

Title	Finance 2025-2026
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 16 th July 2025

9.1. To approve a grant request for the Community Centre, to create a “Remote Work Hub”, £2,849.80 [Power to Spend – CIL]

Please describe your group’s main activities:

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

The Woodcote Community Centre is a bookable facility, that provides a number of small rooms that can be hired by a wide range of local groups, organisations and individuals, for an hourly rate. There is also a kitchen, and secure garden area. Saturday Coffee Shops are run by voluntary groups, with proceeds raised being donated to local charities and good causes. The Woodcote Volunteers are based in one room upstairs in the building, from where they co-ordinate their local voluntary transport services. A palliative, home health care company use one room upstairs, which they use as an office and training facility, for the provision of healthcare services within Woodcote and surrounding villages. Many local voluntary groups hold regular meetings in the building, and the facility is also booked for music practice sessions and parties. All income from hire, goes towards the maintenance and running costs of the building, which is owned by Oxfordshire County Council. Trustees of the Community Centre, Charity No: 11816 hold a current lease with OCC.

Section B: The Grant

What is the Grant For?

The two main meeting rooms in the facility are the downstairs Lions Den and the smaller, upstairs Rally Room. Both are popular, well used and regularly booked by a wide range of groups and for a wide range of activities. Upstairs in the smallest room, is the office for the Woodcote Volunteers, with another room being occupied by Rynes Healthcare. The Windmill Room, is the fourth of the upstairs rooms, and until quite recently was occupied by Langtree School, as per the original agreement when the building was refurbished in 1991. Since they vacated this room during Covid, Trustees have had it re-painted and now plan to refurbish it to provide a ‘Remote Work Hub’, providing superfast broadband and a fully furnished ‘work stations desk hire’. The room will have 2 dedicated desk working spaces for hire, but will also provide a facility for those who need help with digital access. Trustees have recently been in discussion with The Woodcote Volunteers, and OCC’s Digital Access Team, to provide both group and one to one sessions for individuals who feel digitally isolated. These sessions will be run by local volunteers, who will help users to become more confident in using the internet, to access local support and services, as well as financial advice and online banking.

Who will benefit from the grant if approved?

Residents of Woodcote will be the major beneficiaries of this grant. Use of our community facilities has always been an important aspect of village life, but with a growing population, and several new builds and developments, it is important to ensure these facilities continue to meet the needs of all ages, and the changing demands and needs of local people. Working from home is now firmly established, and by

providing a bookable facility in the Community Centre, we will be enabling those who need a space outside of their own home, to continue working within the village but from a well equipped office space.

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

By providing a grant to refurbish this room within a popular village facility, the Civil Parish of Woodcote will benefit in numerous ways, that show forward thinking and a proactive approach to the growing and changing needs of the community.

How much are you applying for?

£2,849.80

How many people will benefit from the monies?

Anyone currently working from home, looking for bookable office space, and those who need support to get online and access services with confidence.

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

Yes ☐ No ☒

If Yes, please provide details.

N/A

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?

If only part funding is awarded, then the room can still be refurbished, but to a lower standard and potentially with only 1 work station provided.

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
Desks x 2	698.00
Office Chairs x 2	298.00
Computer screen x 2 24" Samsung Monitor	186.00
Keyboard x 2 Logitech K860	177.36
Mouse x 2 Logitech M650	59.98
Desk Lamp x 2 Tony Desk Lamp - Lichen	50.00
Waste Bin x 2 Plastic white	16.00
Small round Palma coffee table	149.00
Small easy chairs x 2 Anyday Form Accent Chair	238.40
Epson EcoTank ET-2814	178.80
HDMI Lead	19.99
Wall Clock – Jones Wall Clock	15.00
Kettle	25.00
Cafetiere – Metal Coffee Press	25.00
Mugs	6.00
Whiteboard – Furniture at work black edged board	80.00
TV Monitor – wall mounted Samsung UEDU8500	279.00
Mounting bracket – AVF JNL 454 Multi Position	99.00
	2,600.53
Project Cost:	
10% Contingency:	260.53
TOTAL Project Cost:	£2,861.06

9.2. To approve a grant request for subsistence to the Village Hall, seeking £28,500.

Note: Budgeted £25,500 subject to grant applications.

Section B: The Grant

What is the Grant For?

Village Hall Manager fees
Maintenance Manager fees
Maintenance of the building

Who will benefit from the grant if approved?

Any residents of the village or surrounding settlements using the Village Hall for recreational purposes or parties, the pre-school, youth club, village clubs, WADS, the local churches, football and cricket teams.

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

The residents will continue to have use of the Village Hall which would otherwise have to close.

How much are you applying for?

£28,500

How many people will benefit from the monies?

All Woodcote residents

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?

If the full amount is not granted, the Village Hall will make a loss. To cover the £3,000 difference between the requested budget and the PC budget from hire income would require an 8% increase in the rates in addition to the 2.5% increase already applied – this would result in loss of users.

The fees charged by the freelance Village Hall Manager have increased by 23%. The wage bill for the cleaner has increased due to the increase in the minimum wage and the increase in employer NI contributions.

Although we have reserves of £39K, most of this is in restricted reserves for specific purposes. We only have £15K in general reserves. With a turnover of £85K (excluding the one-off grant for legal fees to convert to a CIO) we should really be holding an operational reserve of at least £42K which we don't have.

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
Village Hall Manager	£10,500	This is part of the cost of hiring the VHM to cover the services previously provided by the Parish Clerk, the remainder of the cost for the VHM's fees will be covered by the revenue from hire of the Hall
Maintenance Manager	£6,000	This is part of the cost of hiring the MM to cover the services previously provided by the Parish Clerk, the remainder of the cost for the MM's fees will be covered by the revenue from hire of the Hall
Maintenance	£12,000	This covers maintenance of the fabric of the building, services and fixtures, previously covered by the PC. It does not include maintenance of the fittings belonging to the charity nor refurbishment and development of the Hall.
Total Project Cost:	£28,500	

Grant Evaluation form for last year's grants.

Section A: The Grant

Name of Organisation	Year of Award
Woodcote Village Hall	2024-2025
How much funding did you receive?	Did you spend the entire amount awarded?
£25,385.77	Yes ☒ 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?	
Village Hall Manager (to cover services previously provided by the Parish Clerk) £8,249 (grant £6,000)	Maintenance £4,470 (grant £5885.77 – some maintenance work carried out by Maintenance Manager instead of external contractors)
Maintenance Manager (to cover services previously provided by the Parish Clerk) £4,218 (grant (£3,000)	Total expenditure incurred £16,937 cf grant £14,885
	Legal fees for conversion to CIO – carried forward to 2025/26 (grant £10,500)

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 and/or benefited from the grant.

The grants enabled the Village Hall to continue in operation providing services to village clubs, pre-school, WADS, youth club, football and cricket clubs involving most of the residents of Woodcote.

How did your group measure these benefits?

By keeping the Village Hall open and in operation.

9.3. To approve the finalised payment list for June 2025 and approve payments for July 2025.

Voucher No	Date	Net	VAT	Total	Description	Supplier
JUNE						
61	16/06/2025	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
54	18/06/2025	£ 160.00	£ -	£ 160.00	SLCC Membership - Clerk	SLCC Enterprises
56	19/06/2025	£ 11,210.00	£ -	£ 11,210.00	CIL Grant	Woodcote Community Centre
39	20/06/2025	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
40	20/06/2025	£ 20.60	£ 4.12	£ 24.72	MS365	Microsoft Limited
41	20/06/2025	£ 50.00	£ 10.00	£ 60.00	Domain Renewal	Cloud Next Ltd
42	20/06/2025	£ 99.98	£ 20.00	£ 119.98	Webhosting	Cloud Next Ltd
43	20/06/2025	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
44	20/06/2025	£ 1,685.56	£ 337.11	£ 2,022.67	Grass cutting contract	M & C Landscapes
45	20/06/2025	£ 360.00	£ 72.00	£ 432.00	Tree Watering	Darren Marcham (Agricultural Engineering Ltd)
52	20/06/2025	£ 75.00	£ -	£ 75.00	Bench Repairs	Andrew Jarvis (Chiltern Woodcraft)
55	20/06/2025	£ 250.00	£ -	£ 250.00	Internal Audit	LJ Wilkinson
57	27/06/2025	£ 185.00	£ 37.00	£ 222.00	Playground Maintenance	S Ash (ARD Playgrounds)
60	27/06/2025	£ 20.50	£ -	£ 20.50	Meeting Room Hire	Woodcote Village Hall Trustees
62	27/06/2025	£ 30.00	£ 6.00	£ 36.00	Training	Oxfordshire Association of Local Councils (OALC)
51	30/06/2025	£ 66.13	£ 13.22	£ 79.35	Telephone & Internet	British Telecom (BT)
53	30/06/2025	£ 120.00	£ 24.00	£ 144.00	Training	SLCC Enterprises
	Total Staff	£ 2,475.40	£ -	£ 2,475.40		
	Total	£ 17,093.16	£ 578.75	£ 17,671.91		
JULY						
63	17/07/2025	£ 1,685.56	£ 337.11	£ 2,022.67	Grass cutting contract	M & C Landscapes
64	17/07/2025	£ 740.00	£ 148.00	£ 888.00	Tree Watering	Darren Marcham (Agricultural Engineering Ltd)
65	17/07/2025	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM Costs	GiffGaff Ltd
66	17/07/2025	£ 20.60	£ 4.12	£ 24.72	MS365	Microsoft Limited
58	18/07/2025	£ 266.49	£ 53.30	£ 319.79	Waste collection	Shield Maintenance Ltd
59	18/07/2025	£ 740.00	£ 148.00	£ 888.00	Tree care	South Bucks Tree Surgeons Ltd
67	31/07/2025	£ 66.13	£ 13.23	£ 79.36	Internet services	British Telecom (BT)
	Total Staff	£ 3,224.42	£ -	£ 3,224.42		
	Total	£ 6,753.20	£ 705.76	£ 7,458.96		

9.4. To note receipts for June 2025.

Voucher No	Date	Net	VAT	Total	Description	Customer
17	30/06/2025	£585.00	£0.00	£585.00	Car Park Use	Soleluna Pizza
16	18/06/2025	£405.00	£0.00	£405.00	Football Fees, 2024-2025 Season	Woodcote Stoke Row Football Club
18	18/06/2025	£450.00	£0.00	£450.00	Cricket Fees	Woodcote Cricket Club
13	09/06/2025	£442.68	£0.00	£442.68	Bank Interest	Lloyds Bank plc

9.5. To note the reconciled bank balances for 30th June 2025.

A	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		513,315.49
	ADD Receipts 01/04/2025 - 30/06/2025		86,468.11
	SUBTRACT Payments 01/04/2025 - 30/06/2025		599,783.60
			34,128.16
	Cash in Hand 30/06/2025 (per Cash Book)		565,655.44
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Lloyds Current 30/06/2025	5,944.42	
	Lloyds Instant Access Savings 30/06/2025	559,711.02	
	Unity Trust Current 30/06/2025	0.00	
	Unity Trust Instant Access Savings 30/06/2025	0.00	
			565,655.44
	Less unrepresented payments		
			565,655.44
	Plus unrepresented receipts		
	Adjusted Bank Balance		565,655.44
	A = B Checks out OK		

Lloyds Current: £5,944.42

Lloyds Savings: £559,711.02

Unity Trust Current: £0

Unity Trust Savings: £0

9.6. To review the Community Infrastructure (CIL) balance and expenditure.

					Spent in 2025-2026					Remaining
			Received	Spend By	IN BANK, start of Year	Community Centre Kitchen	Bus Shelters x3 RRd & WhtHse	Community Centre WorkHub	Goring Road Crossing Project	
P15/S1919/FU <u>L</u>	Little Acre Beech Lane Woodcote RG8 0PY	£4,950.00	27/10/2020	27/10/2025	£ 4,950.00				£ 915.58	£ 4,034.42
		£510.95	27/10/2020	27/10/2025	£ 510.95			£ 226.53	£ 284.42	£ -
										£ -
P16/S2235/FU <u>L</u>	Land known as The Conifers Beech Lane Woodcote RG8 0PY	£7,687.50	25/10/2021	25/10/2026	£ 7,687.50					£ 7,687.50
										£ -
										£ -
P16/S2432/FU <u>L</u>	Casa Mia Greenmore Woodcote RG8 ORN	£1,659.38	26/04/2017	26/04/2022						£ -
		£1,659.38	30/10/2017	30/10/2022						£ -
		£3,318.75	03/05/2018	03/05/2023	£ 3,318.75	£ 3,318.75				£ -
P16/S4035/FU <u>L</u>	Gullane 14 Whitehouse Road Woodcote RG8 ORX	£2,090.45	24/10/2018	24/10/2023	£ 2,090.45	£ 2,090.45				£ -
		£4,180.80	24/10/2018	24/10/2023	£ 4,180.80	£ 4,180.80				£ -
		£4,180.80	23/10/2019	23/10/2024	£ 4,180.80	£ 1,620.00	£ 2,560.80			£ -
P19/S1665/FU <u>L</u>	Lavant Beech Lane Woodcote RG8 0PY	£6,287.73	22/04/2020	22/04/2025	£ 6,287.73		£ 3,664.46	£ 2,623.27		£ -
										£ -
										£ -
P19/S2531/FU <u>L</u>	Woody Nook Goring Road Woodcote RG8 OSD	£2,124.82	22/04/2020	22/04/2025	£ 2,124.82		£ 2,124.82			£ -
		£4,249.64	27/10/2020	27/10/2025	£ 4,249.64					£ 4,249.64
		£4,249.64	25/10/2021	25/10/2026	£ 4,249.64					£ 4,249.64

Appendix D

P21/S1975/FUL	Land adjacent to Beech Cottage Beech Lane Woodcote RG8 0PY	£1,634.73	23/10/2024	23/10/2029	£ 1,634.73					£ 1,634.73
		£3,269.45	23/04/2025	23/04/2030	£ 3,269.45					£ 3,269.45
		£3,269.45	23/10/2025	23/10/2030						£ -
P21/S2229/FUL	12 Gap Way Woodcote RG8 0RU	£6,130.22	26/04/2023	26/04/2028	£ 6,130.22					£ 6,130.22
		£4,086.82	26/04/2023	26/04/2028	£ 4,086.82					£ 4,086.82
										£ -
P21/S3399/FUL	8 Gap Way Woodcote RG8 0RU	£1,407.68	23/10/2024	23/10/2029	£ 1,407.68					£ 1,407.68
		£2,815.36	23/10/2024	23/10/2029	£ 2,815.36					£ 2,815.36
		£2,815.36	23/04/2025	23/04/2030	£ 2,815.36					£ 2,815.36
P21/S4165/FUL	Woodhaven Reading Road Woodcote RG8 0QX	£1,998.00	23/04/2025	23/04/2030	£ 1,998.00					£ 1,998.00
		£3,996.00	23/10/2025	23/10/2030						£ -
		£3,996.00	23/04/2026	23/04/2031						£ -
P21/S3399/FUL	8 Gap Way Woodcote RG8 0RU	£4,540.91	23/10/2025	23/10/2030						£ -
										£ -
										£ -
P22/S0429/FUL	Land at 69 West Chiltern Woodcote RG8 0SG	£7,288.91	25/10/2023	25/10/2028	£ 7,288.91					£ 7,288.91
										£ -
										£ -
P22/S4657/FUL	Wunthro Behoes Lane Woodcote RG8 0PS	£7,794.00	25/10/2023	25/10/2028	£ 7,794.00					£ 7,794.00
		£15,588.00	23/10/2024	23/10/2029	£ 15,588.00					£ 15,588.00
		£15,588.00	23/10/2025	23/10/2030						£ -
					£ 242,477.99	£ 11,210.00	£ 8,350.08	£ 2,849.80	£ 1,200.00	£ 218,868.11