to be confident in fulfilling their roles. They have shown real commitment in undergoing their training, followed by sessions in the advice centres with experienced mentor advisers.

We rely heavily on the strategic and leadership skills of our Trustee Board to positively lead the organisation. In March 2024, Jane Richardson, stood down from the Board after 8 years as a Trustee with 4 years in the role of Chair. The Board and Chief Officer thank her for her years of dedication and tireless service to Oxfordshire South & Vale Citizens Advice. Philip Baker, former Vice Chair was appointed Chair of Trustees on 31 March 2024.

Our volunteers, whether Trustees, Advisers, or in other roles, are the backbone of our service without whom we simply would not function. Their enthusiasm, commitment and dedication define the culture of the charity.

The value we added in 2023-24

The benefit in kind provided by our volunteers in 2023/24 is estimated at **over £500,000** and estimate of approximately, in excess of **40,000** hours of work.

Every **£1** invested in OSAV CA leads to approximately:

- **£4.61 in fiscal value:** Financial savings to local and national Government due to fewer payments for out-of-work benefits, costly evictions, re-housing evicted tenants and less demand on the NHS.
  £31.06 in public value: When people have fewer problems they have higher levels of wellbeing, participation in society and productivity.
  £13.34 in value to the people we help: We help individual clients to achieve individual financial outcomes like getting back-dated benefits, writing-off debts and refunds for consumer issues.

Using a cost benefit model approved by HM Treasury, and the methodology set out in a Citizens Advice Technical Annex: Financial modelling our value to society

FINANCIAL REVIEW

The financial outcome was a surplus of £27,232 in 2023-24 (2022-23 a deficit of £15,191). This is largely due to successful fundraising, together with increased contracts and projects activity.

Fixed Asset additions, disposals and depreciation are now treated as unrestricted fund movements as any restrictions on the asset funding have been met with the purchase of the assets. These asset movements were previously shown as restricted fund movements.

Income has increased by £64,373 to £627,253 (2022-23 £562,880). Most of the increase is due to a successful National Lottery bid. See Note 4.

Expenditure has increased by £21,950 to £600,021 (2022-23 £578,071), mainly in relation to employment and other costs. See Note 5. Staff costs increased by £24,490 with an increase in staff hours to support the increased level of contracts and projects in the year. Over and above these figures £9,199 (2022-23 £17,042) was spent on capital assets. The unrestricted balance includes a fixed asset reserve of £30,751, representing the net book value of fixed assets to be depreciated over future financial years, in accordance with the depreciation policy.

At the end of the year reserves stood at £320,426 (2022-23 £252,194) of which the unrestricted balance was £287,303 (2022-23 £228,402).

Restricted Funds reserves at the year-end stand at £33,123, (2022-23 £23,792) representing unspent funds. This balance is after transferring the restricted fixed asset reserve to unrestricted funds and the actuarial gain made on the defined benefit pension scheme, which eliminated the scheme deficit.

We continue to have a relatively strong balance sheet, providing a small amount of security in the face of future uncertainty. This is an excellent financial result in what continues to be a challenging environment.

Looking ahead, the trustees recognise that our sources of income are more uncertain. Our grant from Vale of White Horse District Council has been extended to the end of 2028-29, following a bid process but this is not a guaranteed commitment. The District Councils intend to implement a new commissioning process for advice services within the next two years. Contracts, on which we are increasingly dependent, are finite, require labour intensive bids in a competitive market, are administratively burdensome (with consequent expense) and draw resources away from the general advice work that is such a valuable resource to the community.

We continue to seek new funding streams and our Fundraising Lead has supported the Chief Officer in achieving successful grant bids. Our objective remains to retain the integrity of the valuable community service we provide in South Oxfordshire and the Vale. The delivery of our services continues to evolve and includes the increasing use of technology to deliver remote and online services. These changes have required significant investment, and we will continue to develop our community service capabilities to meet client demand.

Reserves Policy

The trustees believe that the charity should hold financial reserves in order to ensure that the charity can continue to operate and meet the needs of clients in the event of unforeseen and potentially financially damaging circumstances. It has considered the reliability and continuance of future funding, timing of cash flows and working capital requirements, cover for unplanned emergency repairs and potential liabilities relating to staff should there be closure of a particular activity.

Designated reserves
Designated reserves are the portion of the unrestricted reserves set aside under the reserves policy.

Operating reserve - the trustees consider that it is prudent to set aside an amount equivalent to four months' operating expenditure. This would cover the cost of closing the charity if the need arose. This also helps the charity to cover the funding gap from the end of the financial year until the payment of grants is received from District Councils and other funders.

Fixed Asset reserve - a reserve that represents the net book value of the fixed assets that will be depreciated in accordance with the depreciation policy.

Premises - a reserve to provide for the cost of relocating to new premises either at the expiry of any current lease or if more suitable premises are deemed necessary, and for the cost of major premises repairs and maintenance for the next 3 years.

Development and investment reserve – a reserve to allow the charity to undertake the development of new projects and areas of work and to conduct full feasibility studies on the advisability of such proposals.

Restricted reserves – Restricted reserves are funds provided for a specific purpose and not available for any other use, usually due to a legal obligation.

A key restricted reserve relating to the Local Government Pension Scheme has been eliminated this year due to an actuarial valuation that confirmed the scheme had moved into a modest surplus. Trustees have agreed that we will exit the scheme as soon as possible, which will remove any future scheme liabilities for the charity, whilst protecting the pension rights of the former employees who remain in the scheme.

Undesignated reserves – These are the balance of reserves after restricted and designated reserves have been taken into account. They are expected to fluctuate significantly above and below zero through the course of the year because of timing differences on working capital and the level at which the budget has been set. The balance is reviewed as part of the budget process.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Oxfordshire South & Vale Citizens Advice Bureau (OSAV CA) is a registered charity and a company limited by guarantee incorporated in England and Wales and is governed by its Memorandum and Articles of Association. It was incorporated as a company limited by guarantee on 7th December 2012 and commenced OSAV CA operations on 1st April 2013. On that date it acquired the assets and undertakings of the Citizens Advice Bureaux at Abingdon, Didcot (including Wallingford), Henley-on-Thames and Thame, which were dissolved following their Annual General Meetings. It does not have a share capital and each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

At a general meeting on 20th September 2022, it was resolved unanimously that the 2021 Articles of Association (approved by the Charity Commission) be adopted as the Articles of Association of the Company, in substitution for, and to the exclusion of, the Company's existing Articles of Association.

Governing Body

The Charity is governed through a Trustee Board. The Articles of Association provide for a minimum of four and a maximum of fifteen Trustees and Trustees are appointed by a resolution of its members at an AGM. Trustee vacancies are advertised, and candidates are interviewed by the Chair and another member of the Board. References of suitable candidates are taken up. The board has powers to co-opt members who shall retire at the following AGM and may offer themselves for re-election. Trustees serve two terms of three years with a further three-year term if there is a good reason, subject to compliance with the provisions of the Articles relating to the retirement of Trustees by rotation.

All the Trustees are members of the charitable company and a register of members' interests is maintained at the registered office and is available to the public. None of the Trustees has a beneficial interest in the charitable company. The Trustees who served during the year and since the year end are shown on page 3.

The Trustee Board is responsible for setting the strategic direction and policy of the organisation and carries the ultimate responsibility for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet at least four times a year and delegate the day-to-day operation of the organisation to the Chief Officer. The Trustee Board is independent from management and none of the Trustees have received remuneration.

OSAV CA strives to maintain a Trustee Board with a diverse range of skills and lived experience to match the requirements of running a multi-site service-based charity, who also reside within the areas served by the four Advice Centre locations. The Chair and Company Secretary oversee the elections process for trustee appointments. A separate process agreed by the trustees is followed for the election of the Chair.

We encourage applications from people of any age, background or identity and are committed to equity, diversity and inclusion on the Board and throughout the organisation.

Newly appointed Trustees receive a suitable induction and are offered mentoring by established Trustees. They are informed of their obligations under charity and company law, the charity's governing documents and the Board's decision-making process. They are also briefed on the charity's business plan and finances. All Board members are encouraged to keep their skills up to date and opportunities for training and development are provided within OSAV CA and through national Citizens Advice. Individual Trustees are assigned lead roles and focus on a particular area of the organisation and related policies. The Board reviews its performance annually considering feedback it receives on its performance from staff and volunteers and periodically benchmarks itself against the Charity Governance Code.

Risks and Uncertainties

Inflation peaked in 2022, and this of course put pressure on the charity as costs increased. We are optimistic looking forward that inflation rates will continue to fall and then stabilise. The cost-of-living crisis, is still affecting clients, but it is also affecting staff and volunteers. OSAV CA have to explore how it continues to be competitive in the job market and can continue to attract volunteers into increasingly challenging and demanding roles.

Securing funding remains a serious challenge to maintain and expand our service to meet increasing demand. The employment of a part time Fundraising and Communications Lead in 23/24 has been key in meeting that challenge. Despite a very successful fundraising year, the funding climate is difficult and local funding is likely to deteriorate further as local councils manage shrinking budgets. We will continue to seek to diversify our funding sources and to raise funds but also to look at ways in which we can provide a more cost-effective service which is still accessible to everyone.

A risk management strategy and risk register have been agreed by the Trustee Board and risks are reviewed regularly by management and the Trustee Board to monitor, manage and mitigate the major risks facing the charity.

Internal financial risks are minimised by the implementation of internal control procedures for authorisation of all transactions and projects. Quality standards are routinely monitored to ensure consistent quality of service delivery. Safeguarding policies and procedures are in place to protect clients, staff and volunteers and are reviewed regularly by the Trustees. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

The Trustee Board oversees the information security of all personal information of our clients, staff, funders and strategic partners that is processed. OSAV CA holds joint responsibility for client data that is held in our case management system, with the national Citizens Advice Service. An information assurance management team exists to ensure the confidentiality, integrity and availability of all personal and sensitive data is maintained to a level which is compliant with the requirements of the General Data Protection Regulation and Data Protection Act 2018.

Related Parties

OSAV CA is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of OSAV CA in order to fulfil its charitable objects and comply with the national membership requirements.

OSAV CA also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds an official position in another charity or organisation, they may be involved in discussions regarding that other organisation but not in the ultimate decision-making process.

Principal Funding Sources

The Trustees extend their gratitude to South Oxfordshire District Council, the Vale of White Horse District Council and Abingdon, Didcot, Faringdon, Henley, Thame, and Wallingford Town Councils who continued to support the core operating capacity of the charity. Thanks also go to all the parish councils, national and local charities and individual donors who have supported our work.

We would also like to recognise the work of Abingdon, Henley and Thame Friends who have paid for training, essential equipment and other contributions to our service.

PLANS FOR THE FUTURE

Our Business Development Plan, updated in 2023 covers a two-year period started in 23/24. We have made good progress against these objectives in 23/24 as described in the 'Achievements' section, and we will continue to ensure that our strategic objectives direct our work in 24/25.

There are **three key strategic priorities.** They are:

- **Objective 1:** Deliver quality advice, to the people who most need it, across a variety of channels to our local community.
- **Objective 2**: Expand the capabilities of our services for the communities of South Oxfordshire & Vale of White Horse for the next 3 years, living within our means.
- **Objective 3:** Campaign on client issues to effect beneficial change.

Activities to support these objectives are illustrated in our 'Plan on a Page':

Our VALUES - How we do what we do:

We are proactive - we have a 'can do' culture and are not afraid of trying new things. If something isn't working we change it.

We work collaboratively and generously - we share our knowledge & expertise, and learn from each other and external partners.

We deliver - we do what we say we are going to do, and if we can't we say so.

We are accountable - to clients, funders and partners.

Our ENABLERS:

Good Governance—clear idea of purpose & role enabling OSAV CA to build a sustainable better future, and be accountable and transparent.

Skilled & motivated team - a well trained, supported and empowered team.

Quality of delivery - maintenance of LSA & AQS quality marks and good quality of advice scores.

Working in partnership - working with partners who are experts in their field, to provide the best service to clients and the greatest value to funders.

Equity, Diversity & Inclusion – we apply an EDI lens to all project design and service delivery to ensure we are not excluding anyone and are actively seeking greater representation across the team and our clients.

Communication – make sure we communicate effectively so people know what we do and are aware of opportunities to work with us.

Effective Technology – using the right technology to support our aims and ensuring data security.

Effective systems & procedures - ensuring we have robust financial and HR systems, and properly implements policies and procedures.

Quality Research - maintain robust client and community profile analysis to inform our strategic and operational decisions.

Oxfordshire South & Vale Citizens Advice
Strategy and Programme of Work for 23-25

citizens advice Oxfordshire South & Vale

- **PURPOSE - why we exist?** To give good advice that changes lives.
- **VISION - what is our goal?** To help everyone , whoever they are, access good advice to find a way forward, whatever problem they face.
- **MISSION - how will we accomplish it?** We provide free, confidential and impartial advice and campaign on the big issues affecting peoples lives.

Our NORTH STARS/PRIORITIES for the next 24 months		
1. Deliver quality advice, to the people who most need it, across a variety of channels to our local community.	**2. Expand the capabilities of our services for the communities of South Oxfordshire & Vale of White Horse for the next 2 years, living within our means.**	**3. Campaign on client issues to effect beneficial change.**
HOW?	**HOW?**	**HOW?**
1.1 Expand outreach to be where we are needed most. 1.2 Analyse client need versus current service delivery model and make recommendations and plans for changes. 1.3 Explore costs/benefits of alternatives to Single Queue advice line to increase direct support to local clients. 1.4 Launch full advice via webform. 1.5 Encourage 'self help' through the service developments. 1.6 Explore methods to ensure client voice is heard when developing services.	2.1 Be a great place to work and support our team to be the best they can be. 2.2 Conduct research to understand how OSAV can improve recruitment & retention of staff and volunteers, and develop a retention and succession plan. 2.3 Experiment with ways of working to explore how we can better meet client demand while maintaining good levels of service. 2.4 Actively develop strategic partnerships that increase our capability and effectiveness. 2.5 Increase Net Income by £100k through increased contract work (valuing what we do, min 20% contribution to core costs), fundraising and donations. 2.6 Save to invest, explore cost reduction scenarios.	3.1 Clearly articulate the role of the Research and Campaigns team and increase profile internally. 3.2 Increase profile of the work on the Research & Campaigns Team externally and cultivate strategic partnerships to increase impact. 3.3 Work meaningfully with CitA on at least two national campaigns. 3.4 Run one campaign a year focussing on local issues. 3.5 Secure a Research and Campaigns budget to enable the team to deliver on their plans.

Looking ahead to ensure we are here for the future:
The four local Citizens Advice offices in Oxfordshire (OSAV, City of Oxford, West Oxfordshire and Cherwell) have been collaborating and working closely together on various initiatives for some years. This includes having a joint communications approach, joint influencing of countywide and national stakeholders, and joint bidding for funding for projects such as the current Benefits in Place service and Money Advice service.

However, even though we are meeting the needs of many in our communities, we are a victim of our own success. The demand for our services has increased dramatically, and the Trustees of all 4 Boards have thus agreed that we should increase our efforts to strengthen our services in the communities we serve as we collectively face these challenges.

In recognition of the rising demand for advice services and the financial constraints we are currently navigating, the respective Boards are actively exploring further collaborations with the three other local Citizens Advice charities in Oxfordshire. We believe that by joining forces, we can not only enhance the quality of support we offer but also maximise the impact of our existing resources. This explorative work will continue in Q1 and Q2 in 24/25 and we will keep all our stakeholders informed of developments.

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024

Our funders in 2023/24 include:

District Councils

Vale of White Horse
South Oxfordshire

Town Councils

Abingdon
Didcot
Faringdon
Henley
Thame
Wallingford

Parish Councils

Appleton with Eaton
Berrick Salome
Binfield Heath
Blewbury
Brightwell cum Sotwell
Checkendon
Chilton
Chinnor
Cholsey
Crowmarsh Gifford
Cumnor
East Hagbourne
East Hanney
Eye & Dunsden
Forest Hill with Shotover
Garsington
Goring Heath
Great Haseley
Hinton Waldrist
Horspath
Kennington
Kidmore End
Lewknor
Little Milton
Long Wittenham
Marcham
Moulsford
Nettlebed

Parish Councils cont'd

North Moreton
Pishill with Stonor
Radley
Rotherfield Peppard
Sandford on Thames
Shrivenham
South Hinksey
Stanford in the Vale
Steventon
Stoke Row
Sutton Courtenay
Tetsworth
Tiddington with Albury
Waterperry with Thomley
Watlington
West Hagbourne
Wheatley
Woodcote
Wootton

Other Funders

Angela Lawrence
Armed Forces Covenant Fund
Baroness Sheehan
Boardman, Hawkins & Osborne, LLP
Breathe HR
Christ's Hospital
Doris Field Charity Trust
Dorothy Holmes Trust
Faringdon United Charities
Friends of Abingdon CAB
Friends of Henley CAB
Friends of Thame & District CAB
Haddenham Village Fete
Hilary Green
Hugh Richardson
John Hodges Charitable Foundation
John Hodges Trust for Harpsden Hall
Lesley Legge
London Legal Support Trust

Other Funders cont'd

Lord Faringdon Trust
Manufacturing Technology Centre Ltd
Microsoft
Mountain High Energy
Mr & Mrs Pye Charitable Settlement
National Lottery
Oxfordshire Community Fund
OCC Councillor Community Fund
OCC Councillor Priority Fund
Patricia Jordan-Evans
R L Glasspool Charitable Trust
SO Charitable Lottery
South Oxfordshire Housing Association
Stanton Ballard Charitable Trust
Thame Welfare Trust
The Regattas Lodge of Henley
Vale of White Horse Lottery

and other donors who wish to remain anonymous

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2024

STATEMENT OF TRUSTEES' AND DIRECTORS' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law and Charity Law require the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the trustees are required to:

1. select suitable accounting policies and apply them consistently

2. observe the methods and principles in the Charities SORP (FRS 102)

3. make judgements and estimates that are reasonable and prudent

4. state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements

5. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

6. The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 2011. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

This report was approved by the board of Directors and Trustees on 16 July 2024 and signed on its behalf by:

P. Baker ....

Philip Baker, Trustee

D Baron ....

David Baron, Trustee

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU FOR THE YEAR ENDED 31ST MARCH 2024

I report to the charity trustees on my examination of the accounts of the Oxfordshire South & Vale Citizens Advice Bureau for the year ended 31st March 2024 which are set out on pages 18 to 30.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or

2. the accounts do not accord with those records; or

3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A Rodzynski

Andrew Rodzynski FCA
Wenn Townsend
30 St Giles
Oxford
OX1 3LE

31/07/24

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2024

	Notes	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
INCOME					
Donations		25,617	13,388	39,005	47,053
Charitable activities	4	321,472	253,646	575,118	511,788
Other income		12,130	1,000	13,130	4,039
Total Income		359,219	268,034	627,253	562,880
EXPENDITURE					
Charitable activities	5	351,890	248,131	600,021	578,071
NET INCOME (EXPENDITURE)		7,329	19,903	27,232	(15,191)
Transfers between funds				-	-
Transfer Fixed Asset Fund		51,572	(51,572)		
Actuarial gain on defined benefit pension scheme		-	41,000	41,000	
Net movements in funds		58,901	9,331	68,232	(15,191)
RECONCILIATION OF FUNDS					
Total funds brought forward		228,402	23,792	252,194	267,385
Total funds carried forward		287,303	33,123	320,426	252,194

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

BALANCE SHEET
FOR THE YEAR ENDED 31ST MARCH 2024

	Notes	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
FIXED ASSETS	7	30,751	-	30,751	43,186
CURRENT ASSETS					
Debtors	8	19,494	-	19,494	43,837
Cash at bank		322,241	78,263	400,504	305,903
		341,735	78,263	419,998	349,740
CREDITORS					
Amounts falling due within one year	9	(85,183)	(45,140)	(130,323)	(99,732)
Net current assets		256,552	33,123	289,675	250,008
Total Assets less Current Liabilities		287,303	33,123	320,426	293,194
Amounts falling due after one year	10	-	-	-	(41,000)
TOTAL ASSETS		287,303	33,123	320,426	252,194
Unrestricted Funds	11	287,303	-	287,303	228,402
Restricted Funds	12	-	33,123	33,123	23,792
		287,303	33,123	320,426	252,194

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2024.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 16 July 2024 and were signed on its behalf by:

P. G. Baker .... Philip Baker, Trustee

D Baron .... David Baron, Trustee

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST MARCH 2024

	Notes	2024 £	2023 £
Cash Flows from Operating Activities			
Cash generated from/(absorbed by) operations	**15**	103,800	30,114
Cash Flows from Investing Activities			
Purchases of tangible Fixed Assets		(9,199)	(17,042)
Net increase/(decrease) in cash and cash equivalents		**94,601**	13,072
Cash and cash equivalents at the beginning of the year		305,903	292,831
Cash and cash equivalents at the end of the year		**400,504**	305,903

1. STATUTORY INFORMATION

Oxfordshire South & Vale Citizens Advice Bureau is a company limited by guarantee incorporated in England and Wales and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation. The registered office is Abbey House, Abbey Close, Abingdon, Oxfordshire, OX14 3JD.

The financial statements are presented in Sterling (£), the company's functional currency, and rounded to the nearest pound.

The charity's principal activities and nature of the charity's operations are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress, in particular, but without limitation, for the benefit of the community in the administrative districts of South Oxfordshire and the Vale of White Horse, and surrounding areas.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2020. Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Oxfordshire South & Vale Citizens Advice Bureau meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction values unless otherwise stated in the relevant accounting policy note(s).

Subsequent events and going concern

The financial statements have been prepared on a going concern basis. Since the year end the impact of the global pandemic, geopolitical events, cost of living inflation, and rising interest rates on the communities we serve means that the demand for our services continues to increase. At the same time our traditional funding sources are reducing. The trustees have put in place measures to mitigate the financial and other risks involved and are working to control the impact on the charity. The charity continues to receive grants from local Parish, Town, and District councils together with income received from contracted services enabling a range of support programmes to be continued. The Trustees are confident that Oxfordshire South & Vale Citizens Advice Bureau will be able to tailor service provision in line with the funding available and will look to obtain additional funding from a variety of sources. As a result, the Trustees consider it appropriate for the financial statements to be prepared on a going concern basis.

3. ACCOUNTING POLICIES

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Donations are recognised on a cash received basis. Grant and contractual revenue is recognised in the financial statements of the year for which it is receivable. Grants and funding received in advance are recognised as revenue in the same accounting period as the costs they fund are recognised.

Income is only deferred if the donor specifies it must be used in future accounting periods or the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Expenditure includes any VAT that has been charged as the charity is not registered for VAT.

Support costs are those costs that, whilst necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. This includes governance costs which are those costs which are associated with meeting the constitutional and statutory requirements and costs linked to the strategic management of the charity.

Depreciation and amortisation

Depreciation has been provided at the following rates in order to write off assets over their estimated useful lives:

Office equipment	4 years, straight line

Financial instruments

The charity only has financial instruments and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Debtors

Trade debtors and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanations of the nature and purpose of each fund are included in the notes to the financial statements.

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2024

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted	Restricted	2024	2023
	£	£	£	£
Grants from District Councils	208,142	-	208,142	208,142
Grants from Town Councils	44,100	-	44,100	37,394
Grants from Parish Councils	19,230	-	19,230	22,620
	271,472	**-**	**271,472**	**268,156**
Other charitable activities				
Contracts	-	240,413	240,413	221,632
Other Grants	50,000	13,233	63,233	22,000
	321,472	**253,646**	**575,118**	**511,788**
INVESTMENT INCOME				
Included in other income:				
Deposit account interest	8,204	-	8,204	2,785
	8,204	**-**	**8,204**	**2,785**

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	Unrestricted	Restricted	2024	2023
	£	£	£	£
Employment	228,202	200,104	428,306	403,816
Premises	58,445	11,082	69,527	76,026
Office	28,234	33,068	61,302	74,271
Depreciation	21,634	-	21,634	19,786
Other costs	16,188	12,263	28,451	21,214
Assets capitalised (IT equipment)	(813)	(8,386)	(9,199)	(17,042)
	351,890	**248,131**	**600,021**	**578,071**

Employment costs include:

	Unrestricted	Restricted	2024	2023
	£	£	£	£
Salaries paid to 3 key management personnel	55,998	-	55,998	51,818
Salaries cross charged to projects and contracts	-	94,011	94,011	-
Salaries for remaining staff	149,832	99,793	249,625	326,967
National insurance	15,382	3,142	18,524	16,918
Pension contributions	6,990	3,158	10,148	8,113
	228,202	**200,104**	**428,306**	**403,816**

No Trustee received any remuneration. The average number of employees during the year was 31, equivalent to 13.63 full time equivalent employees (2023 - 29 equivalent to 13.3 full time equivalent employees).

No employees received employee benefits (excluding employer pension costs) of more than £60,000.

Governance costs

	2024	2023
	£	£
Miscellaneous costs	277	85
Legal & Professional Fees	1,693	750
Total	**1,970**	**835**

7. FIXED ASSETS

Office Equipment	**2024**	**2023**
	£	**£**
Cost		
At 31 March 2023	87,856	70,814
Additions	9,199	17,042
At 31 March 2024	97,055	87,856
Depreciation		
At 31 March 2023	44,670	24,884
Charge for the year	21,634	19,786
At 31 March 2024	66,304	44,670
Net book value		
At 31 March 2023	43,186	45,930
At 31 March 2024	30,751	43,186

Fixed asset additions include £8,386 (2023 £17,042) purchased with funds donated specifically for the purpose. The donated funds have been recognised as income in full and a matching provision made for release against the depreciation of the funded assets. This prevents the accounts from overstating surplus funds due to unmatched costs. The conditions attached to the restricted fixed asset funding have been met, with the purchase of the assets. The balance of the fixed asset provision has been transferred to unrestricted funds in the year.

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Prepayments and accrued income	11,320	15,237
Other debtors	8,174	28,600
Total	**19,494**	**43,837**

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Grants received in advance	50,140	54,900
HMRC – PAYE & National Insurance	7,162	-
Accruals	59,074	36,711
Pensions	1,710	-
Other creditors	12,237	8,121
Total	**130,323**	**99,732**

The Grants received in advance balance includes Restricted Funds income of £44,000 from the Oxfordshire County Council Money Advisors grant, £5,000 from the Pye Charitable Trust and £1,140 from the Armed Forces Covenant Fund.

10. CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

	2024	2023
	£	£
Provision in respect of pension fund deficit	-	41,000

This related to the Oxfordshire County Council Pension Fund deficit, a provision which is no longer required following an actuarial valuation and a decision to exit the scheme without further gain or liability arising. See note 12 for further information.

11. NET FUNDS ANALYSIS

	Unrestricted	Restricted	Total
	£	£	£
Grants received in advance	-	-	-
Pension fund deficit	-	-	-
Fixed assets	30,751	-	30,751
Current Assets	19,494	-	19,494
Current liabilities	(85,183)	(45,140)	(130,323)
Cash	322,241	78,263	400,504
Total Funds	**287,303**	**33,123**	**320,426**

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2024

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12. RESTRICTED FUNDS

Restricted funds comprise income for specific purposes and amounts set aside for specific objects, less amounts expended for those purposes. Restricted funds in 2023-24 relate to contracts with the National Association of Citizens Advice Bureaux and unspent restricted donations.

The pension reserve, relating to the Oxfordshire County Council Pension Fund, a Local Government Pension Scheme has been removed in the year following a valuation of the scheme that showed it to be in modest surplus, see also paragraph "Pension deficit" on page 29.

2023-24	Brought forward from last year	Income	Resources expended	Transfers and Other Gains & Losses	Balance carried forward
	£	£	£	£	£
Pension reserve	(41,000)	-	-	41,000	-
Contracts	-	240,413	(240,413)	-	-
Funded fixed assets	87,856	-	8,386	(96,242)	-
Depreciation on funded fixed assets	(44,670)	-	-	44,670	-
Abingdon restricted	6,799	5,737	(2,974)	-	9,562
Abingdon Friends	-	170	(120)	-	50
Henley Restricted	12,638	8,165	(5,941)	-	14,862
Didcot Restricted	1,970	3,122	(2,969)	-	2,123
Wallingford Restricted	199	813	(603)	-	409
Thame Restricted	-	6,338	(2,253)	-	4,085
Head Office	-	919	(887)	-	32
Dorothy Holmes Trust	-	2,000	-	-	2,000
Faringdon	-	357	(357)	-	-
	23,792	268,034	(248,131)	(10,572)	33,123

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2024

2022-23	Brought forward £	Income £	Resources expended £	Transfers (to)/from unrestricted funds £	Balance carried forward £
Pension reserve	(41,000)	-	-	-	(41,000)
Contracts	-	221,632	(178,412)	(43,220)	-
Funded fixed assets	70,814	-	17,042	-	87,856
Depreciation on funded fixed assets	(2484)	-	(19,786)	-	(44,670)
Abingdon restricted	7,139	7,385	(7,725)	-	6,799
Abingdon Friends	(85)	1,519	(1,434)	-	-
Henley Restricted	12,468	7,990	(7,820)	-	12,638
Didcot Restricted	415	1,630	(75)	-	1,970
Wallingford Restricted	246	-	(47)	-	199
Thame Restricted	496	3,577	(4,073)	-	-
Head Office	-	400	(400)	-	-
Oxfordshire County Council	1,300	-	(1,300)	-	-
	26,909	244,133	(204,030)	(43,220)	23,792

Pension Costs

In 2023/24, five former employees of Abingdon Citizens Advice Bureau were members of the Oxfordshire County Council Pension Fund, a defined benefit scheme, and of which the Company is an admitted body. The assets of the Fund are held separately from those of the Company, in independently administered funds.

The scheme is closed to current employees and the trustees have decided to exit the scheme at no further cost to the Company, whilst protecting the rights of the five former employees in the scheme.

Bureau staff are eligible to join a defined contribution pension scheme under which the Company matches each member's contributions. The pension costs charged represent contributions by the Company to the scheme, which are recognised when they become payable.

There were £1,710 of contributions due at the balance sheet date. (2023 £nil).

Pension deficit

The Company is an admitted body to the Oxfordshire County Council Pension Fund, a defined benefit pension scheme. There are no active members of the Fund employed by the Company. The Company obtained an actuarial valuation for accounting purposes as at 31 March 2024 from the actuaries, Hyman Robertson LLP. The valuation showed the Fund to be in a modest surplus. The trustees have decided to exit the scheme at no further cost to the Company and the pension provision has been reversed in these financial statements.

13. FINANCIAL INSTRUMENTS

	2024 £	2023 £
Financial assets		
Financial Assets that are debt instruments measured at amortised cost	419,998	349,740

Financial assets measured at amortised cost comprise of cash, trade debtors, prepayments and accrued income.

Financial liabilities		
Financial liabilities measured at amortised cost	163,446	162,338

Financial liabilities measured at amortised cost comprise of trade creditors, other creditors (HMRC), accruals, unspent restricted funds and pension liabilities.

14. RELATED PARTY TRANSACTIONS

The Company received a donation of £500 from the spouse of a trustee during the year to 31 March 2024. (2023 - £400).

15. RECONCILIATION OF NET CASH FLOW FROM OPERATING ACTIVITIES

	2024 £	2023 £
Cash generated from/(absorbed by) operations		
Surplus/(Deficit) for the year	27,232	(15,191)
Depreciation	21,634	19,786
(Increase)/decrease in Debtors	24,343	(25,226)
Increase/(decrease) in Creditors	30,591	50,745
Net cash flow from operating activities	103,800	30,114

OXFORDSHIRE SOUTH & VALE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2024

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16. FINANCIAL COMMITMENTS, GUARANTEES AND CONTINGENCIES

The total amount of financial commitments not included in the balance sheet is £13,800 (2023 - £13,250)

17. TRUSTEE EXPENSES

One trustee received an expense reimbursement of £12.75 (2023 - £0)

This was the cost of ID verification at the Post Office for David Baron which was required by Saffron Building Society to open the new savings account with them.

WOODCOTE PARISH COUNCIL

GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions

Section A: The Organisation

Name of Organisation

St Leonard's Church

Main Contact Name

Contact e-mail Address

Contact Phone Number

Contact Address

Are you a newly formed group (less than 1 year)?

Yes ☐ No ☒

How long has your group been operating?

Many years

Do you have a voluntary management committee?

Yes ☒ No ☐

Do you have a formal constitution?

Yes ☒ No ☐

Do you have an equal opportunities policy/statement?

Yes ☒ No ☐

Do you have an annual record of accounts?

Yes ☒ No ☐

Please attach copy of most recent accounts and latest bank statement to your application.

Please describe your group's main activities:

Running and maintaining St Leonard's church and churchyard.

Section B: The Grant

What is the grant for?

A contribution towards the maintenance costs of the churchyard.

Who will benefit from the grant if approved?

All users of the churchyard.

How will the Parish of Woodcote community benefit from the monies if the grant is awarded?

It will support the continued maintenance of the churchyard, open to all in Woodcote.

How much are you applying for?

£ 1,000.00

How many people will benefit from the monies?

All users of the churchyard

Have any other bodies been approached for grant funding in relation to this application / Project?

Yes ☐ No ☒

If Yes, please provide details.

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

We rely entirely almost entirely on voluntary contributions to maintain the churchyard and the church. If the grant is not received it will reduce our ability to maintain the churchyard. The last two years the church has experienced deficits and, whilst we have worked hard to address this our reserves remain at a minimum level.

If successful your grant will be paid directly into the bank account detailed on the bank statement given in support of Section A of this form, cheques will be provided in the name of the organisation on the bank statement only in exceptional circumstances. If you require a cheque, please detail why below.

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Grasscutting and hedge trimming	1700	Donations and fundraising
Other - tree maintenance, gates, path etc	400	
Total Project Cost:	2100	

Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Woodcote Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Woodcote Parish Council's decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Woodcote Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Woodcote Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name	Position in Organisation
	Hon. Treasurer
Signature	**Date**
[redacted]	22 October 2024

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to:

Attention: The Clerk, Woodcote Parish Council, Parish Office, Reading Road, Woodcote RG8 0QY.

WOODCOTE PARISH COUNCIL

GRANT EVALUATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions

Section A: The Grant

Name of Organisation

St Leonard's Church

Year of Award

Year ending 5 April 2024

How much funding did you receive?

£1000

Did you spend the entire amount awarded?

Yes [X] No [ ]

If No, please explain why the full amount was not spent and detail how much remains?

What did you use the grant monies for?

The grant money was used to pay part of the maintenance costs, which are ca. £2,000 a year

Section B: Evaluation

What difference has the funding made in the locality/community?
Please include information about the number of people in Woodcote who participated/benefited from the grant.

The churchyard is open to all, and is of particular significance to the many village families who have relatives buried there or remembered there. We do not count the number of visitors but there are ca. 1250 burials in ca. 800 graves recorded. In addition there are those who not buried in the churchyard but who are remembered in the Garden of Remembrance.

How did your group measure these benefits?

Whilst we have no quantitative measure we receive informal feedback through comments.

Did you come across any problems in the delivery of your project (please give reasons)?

No.

Please use this space to make any other comments which will help us improve the grants process/programme.

Section C: The Terms and Conditions

It was a condition of your grant to fill in this evaluation form. Failure to do so will affect any future grant funding applications.

I am authorised to complete this form on behalf of the group. (Normally completed by the original applicant of the grant)

Name	Position in Organisation
John Davies	Hon. Treasurer
Signature	**Date**
John Davies	22 October 2024

This completed evaluation forms, and any other supporting documents should be returned to:

Attention: The Clerk, Woodcote Parish Council, Parish Office, Reading Road, Woodcote RG8 0QY.

NOTE: If you received money for equipment or capital works please include proof/copies of relevant receipts to this evaluation form.

The Parochial Church Council of St Leonard's Church, Woodcote

Annual Report and Financial Statements

Year ended 31 December 2023

Contents

2023 Report and Accounts for the Parochial Church Council of St Leonard's Church, Woodcote

Aim and purposes

Woodcote Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent in promoting in the parish and local area, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St Leonard's Church and churchyard.

Objectives and activities

St Leonard's Church is situated in South Stoke Road, Woodcote, Oxfordshire, and is one of seven local churches in the Langtree Team Ministry. It is part of the Diocese of Oxford within the Church of England.

The PCC is committed to serving both the church and the local community. We seek to make the church and all its services and events attractive and accessible to those who wish to visit and share in worship. We work hard to maintain a high standard of worship, and seek through our services and events to share the Good News of the Gospel and the person of Jesus with all with whom we come into contact. The PCC is equally committed to doing all that it can to provide pastoral support to those in our care.

In our worship we seek to inspire church members to live out their faith with confidence and we encourage all church members to nurture and offer their gifts and talents for the life of the church.

To facilitate this work we maintain the fabric of the church of St Leonard's and the associated churchyard and we also seek every opportunity to engage with parishioners through local community events.

Achievements and performance

The PCC is keen to offer a range of services during each month and over the course of the year, that our community find both beneficial and spiritually uplifting.

The PCC was delighted to welcome the new incumbent, Rev. David Benskin, who was licensed on 6 July 2023.

Our regular Sunday worship currently comprises of both an 8.00 a.m. communion service in church a 9.45 a.m. service. Normally the church is open for private worship at certain times in the week and at times on evenings leading up to Easter and Christmas for the "Big Silence", allowing personal reflection and prayer. A weekly on-line Compline service was held regularly throughout the year.

Over time the worship planning team and the PCC came to feel that we were being led to take church beyond the walls, and the trial of "SLOW" (St Leonard's outside the walls) church in the village hall continued during 2023 as well as the “Carols on the Green” service. At Christmas we were once again able to deliver around 1000 Christmas cards to every home in the village.

The PCC continued to consider ways to both incorporate a toilet into the church and to make the church building more welcoming and hospitable, especially for families. During the year architects were appointed, the church was surveyed and a draft plan received from the architect. This will be presented to the congregation and Diocese for consultation in 2024.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. In baptism we thank God for the gift of life, in marriage public vows are exchanged with God’s blessing; through funeral services friends and family express their grief and thanks for the life which is now complete in this world, and commend the person into God’s keeping.

Financial review

St Leonard’s is almost entirely dependent on donations from the congregation and local community to support our activities and maintain the church and churchyard. The cost of this increases each year and approached £4,000 per month throughout 2023.

Over the last 2 years there has been significant income and expenditure related to the PCC’s desire to install a toilet and create a more family friendly layout (income - 2023: £1,429; 2022: £34,200. Expenditure - 2023: £7,642; 2022: £0). The expenditure in 2023 was on survey and architect’s fees. All the above income and expenditure was credited or charged to a dedicated fund, The Toilet & Family Friendly Layout Fund (“TFFL Fund”).

The income and costs related to the TFFL Fund mask the underlying income and costs of running the church and have been excluded from all the costs below. Once these exclusions are made the income for 2023 was £38,381 (2022: £40,537). Costs on a similar basis were £45,329 (2022: £45,290), resulting in a deficit of £6,948 (2022: deficit of £4,753) The deficit substantially reduced the reserves available for the day to day running of the church (“unrestricted reserves”). At 31 December 2023 these stood at £12,607 (2022: £19,240) The balance on unrestricted reserves is now at the minimum level (see Reserves Policy section), and the church needs to take action to ensure that income in 2024 increases substantially to match our expenditure.

We are grateful to all who contributed to our income. Our regular Planned Giving, comprising regular giving through the Parish Giving Scheme, standing orders and weekly envelopes, contributed £25,483 (2022: £24,032).

Our major expenditure is our contribution to the parish share (which largely provides for the stipends and housing of clergy), and whilst our gross contribution of £30,205 (2022: £30,465) is very significant this is considerably less than the Diocese estimates it costs to provide a vicar (well over £50,000 p.a.). We received a rebate from the Team Council reducing their net cost to £3,078 (2022: £3,083). Church running costs increased substantially to £8,826 (2022: £5,997), primarily due to one-off costs associated with the appointment of a new incumbent and a sharp increase of £1,141 in electricity costs.

We would like to thank all those who support St Leonard's so generously, both financially and with their time and skills. We are particularly grateful to Friends of St Leonard's (FOSLs) and the Parish Council who donated £1,248 and £893 respectively towards the cost of maintaining the church (FOSLs) and the churchyard (the Parish Council and FOSLs).

Reserves Policy

It is PCC policy to try and maintain free reserves equivalent to 3 months expenditure. This is equivalent to ca. £12,000. It is held to smooth out fluctuations in cashflow and to meet emergencies. The balance on free reserves at the end of the year was £12,607. This is insufficient to fund any further deficit this year whilst maintaining adequate emergency reserves. To maintain the financial stability going forward requires a substantial increase in income. The remaining reserves of the church (£30,824: 2022; £37,351) have all been donated for specific purposes and are legally restricted and cannot be used for the day to day running of the church.

Voluntary Help

St Leonard's relies on many people, who generously give their time and resources, to maintain it as a vibrant and lively church. The PCC would like to thank all those who have generously given time and other resources to support the church during the year.

Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC has "excepted" charity status and is required to comply with charities legislation although it is not required to register with the Charity Commission.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Leonard's the membership of the PCC consists of our vicar, the churchwardens, Deanery Synod representative and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services and members of our congregation are encouraged to register on the electoral roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent.

The full PCC meet six times during the year. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it regularly, with their key recommendations being discussed and considered by the full PCC as necessary.

Administrative Information

The correspondence address is The Vicarage, Reading Road, Woodcote, RG8 0QX.

PCC members who have served at any time from 1 January 2023 until the date this report was approved are:

Ex officio members:

The Reverend David Benskin (Incumbent and Chair) – licensed 6 July 2023

Mr Brian Turner (Licensed Lay Minister)

Mrs Gillian Fowmes (Deanery Synod Representative)

Mr Martin Fowmes (Church Warden and Deanery Synod Representative)

Mrs Barbara Penniall (Church Warden, until 21 May 2023)

Miss Sue Udell (Church Warden, elected 21 May 2023)

Elected members:

Mrs Barbara Penniall (elected 21 May 2023)

Dr Janet Casson

Professor Mark Casson

Mr John Davies (Treasurer)

Mrs Margaret Miles

Mrs Charlotte Nash

Mrs Caroline Older (Secretary)

Mr Jeremy Older

Mrs Elizabeth Payne (elected 21 May 2023)

Mrs Jill Turner

Miss Sue Udell (until 21 May 2023)

Approved by the PCC on 7 March 2024 and signed on their behalf by the Revd. David Benskin (PCC Chair).

Independent Examiner’s Report to the Trustees of St Leonards Church, Woodcote.

I report on the accounts for the church for the year ended 31 December 2023 which are set out on pages 7 to 12.

Respective responsibilities of trustees and examiner
The church’s trustees are responsible for the preparation of the accounts. The church’s trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.
It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner’s report
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a “true and fair view” and the report is limited to those matters in the statement below.

Independent examiner’s statement
In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
    - to keep accounting records in accordance with section 130 of the 2011 Act; and
    - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S Nurse ACA
21 Dauntless Road
Burghfield Common
7 March 2024

PAROCHIAL CHURCH COUNCIL OF ST LEONARD'S WOODCOTE

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2023

	Note	Unrestricted funds £	Restricted funds £	TOTAL 2023 £	TOTAL 2022 £
INCOME AND ENDOWMENTS					
Voluntary income	2(a)	28,791	3,031	31,822	65,306
Activities for generating funds	2(b)	3,341	0	3,341	3,383
Income from investments	2(c)	308	679	987	52
Church activities	2(d)	2,570	1,090	3,660	5,996
TOTAL INCOME		35,010	4,800	39,810	74,737
EXPENDITURE					
Church activities	3(a)	41,481	11,339	52,820	45,157
Raising funds	3(b)	150	0	150	133
TOTAL EXPENDITURE		41,631	11,339	52,970	45,290
NET INCOME / (EXPENDITURE)		-6,621	-6,539	-13,160	29,447
TRANSFER BETWEEN FUNDS	5	-13	13	0	0
NET MOVEMENT IN FUNDS		-6,634	-6,526	-13,160	29,447
Total funds brought forward	9	19,240	37,351	56,591	27,144
Total funds carried forward	9	12,607	30,824	43,431	56,591

PAROCHIAL CHURCH COUNCIL OF ST LEONARD'S WOODCOTE

BALANCE SHEET AT 31 DECEMBER

		Note	2023 £	2022 £
FIXED ASSETS				
	Tangible	6	1,256	1,570
CURRENT ASSETS				
	Stock		25	25
	Debtors and prepayments	7	6,191	11,946
	Cash at bank and in hand		37,755	45,825
			43,971	57,796
LIABILITIES				
	Creditors - amounts falling due within one year	8	1,796	2,775
NET CURRENT ASSETS / (LIABILITIES)			42,175	55,021
TOTAL NET ASSETS			43,431	56,591
PARISH FUNDS				
	Unrestricted	9	12,607	19,240
	Restricted	9	30,824	37,351
			43,431	56,591

The notes on pages 9 to 12 form part of these accounts

Approved by the Parochial Church Council on 7 March 2024 and signed on their behalf by Revd D Benskin, Chair

NOTES TO THE FINANCIAL STATEMENTS
For the year ending 31st December 2023

1 Accounting Policies

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).
The financial statements have been prepared under the historical cost convention, and include all transactions, assets and liabilities for which the PCC is accountable in law.

Assets

Consecrated and benefice property is not included in accordance with section 10(2) (a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the vicar and church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything prior to 2012 there is insufficient cost information available and therefore such assets are not included in the financial statements. Subsequently individual items that cost more than £500 have been capitalised and depreciated on a straight line basis over 10 years.
.
Equipment used within the church premises is depreciated on a straight-line basis over four years. Only items of equipment with a purchase price of over £500 are capitalised.

Incoming Resources

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted when the PCC is entitled to the use the resources, their ultimate receipt is considered reasonably certain and the amounts are readily quantifiable. Incoming resources are accounted gross. Collections specifically for third party charities are not included in income or expenditure but are detailed in the notes to the financial statements.

Resources Expended

Donations are accounted for when paid over, or when awarded if that award creates a binding or constructive obligation on the PCC. The diocesan parish share expected to be paid over is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Funds

Unrestricted Funds: These are funds that are available for the general spending of the PCC. They include any amounts designated by the PCC for specific purposes.
Restricted Funds: These are funds that must be spent on the restricted purposes of the fund.

Restricted Funds	Purpose
Churchyard Fund	Upkeep of churchyard and Garden of Remembrance.
Building Fund	Expenditure on church building
Heating and Lighting Fund	Renewal of the heating and lighting of the church.
Altar Frontal Fund	Renewal of altar covers and church linen
Flowers	Church flowers
Choir and Music	Expenditure related to music in the church
Children's Activities	Expenditure related to children's activites
Mission	Mission work within the parish
Toilet and Family Friendly Layout	Expenditure to install a toilet and make the rear of the church more family friendly

PAROCHIAL CHURCH COUNCIL OF ST LEONARD'S WOODCOTE

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2023

2 INCOME

			Unrestricted funds £	Restricted funds £	TOTAL 2023 £	TOTAL 2022 £
2(a)	Voluntary income					
	Planned giving	Planned giving donations	18,848	0	18,848	18,629
		Tax recoverable on planned giving	3,535	0	3,535	3,603
		Other (including CAFS)	3,100	0	3,100	1,800
	Collections	Open plate	2,243	0	2,243	1,916
	Grants			1,600	1,600	1,100
	Donations, appeals etc		462	1,431	1,893	30,884
	Tax recoverable (open plate, donations and appeals)		603	0	603	7,374
			28,791	3,031	31,822	65,306
2(b)	Activities for generating funds					
		Quiz Nights	0	0	0	685
		St Leonard's Fair	1,926	0	1,926	1,600
		Concerts	0	0	0	254
		Coffee shop	739	0	739	330
		Xmas Cards/Mugs/T Towels	0	0	0	0
		Village Fair / Festival and Ride & Stride	451	0	451	514
		Vintage Tea	0	0	0	0
		B Penniall fund raising	0	0	0	0
		Raffle	225	0	225	0
			3,341	0	3,341	3,383
2(c)	Income from investments		308	679	987	52
2(d)	Income from church activities					
		Fees for weddings, funerals and memorials	2,570	1,090	3,660	5,996
Total income			**35,010**	**4,800**	**39,810**	**74,737**

3 EXPENDITURE

			Unrestricted funds £	Restricted funds £	TOTAL 2023 £	TOTAL 2022 £
3(a)	Church activities					
		Missionary and charitable giving				
		Charitable Grants	525	0	525	500
		Other mission expenditure	0	0	0	549
			525	0	525	1,049
		Ministry: diocesan parish share	30,205	0	30,205	30,465
		Ministry: diocesan parish share (rebate)	-302	0	-302	-305
		Team council costs	4,104	0	4,104	4,104
		Team council costs (refund)	-1,026	0	-1,026	-1,021
		Church running and maintenance	7,975	851	8,826	5,997
		Toilet & Family Friendly Layout Project	0	7,642	7,642	0
		Depreciation	0	314	314	608
		Miscellaneous	0	0	0	0
		Churchyard upkeep		2533	2533	4260
			41,481	11,339	52,820	45,157
3(b)	Raising Funds					
		Fund raising costs	150	0	150	133
Total Resources Expended			**41,631**	**11,339**	**52,970**	**45,290**

PAROCHIAL CHURCH COUNCIL OF ST LEONARD'S WOODCOTE

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2023

4 REALATED PARTIES

No member of the PCC, or related party, received any remuneration or other benefit from the PCC, other than as detailed below.
Expense payments totalling £1,137 were made to 6 PCC members to reimburse them for purchases, from unrelated third parties, of materials for church purposes. Payments totalling £1,300 were made to Revd D Benskin related to his move to Woodcote.

5 ANALYSIS OF TRANSFER BETWEEN FUNDS

	Unrestricted funds	Restricted funds	TOTAL 2023
	£	£	£
	-13	13	0

There were transfers of £354 from unrestricted to restricted funds in 2022

6 FIXED ASSETS

Tangible	Church Furnishings (Restricted)	Church Equipment	.Total
	£	£	£
Cost at 1 January 2023	3,140	1,170	4,310
Additions at cost	0	0	0
Cost at 31 December 2023	3,140	1,170	4,310
Depreciation at 1 January 2023	1,570	1,170	2,740
Charge for the year	314	0	314
Depreciation at 31 December 2023	1,884	1,170	3,054
Net Book Value at 1 January 2023	1,570	0	1,570
Net Book Value at 31 December 2023	1,256	0	1,256

7 CURRENT ASSETS

	Unrestricted funds	Restricted funds	TOTAL 2023	TOTAL 2022
Debtors	£	£	£	£
Income tax recoverable	2,187	0	2,187	9,132
Prepayments & Accrued Income	421	0	421	130
Other debtors	2,733	850	3,583	2,684
	5,341	850	6,191	11,946

8 LIABILITIES

	Unrestricted funds	TOTAL 2023	TOTAL 2022
	£	£	£
Accruals for utility and other costs	483	483	400
Other creditors	1,313	1,313	2,375
	1,796	1,796	2,775

9 SUMMARY OF FUND MOVEMENTS

	Unrestricted	Restricted	Restricted	Restricted	Restricted	Restricted	
	General Fund	Building Fund	Toilet & Family Friendly Layout	Churchyard	Frontal appeal	Other	Total
	£	£	£	£	£	£	£
Balance at 1 Janauary 2023	19,240	0	34,200	0	1,570	1,581	56,591
Incoming resources	35,010	848	1,429	2,523	0	0	39,810
Resources expended	-41,631	-851	-7,642	-2,533	-314	0	-52,970
Investment gains	0	0	0	0	0	0	0
Transfer between funds	-13	3	0	10	0	0	0
Balance at 31 December 2023	12,606	0	27,987	0	1,256	1,581	43,431

Analysis of other restricted funds	Restricted	Restricted	Restricted	Restricted	Restricted	Restricted
	Flowers	Choir and church music	Mission	Childrens' activities	Heating & Lighting	Total "Other"
	£	£	£	£	£	£
Balance at 1 Janauary 2023	0	75	0	250	1,256	1,581
Incoming resources	0	0	0	0	0	0
Resources expended	0	0	0	0	0	0
Investment gains	0	0	0	0	0	0
Transfer between funds	0	0	0	0	0	0
Balance at 31 December 2023	0	75	0	250	1,256	1,581

10 SUMMARY OF ASSETS BY FUND

	Unrestricted funds	Restricted funds	TOTAL 2023
	£	£	£
Fixed assets	0	1,256	1,256
Current assets	14,402	29,569	43,971
Amounts falling due within one year	-1,796	0	-1,796
At 31 December 2023	12,606	30,825	43,431
At 31 December 2022	19,240	37,351	56,591
Change in year	-6,634	-6,526	-13,160

11 COLLECTIONS FOR THIRD PARTY CHARITIES NOT INCLUDED IN INCOMING RESOURCES OR EXPENDITURE

	2023	2022
	£	£
The Porch	201	119
Royal British Legion	114	92
The Children's Society	0	339
Totals	315	550

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13.2. To receive a report on professional advice on the PC being able to reclaim VAT for non-business activities, approve VAT adjustment for VH maintenance for this year to date, and transfer of the remaining £15k grant directly to the Village Hall Trustees.

The Council paid for the Clerk to attend New Financial Regulations and VAT training in October. One of the direct questions the Clerk asked the trainer was about reclaiming VAT on items being gifted to another organisation, for example the village hall flat roof.

The answer to this question, was that the entirety of the project needed to be managed by the PC including the installation, and the VH Trustees should really provide a letter of permission that we can modify the building under their care/management. The trainer went on to say that in this instance the VH Trustees would not be able to contribute to the project, else it could be deemed by the "VAT Man" that they had purchased the roof from the PC for that equivalent "donation" cost.

I have asked for further clarification on this matter of contributing costs. But it was clear from the session that the council must not be paying invoices on behalf of any organisation, even if the invoice is in our name, unless the PC has fully managed the process, including liaising with / engaging the contractors etc.

This Council approved granting the Village Hall Trustees £15,000 toward their yearly maintenance of the building. To date, against the Clerk's advice the Council s has been paying the invoices for the purposes of reclaiming the VAT and making the £15,000 stretch further.

After the recent training, the Clerk is no reiterating that this MUST NOT be done and proposes the following.

- Do a VAT adjustment for any items paid for in this manner, year to date which includes the following transactions, to change the entire charge to be without VAT.

Voucher No	Date	Net	VAT	Total	Description	Supplier
61	08/08/2024	£ 1,123.40	£ 224.68	£ 1,348.08	Village Hall Maintenance	Max Plumbing and Heating
52	24/07/2024	£ 165.40	£ 33.08	£ 198.48	Village Hall Maintenance	Max Plumbing and Heating
53	24/07/2024	£ 296.56	£ 59.31	£ 355.87	Village Hall Maintenance	RES Systems Ltd
26	06/06/2024	£ 526.50	£ 105.30	£ 631.80	Plumbing Village Hall	Max Plumbing and Heating
5	22/04/2024	£ 580.00	£ -	£ 580.00	Heating Maintenance	Woodcote Village Hall Trustees
		£ 2,691.86	£ 422.37	£ 3,114.23		

- Give the Outstanding balance of the Maintenance Grant directly to the Village Hall Trustees , a per the original decision of the Council. £15,000 less £3,114.23, remaining **£11,885.77**

The Clerk strongly recommends this action is taken in light of the recent profession advice on this matter.

13.3. To note the NJC Pay Scale for 2024/2025 has now been approved, applicable to the Clerk on SCP 28, to be back dated to 1st April 2024, equivalent of 66p per hour.

Note, the hourly rate used to be calculated at a rate of 52 weeks per year, the rate is now calculated at 52.143 weeks per year. So, the rate has gone up by 66p per hour at the new calculation rate, but is in reality 61p per hour increase changing from the old calculation method to the new calculation method.

The document attached shows last year's rates using the new calculation method for direct comparison.

National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries

Mike Short, UNISON
Sharon Wilde, GMB

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To: Chief Executives in England, Wales and N Ireland
(to be shared with Finance Director and HR Director)
Regional Employer Organisations
Members of the National Joint Council

22 October 2024

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2024** (covering the period 1 April 2024 to 31 March 2025). The new pay rates, each increased by £1,290 per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should be increased by 2.50 per cent, in accordance with Green Book Part 2 Para 5.4[1].

The new rates for allowances, uprated by 2.50 per cent, are set out at **Annex 2**.

Joint work

It has been agreed that there will be joint discussions on how the NJC can capture gender, ethnicity and disability pay gap information that will be of most benefit to the sector.

Backpay for employees who have left employment since 1 April 2024

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly.

[1] The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Yours faithfully,

Naomi
Cooke

Naomi Cooke	Mike Short	Sharon Wilde

ANNEX 1

SCP	01-Apr-23		01-Apr-24	
	per annum	per hour	per annum	per hour
1	*Deleted wef 01 Apr 23*			
2	£22,366	£11.59	£23,656	£12.26
3	£22,737	£11.79	£24,027	£12.45
4	£23,114	£11.98	£24,404	£12.65
5	£23,500	£12.18	£24,790	£12.85
6	£23,893	£12.38	£25,183	£13.05
7	£24,294	£12.59	£25,584	£13.26
8	£24,702	£12.80	£25,992	£13.47
9	£25,119	£13.02	£26,409	£13.69
10	£25,545	£13.24	£26,835	£13.91
11	£25,979	£13.47	£27,269	£14.13
12	£26,421	£13.69	£27,711	£14.36
13	£26,873	£13.93	£28,163	£14.60
14	£27,334	£14.17	£28,624	£14.84
15	£27,803	£14.41	£29,093	£15.08
16	£28,282	£14.66	£29,572	£15.33
17	£28,770	£14.91	£30,060	£15.58
18	£29,269	£15.17	£30,559	£15.84
19	£29,777	£15.43	£31,067	£16.10
20	£30,296	£15.70	£31,586	£16.37
21	£30,825	£15.98	£32,115	£16.65
22	£31,364	£16.26	£32,654	£16.93
23	£32,076	£16.63	£33,366	£17.29
24	£33,024	£17.12	£34,314	£17.79
25	£33,945	£17.59	£35,235	£18.26
26	£34,834	£18.06	£36,124	£18.72
27	£35,745	£18.53	£37,035	£19.20
28	£36,648	£19.00	£37,938	£19.66
29	£37,336	£19.35	£38,626	£20.02
30	£38,223	£19.81	£39,513	£20.48
31	£39,186	£20.31	£40,476	£20.98
32	£40,221	£20.85	£41,511	£21.52
33	£41,418	£21.47	£42,708	£22.14
34	£42,403	£21.98	£43,693	£22.65
35	£43,421	£22.51	£44,711	£23.17
36	£44,428	£23.03	£45,718	£23.70
37	£45,441	£23.55	£46,731	£24.22
38	£46,464	£24.08	£47,754	£24.75
39	£47,420	£24.58	£48,710	£25.25
40	£48,474	£25.13	£49,764	£25.79
41	£49,498	£25.66	£50,788	£26.32
42	£50,512	£26.18	£51,802	£26.85
43	£51,515	£26.70	£52,805	£27.37

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2024
£41.78

RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2024
(FORMER APT&C AGREEMENT (PURPLE BOOK))

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2024
£1,491

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2024
£243

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2024
£175

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2024
£1,013

Outer Fringe Area:

1 April 2024
£706

Paragraph 36 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2024
£33.63

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2024
£1,013

Outer Fringe Area:

1 April 2024
£706

Appendix F

13.4. To approve the finalised payments list for October & approve payments for November 2024.

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		£ 2,051.43	£ -	£ 2,051.43	Staff Costs	
	Total	**£ 6,772.76**	**£ 805.52**	**£ 7,578.28**		

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November

Voucher No	Date	Net	VAT	Total	Description	Supplier
	29/11/2024	£ 61.85	£ 12.37	£ 74.22	Telephone and Broadband	British Telecom
114	07/11/2024	£ -	£ -	£ -	Church Maintenance Grant	Woodcote Parochial Church
115	07/11/2024	£ -	£ -	£ -	Grant	Oxfordshire South & Vale Citizens Advice
116	07/11/2024	£ -	£ -	£ -	Grant	Woodcote Correspondent (Newsletter)
117	07/11/2024	£ 660.00	£ 132.00	£ 792.00	Software licence	Scribe Accounts (Starboard Systems Ltd)
118	07/11/2024	£ 300.00	£ 60.00	£ 360.00	Training	Oxfordshire Association of Local Councils (OALC)
119	07/11/2024	£ 5.00	£ 1.00	£ 6.00	Mobile Phone SIM Costs	GiffGaff Ltd
120	07/11/2024	£ 24.49	£ -	£ 24.49	Poppy wreath	Laura White
121	07/11/2024	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
122	07/11/2024	£ 1,518.73	£ 303.75	£ 1,822.48	Grass cutting contract	M & C Landscapes
Various		£ 2,448.70	£ -	£ 2,448.70	Staff Costs, inc PAYE Deduction paid in December	
	Total	**£ 5,285.26**	**£ 562.42**	**£ 5,847.68**		

13.5. To note receipts for October 2024

Voucher No	Date	Net	VAT	Total	Description	Customer
18	09/10/2024	£ 410.01	£	£ 410.01	Interest on savings	Lloyds Bank plc
17	25/10/2024	£ 21,445.77	£	£ 21,445.77	CIL receipts	South Oxfordshire District Council (CIL)
		£ 21,855.78	**£**	**£ 21,855.78**		

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13.6. To note the reconciled bank balances to 31st October 2024

	Bank Reconciliation at 31/10/2024			
	Cash in Hand 01/04/2024			380,481.22
	ADD Receipts 01/04/2024 - 31/10/2024			261,812.83
				642,294.05
	SUBTRACT Payments 01/04/2024 - 31/10/2024			80,382.34
A	**Cash in Hand 31/10/2024** (per Cash Book)			**561,911.71**
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2024	0.00	
	Lloyds Current	31/10/2024	62,653.03	
	Lloyds BB Instant Deposit Account	31/10/2024	499,258.68	
	Public Sector Deposit	31/10/2024	0.00	
				561,911.71
	Less unpresented payments			
				561,911.71
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**561,911.71**
	A = B Checks out OK			

Lloyds Current Account: £62,653.03

Lloyds Savings Account: £499,258.68