

## WOODHOUSE PARISH COUNCIL

King George's Field, Woodhouse Eaves *Charity no. 1087237*

**Annual Meeting of the Trustees of King George's Field -Woodhouse Eaves** will be held in the Village Hall on **Monday 12<sup>th</sup> May 2025** for transaction of the business set out below.

### AGENDA

1.	<b>APOLOGIES:</b>	To <u>receive</u> and <u>approve</u> reasons																																	
2.	<b>DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS:</b>	To <u>receive</u>																																	
3.	<b>MINUTES OF THE PREVIOUS MEETING ON 7<sup>TH</sup> APRIL 2025</b>	To <u>confirm</u> and <u>sign</u> as a true record																																	
4.	<b>CALENDAR OF MEETINGS</b>	To <u>agree</u> the calendar of meetings for 2025-26 and the start time of 6:45pm for all meetings:																																	
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">2025</th> <th style="width: 25%;"></th> <th style="width: 25%;">2026</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td>June</td> <td style="text-align: center;">9</td> <td>February</td> <td style="text-align: center;">2</td> </tr> <tr> <td>July</td> <td style="text-align: center;">7</td> <td>March</td> <td style="text-align: center;">2</td> </tr> <tr> <td>September</td> <td style="text-align: center;">1</td> <td>March</td> <td style="text-align: center;">8 Annual Parish Meeting</td> </tr> <tr> <td>September</td> <td style="text-align: center;">29 Finance Cttee</td> <td>April</td> <td style="text-align: center;">13</td> </tr> <tr> <td>October</td> <td style="text-align: center;">6</td> <td>April</td> <td style="text-align: center;">27 Finance Cttee</td> </tr> <tr> <td>November</td> <td style="text-align: center;">3</td> <td>May</td> <td style="text-align: center;">12 (TUESDAY) Annual Mtg of Parish Council</td> </tr> <tr> <td>November</td> <td style="text-align: center;">24 Finance Cttee</td> <td></td> <td></td> </tr> </tbody> </table>	2025		2026		June	9	February	2	July	7	March	2	September	1	March	8 Annual Parish Meeting	September	29 Finance Cttee	April	13	October	6	April	27 Finance Cttee	November	3	May	12 (TUESDAY) Annual Mtg of Parish Council	November	24 Finance Cttee			
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5.	<b>PRESENTATION UPDATE BY WOODHOUSE EAVES CRICKET CLUB</b>																																		
6.	<b>PROPERTY MATTERS TO CONSIDER</b>																																		
	[a] To <u>receive</u> the Facilities Officer report for May.		<b>Appendix 1</b>																																
	[b] To <u>consider</u> and <u>approve</u> 3 quotations to replace the carpets in the rental house and add underlay.		<b>Appendix 2</b>																																
	[c] To <u>consider</u> and <u>approve</u> installing a hand dryer with wiring & back board in the Pavilion at an estimated cost of £380.00.																																		
	[d] To <u>note</u> the current drainage situation on the football pitch.		<b>Appendix 3</b>																																
	[e] To <u>consider</u> and <u>approve</u> removing the black sports fixtures board in the play area.																																		
7.	<b>FINANCE</b>																																		
	[a] To <u>confirm</u> and <u>sign</u> Minutes of the Finance Committee held on 29 <sup>th</sup> April 2025		<b>Appendix 4</b>																																
	[b] To <u>accept</u> and <u>approve</u> the Finance Committee recommendations:																																		
	1. Trustees to <u>approve</u> the year-end accounts for 2024-25 to be signed by Chair & Clerk.		<b>Appendix 5</b>																																
	2. Trustees to <u>approve</u> the adjusted budget for 2025-26.		<b>Appendix 6</b>																																
	3. Trustees to <u>approve</u> the revised Financial Regulations.		<b>Appendix 7</b>																																
	4. Trustees to <u>approve</u> and sign the Financial Risk Assessment.		<b>Appendix 8</b>																																

[c] To receive Financial reports:

- The monthly bank reconciliation at 22 April
- The monthly reconciliation of accounts at 22 April

[d] To approve the following Accounts for Payment for previously agreed or delegated expenditure:

Salaries	997.31
Dusters Cleaners – cleaning halls	937.00
BT – village hall broadband monthly	50.47
All View Windows – monthly window cleaning	55.00
Roma Landscapes – monthly grounds maintenance	358.33
Waterplus – water supply for Village Hall	216.89
Amazon – hall supplies	23.26
Amazon – Hoover for YCH	119.00
EDF – electricity supply for Village Hall	576.19
EDF – electricity supply for Y&C Hall	327.97
Amazon – paint for VH house	41.98
Steve Chapman – electrical works in VH	133.14
Unity bank a/c service charge for 20472391	9.35
Taylor's Agricultural Ltd – field drainage works	1475.00
ESPO – village hall gas supply for March	537.13
Professional Rubber Surfaces – rubber matting for play equipment	376.60
Sterilizing Services – 6 month water checks in all halls	215.00
Emma Crowe – 3 x toilet brushes	13.68
Amazon – village hall repairs	33.43

[e] To note charity income at 22 April is £6066.49

- £670 - PC office rent
- £1250 - VH house rent
- £1000 - Beacon Tennis Club - ground rent for 2025-6
- £200 - donation for village green
- £500 - donation from WE Horticultural Show for benches
- £2446.49 - hall lettings

8. **ANY OTHER MATTERS TO NOTE OR FOR FUTURE AGENDAS**

Meeting Closed

## **Facilities Officer Report – April 2025**

### **Introduction to the Facilities Officer role**

As I've only recently started, this month's report may not be as detailed as Alan's previous updates. That said, I've had a productive start and look forward to providing more comprehensive updates in the future. Everyone has been very welcoming, which has made settling in much easier.

### **Training and Development**

I've been booked onto a Playground Inspection course, which will be a valuable qualification moving forward.

I have looked into the necessity of having a food safety certificate as this seemed to be a grey area for whether I needed training for this or not. I've spoken with Charnwood Borough Council and they have informed me that I do not require any specific training here as we are classed as a low-risk facility. However, any frequent hall users who use the hall on a weekly basis that require cooking within the facility will need to register with the environmental agency. As for the Parish council, we fill in a questionnaire on a 3-year period confirming with the environmental agency the use of the hall and if there have been any changes.

### **Risk Assessment Audit**

I've completed gathering all relevant data from the past year to compile the 2024 Risk Assessment Audit.

All previous action points from the last assessment have now been addressed.

We are now in a good position ahead of the upcoming 2025 risk assessment.

The audit highlighted key issues, notably the absence of a fire risk assessment and the lack of a fire alarm in the village hall.

I'm currently obtaining quotes for a formal fire risk assessment to ensure we are compliant with the Regulatory Reform (Fire Safety) Order 2005.

To support ongoing compliance, I've also organised and updated some simple admin tasks for the risk assessment files to ensure accurate and accessible records throughout the year. I've achieved this by scanning in relevant documents and certification to dropbox this way they're accessible for everyone and created some simple checklists so that the assessments can be completed and ticked off throughout the year.

### **Utilities Review**

Emily has asked me to locate all water meters and conduct a review of our utility providers.

I'm in the process of confirming that all accounts are up to date and evaluating whether we're receiving the most competitive rates available. All water meters have been located and logged in a file.

### **Heating in the Village Hall**

We've received a request to turn off the heating during certain classes, particularly those of a sporty nature.

This issue was raised by Yasmin, as it's becoming too hot in the hall during summer months, leading to the need to open doors, which is not energy-efficient.

This concern has also been echoed by the taekwondo class, and as someone who regularly attends Zumba, I expect this will be relevant for the Zumba sessions as well.

Are we able to manually turn the heating off?

### **The Pavillion**

During recent inspections of the grounds, I spent some time assessing the condition of the pavilion and discussed a few concerns with Vic. He has requested:

- To consider and approve the installation of a hand dryer. I have requested for Steve Chapman to provide an up to date quote however unfortunately there was not enough time to provide this in this report. For reference, the previous hand dryers installed on 23/12/2024 cost £1908.89 in total for all 6 hand dryers and their various fixings required. Therefore, roughly it equates to £318.15 per hand dryer.
- Addressing a concern with the external window, which appears to be coming away from the building. While the external grate is still intact and secure, this issue should be monitored and addressed.

## **Carpets**

### Quotation 1

To supply and lay carpet in the quality of Lincoln, colour to confirm, to the lounge, hallway, staircase, landing and three bedroom areas.

To supply and lay vinyl in wood plank effect to the kitchen and bathroom areas.

Carpet	£1,085.00
Underlay & fixings to three bedroom areas only	£385.00
Uplift & dispose of existing carpets (optional)	£250.00
Vinyl	£450.00
Installation	<u>£650.00</u>
<b>TOTAL</b>	<b><u>£2,820.00</u></b>

All prices include VAT @ 20%

There is a small amount of screed required near the back door to repair the sub-floor. We will complete this too.





**Autumn**



## Carpets – Quotation 2

ITEM #	DESCRIPTION	QTY	PRICE	TAX%	TOTAL
1	1 Lounge, 3 Bedrooms, Stairs & Landing	94m2	£ 9.99		£939.06
	- Rental Looppile carpet				
	- New 10mm Underlay	86m2	£ 3.99		£343.14
2	Kitchen, Toilet, Main bath Lino	30m2	£ 12.99		£389.70
3	Carpet & Lino Fitting	124m2	£ 5.00		£620.00
4	Old Carpet Removal, Disposal & Furniture Moving		£ 350.00		£350.00
	New Doorbar, Glue and Gripper included				
	Door Trimming may incur additional cost				
<b>TOTAL Payment Due</b>					<b>£ 2,641.90</b>

**HELP US TO HELP YOU:** TO ENSURE SATISFACTORY FITTING, ROOMS MUST BE CLEARED OF ALL FURNITURE & OLD CARPETS PRIOR TO THE FITTERS ARRIVAL

### Other Comments or Special Instructions

#### Damage and scuff marks

Fitters will try to be careful, but damage may occur, especially to new paint or wallpaper. The carpet shop or fitter may not be responsible for redecoration unless they were negligent.

#### Room preparation

Fitters may expect rooms to be clear and empty on the fitting day. Customers may need to arrange for furniture to be moved before the fitting, and this may incur extra costs.

#### Door trimming

Fitters may need to trim doors to allow for enough clearance, but this is not usually considered part of the fitting work.

THE FULL AMOUNT MUST BE PAID PRIOR TO DELIVER/FITTING.

ALL GOOD REMAIN THE PROPERTY OF CLASSIC CARPETS AND FURNITURE UNTIL PAID FOR IN FULL.

## KGV FOOTBALL PITCH DRAINAGE

The investigation work to identify the cause of the ongoing problems on the football pitch was undertaken on Tuesday 8<sup>th</sup> April 2025 by the contractors who completed the drainage works last year.

Despite the recent extended period of dry weather which had largely allowed the surface of the affected area to dry out it became quickly apparent that the ground underneath that area was still very wet and water was seeping upwards. This became obvious after digging down to 12 inches and more so the deeper the digging was done to a point where water was sitting in the bottom of the hole.

At a depth of approximately four feet a yellow drainage pipe was revealed from which water was running as the pipe had a large crack in its surface. Work was undertaken to identify the location of the pipe and its direction which has shown that it is placed at an unusually low depth from the direction of Main Street. The point at which the pipe leaves the football pitch and starts to join the tarmac footpath has been identified and recorded. Despite several conversations about the origin of the pipe and its original purpose there is no clarity on this other than a suggestion that it could have been there for decades.

Further investigation showed that the pipe continued towards the cricket area and presumably the farmer's field. To resolve the football pitch problem a decision was made to repair the pipe and this work has been completed. As an aside the works also revealed a fractured land drain which has been connected to the repaired pipe and can only help with improving the football field drainage.

### Photographs of the works and the repair





As mentioned, the origin and purpose of the yellow pipe is difficult to understand but we do know that it 99% certain this has been the cause of the football pitch problem albeit in one specific area directly above the pipe which we believe has now been resolved,

If it is the case that the pipe has been laid all the way to the farmers field then we could find that it will also deteriorate and fail in the future. There are a couple of areas on the playing field which become very wet, this could suggest that this is the case now and could worsen as the leakage under the football pitch has been repaired.

#### **For consideration**

It seems that the football pitch problem will have been resolved. Do we wait and see what happens with the playing field areas approaching the farmers field or decide now to further investigate the condition of the pipe and repair as necessary.

The point where the pipe starts to travel from the football pitch towards Main St has been identified and recorded. We could dig down to the pipe and divert its path towards the brook by the school boundary meaning that no leakage from it will have any effect on the playing field.

**Woodhouse Parish Council**  
and  
**King George's Field, Woodhouse Eaves [Charity No. 1087237]**

**Minutes of a meeting of the Finance Committee  
on Tuesday 29<sup>th</sup> April 2025 at 6:30pm held in the Parish Office**

**Present:**

Peter Searancke  
Stuart McDonald  
Peter Ince  
Dennis Shiels

**In attendance:**

Emily Rowley - RFO  
Emma Crowe - Clerk

**1. APOLOGIES FOR ABSENCE**

Rad Thomas

**2. DECLARATION OF INTEREST – None**

**3. MINUTES OF THE MEETING ON 24<sup>th</sup> NOVEMBER 2024**

The Minutes were confirmed and signed at the full Council meeting on 2<sup>nd</sup> December 2024

**4. YEAR END ACCOUNTS 2024-25 – PARISH COUNCIL**

The RFO presented her report. The balance sheet showed a carry forward figure of £107,777 which is an increase of £14,000 from last year due to less expenditure. However, £68,000 is budgeted to be spent in 2025 for the village green project.

The Committee noted for future consideration the possibility of a loan from the Parish Council to the Charity instead of donations.

The RFO talked through the adjusted budget review and explained the increase in expenditure of £18,000 (in addition to the £50,000 already agreed) in the Parish Council budget for the village green project.

Recommendation 1: that Council approves the year-end accounts for 2024-25.

Recommendation 2: that Council approves the adjusted budget for 2025-26.

Recommendation 3: that Council approves the increased expenditure on the village green from £50k to £68K.

**5. YEAR END ACCOUNTS 2024-25 – KING GEORGE'S FIELD CHARITY**

The RFO presented her report. The Charity balance sheet showed a carry forward figure of £39,830. Hall income for the year has gone up to £53,000 however expenditure on the halls has also gone up to £59,000.

The RFO talked through the adjusted budget which includes an increase to the ground maintenance costs following a new tender and a reduction in the cost of the village hall roof repairs.

The Committee agreed for the RFO to allocate 60% KGV and 40% Village Hall split for electricity between the halls.

Recommendation 4: that Council as Trustee approves the year-end accounts for 2024-25.

Recommendation 5: that Council as Trustee approves the adjusted budget for 2025-26.

**6. WISH LIST FOR PARISH COUNCIL & KING GEORGE'S FIELD CHARITY**

The Committee reviewed and updated the wish list. Quotes will be obtained for Individual projects. The Clerk to source the piece of broken perplex on the telephone box in Woodhouse.

Recommendation 6: The Council and Trustees to note the updated wish list for future expenditure.

**Woodhouse Parish Council**  
and  
**King George's Field, Woodhouse Eaves [Charity No. 1087237]**

**7. FINANCIAL MANAGEMENT ISSUES**

- [a] The Committee reviewed the Financial Regulations, Grants and Pensions Policies.
- [b] The Committee reviewed the Financial Controls & Risk Assessments.

Recommendation 7: that Council approve the Financial Regulations, Grants and Pensions Policies.

Recommendation 8: that Council approves the Financial Risk Assessment and sign at Full Council Meeting.

**8. VILLAGE GREEN PROJECT AND FUNDING**

The Committee discussed the project and funding and confirmed the Parish Council are required to fund the shortfall of £18,000.

The RFO reported that open spaces are defined as non-business activity for VAT purposes and will therefore apply for a VAT refund.

**9. ANNUAL SUBSCRIPTIONS & DONATIONS 2025-2026**

The Committee considered a list of subscriptions and donations.  
The Committee agreed to increase the burial ground donations by 4.8% CPI.

Recommendation 9: that Council approves subscriptions and donations for 2025-26.

**10. ANY OTHER BUSINESS TO NOTE FOR FUTURE AGENDAS**

- [a] To note Dusters the cleaners £1 per hour increase.
- [b] The Committee agreed to remove the exhibition rate for Sat & Sun.
- [c] The Committee agreed for the Clerk to look at members of staff having Microsoft one drive and a new laptop for the office.
- [d] The Clerk & RFO to look at the insurance documents to make sure all assets are covered.

Meeting closed at 21:10hrs

CHAIR

**KING GEORGES FIELD CHARITY  
BALANCE SHEET AT 31 MARCH 2025**

2023/2024			2024/2025	
	<b>3,067,137</b>	<b>LONG TERM FIXED ASSETS</b>		<b>3,067,137</b>
8131.32 1741.66 23252.13		<b>CURRENT ASSETS</b> Debtors Payments in Advance Cash in Hand	11,633.33 3006.22 <u>25590.36</u>	
	<b>33,125.11</b>	<b>TOTAL ASSETS</b>		<b>40,229.91</b>
250.00		<b>CURRENT LIABILITIES</b> Creditors	400.00	
	<u><b>250.00</b></u>	<b>TOTAL LIABILITIES</b>		<u><b>400.00</b></u>
	<b>32,875.11</b>	<b>NET CURRENT ASSETS</b> Represented by Fund Balance		<b>39,829.91</b>

The above statement represents fairly the position of the Charity at 31 March 2025 and reflects its' income and expenditure during the year.

Approved by Woodhouse Parish Council, as Sole Trustee, on .....

Signed ..... Chairman

Signed ..... Responsible Financial Officer



**KING GEORGES FIELD CHARITY  
SUPPORTING NOTES FOR BALANCE SHEET 31 MARCH 2025**

**1. LONG TERM FIXED ASSETS**

<b>ITEM</b>	<b>Insurance Value in 2023</b>	<b>Sum Insured in 2024</b>
Village Hall, VH House & King George V Hall	2,135,618	2,642,186
Playground Equipment	142,495	172,702
Hall Contents – chairs, tables, etc	47,788	57,918
Youth & Community Hall	427,200	528,531
Other – ground surfaces	36,260	43,946
KGV Field oak gates, walls & fences	30,000	36,000
Grounds Equipment – mowers & machinery	29,882	36,216
Sports Pavilion	190,964	236,259
Sports Equipment – football goals, cricket screen	15,000	18,000
Garage	6468	8001
Storage Unit	4745	5870
Timber Shed	717	886
<b>TOTAL</b>	<b><u>£3,067,137</u></b>	

NOTES:

- 1) New Youth & Community Hall built & opened September 2023

2. **DEBTS OUTSTANDING**

At year-end, a VAT refund of £9156.29 is due. Also, debts of £1777 are due, comprising of invoices mostly less than 3 months old in respect of Village Hall and KGV Hall lettings for the last quarter of the financial year. Also, ground rent for the car park and tennis courts is also outstanding.

3. **ADVERTISING AND PUBLICITY**

As at 31 March 2025 there were no funds used for advertising and publicity.

4. **OUTSTANDING LOANS**

None

5. **CAPITAL RESERVE**

No Capital Reserve Fund is held.

6. **EARMARKED RESERVES**

£28,547 of earmarked reserves has been spent on landscaping & decking.

7. **BORROWINGS**

At 31 March 2025 there were no loans outstanding to the Charity.

8. **LEASES**

No current leases in operation.

9. **TENANCIES**

A tenancy agreement for the rental of the Village Hall House continues at £1250 per month.

10. **AGENCY WORK**

The Council has undertaken no agency work on behalf of other authorities.

11. **PENSIONS** – paid by Woodhouse Parish Council.

12. **CONTINGENT LIABILITIES** - There are no liabilities other than those referred to under the heading 'Creditors'.

**KING GEORGES FIELD CHARITY**  
**CUMULATIVE FUND BALANCE 2024 - 2025**

Opening Fund Balance at 1 April 2024	<b>32,875.11</b>
Income 2024-2025	142,252.66
<b>TOTAL</b>	<b>175,127.77</b>
Expenditure 2024-2025	135,297.86
Fund Balance at 31 March 2025	<b>39,829.91</b>

## KING GEORGES FIELD CHARITY

### INCOME AND EXPENDITURE YEAR ENDED 31 MARCH 2025

2023/2024		2024/2025
	<b>INCOME</b>	
9468.00	VH House Rental	13800.00
24,823.29	Village Hall Lettings	30,223.18
3794.42	Youth & Community Hall Lettings	6063.69
15,716.58	King George V Hall Lettings	16,909.90
0.00	Car Park	200.00
7200.00	PC Office Rent	7680.00
2240.00	Sports Field	1883.89
143,006.56	Grant Aid / Contributions / Donations	22138.00
1176.00	Miscellaneous – seven trent water leak refund & VH rendering insurance claim	3149.00
66,833.48	Subsidiary payment from council	40,547.00
	<b>Total</b>	<b>142,594.66</b>
	<b>EXPENDITURE</b>	
17,483.00	Administration – salaries, planyo, audit, stripe & bank charges	18,448.34
9346.96	Special Items – garage, drainage, tennis courts,soundboards	16,511.50
290,313.02	Youth & Community Hall Project / Village Green	30,000.00
	<b>Running Costs</b>	
30,955.30	Village Hall	42,115.42
7785.38	Youth & Community Hall	6243.85
7882.24	King George V Hall	11,152.36
1726.04	VH House	590.23
2480.39	Sports Pavilion	2094.56
11,652.47	Parks & Open Spaces – tree works, handyman, grounds maintenance	8106.61
326.47	Miscellaneous & Subscriptions – website video tour, keys, batteries, skip	34.99
<b>379,951.27</b>	<b>Total</b>	<b>135,297.86</b>
-105,692.94	Income minus expenditure	7296.80



EXPENDITURE	Spend to 31/03/24	Budget 2024/25	Spend to 31/03/25	%age of budget spent	Approved Budget 2025/26	Adjusted Budget		
<b>EMPLOYEES</b>								
Clerk's Salary 20%	3,537.50	3557	3,757.52	106%	3713	3713		
RFO Salary 20%	1,399.57	1396	1,471.68	105%	1458	1458		
Facilities Officer	8,365.50	8780	8,923.20	102%	9524	9524		
Bookings Assistant	2,849.17	2775	281.67	10%	3175	3175		
National Insurance PAYE (Employers)	261.18	260	2,974.44	1144%	288	288		
<b>VILLAGE HALL</b>								
Council Tax	0.00	0	0.00		0	0		
Gas	3508.64	3500	3,687.43	105%	3500	3500		
Electricity (incl.KGV Hall)	9,302.36	10000	6148.21	61%	10000	10000		
Water (incl.KGV Hall)	2,801.59	3000	2,837.65	95%	3000	3000		
Cleaning Contract 45%	6,110.70	7650	6,168.26	81%	7020	7020		
Hall & Toilet Supplies	2,056.41	2400	2,246.25	94%	1200	1200		
Broadband	543.00	600	674.95	112%	600	600		
Inspections - electrical, gas, water, fire, flat roof	875.00	1000	1,366.49	137%	1000	1000		
Maintenance and Repairs	1669.68	2000	2,516.64	126%	2000	2000		
Insurance Split	2,438.35	2500	4208.72	168%	4210	4210		
VH House Maintenance - landlord	1,726.04	1000	590.23	59%	1000	1000		
<b>YOUTH &amp; COMMUNITY HALL</b>								
Electricity	2,206.38	3000	2,783.72	93%	2000	2000		
Water	343.49	500	435.57	87%	500	500		
Cleaning Contract 10%	548.80	1700	2,108.43	124%	1560	1560		
Maintenance & Repairs	2,239.61	1000	441.34	44%	1000	1000		
Insurance split	411.63	350	601.25	172%	600	600		
<b>KING GEORGE V HALL</b>								
Running costs - window clng, floor, maint, repairs	948.76	1000	720.87	72%	3000	3000		
Cleaning Contract 45%	6,110.70	7650	6,168.26	81%	7020	7020		
Insurance split			601.25		600	600		
Fittings, Maint/Repairs - lights	834.81	2000	1,092.44	55%				
<b>OUTDOOR COMMITMENTS</b>								
Sports Pavilion - Maint/repairs, elec, water	2,492.42	2000	1,619.78	81%	2000	2000		
Recreation Ground Mowing	4299.96	4300	4299.96	100%	4300	5595		
Maintenance - incl. cricket pitch, play area, MUGA	2,603.00	2000	1,963.98	98%	4000	4000		
Trees	865.00	2000	0.00	0%	2000	2000		
Handyman	3,536.18	3744	1,772.67	47%	4160	4160		
Insurance split (Play Equip/MUGA/Sports Pav)	348.33	350	601.24	172%	600	600		
<b>ADMINISTRATION</b>								
General Administration - bank & stripe charges, p	1,020.08	1000	1,039.83	104%	1000	1000		
Subscriptions & PRS	0.00	65	0.00	0%	65	65		
<b>MISCELLANEOUS</b>								
	326.47	500	34.99	7%	500	500		
<b>SPECIAL PROJECTS</b>								
VH Repairs - painting, floor, roof, window	1,500.00	3000	5,392.00	180%	18000	5000		
Soundproofing YCH/VH	2,047.50	5000	2,047.50	41%	0	0		
Landscaping/Friendly Bench	2,034.96	0			0	0		
Oak Gates	6,245.00	0			0	0		
Other - video tour, clean muga, tennis courts (reit	1,067.00	1000	1,655.00	166%	1000	1000		
Play area fencing		10000	0.00	0%	10000	10000		
Sports Field Improvements		6000	6,725.00	112%	2500	2500		
Pavilion Refurbishment/Garage		5000	5,523.33	110%	0	0		
Play Equipment Renewal		5000	0.00	0%	10000	10000		
Play Equipment Relocation		10000	0.00	0%	10000	10000		
Village Green (28547 decking)		50000	30,000.00	60%	50000	0		
<b>MID YEAR MODIFICATIONS</b>								
VH rendering		10000	10,250.00	103%	0	0		
Budget Balance 5% Contingency	0.00	5500	0.00	0%	10000	10000		
Previous year creditors	283.84		50.00					
VAT	7,489.63		9,786.96					
YCH BUILD	290,313.02							
<b>TOTALS</b>	<b>387561.26</b>	<b>194077</b>	<b>145,568.71</b>	<b>75%</b>	<b>198093</b>	<b>136388</b>		



INCOME	Income at 31/03/24	Budget 2024/25	Received at 31/03/25	%age of budget received	Approved Budget 2025/26
Car Park Rent	0.00	100	0.00	0%	100
Sports Clubs - Football, Cricket, Tennis	2240.00	2300	1,383.89	60%	1250
Village Hall Lettings	24944.93	20000	29,493.43	147%	22000
Y&C Hall Lettings	3794.42	6000	6,063.69	101%	5000
King George V Hall Lettings	16204.83	14000	15,865.10	113%	13000
Grants - CBC	14900.00	1	0.00		1
VH House rental	9468.00	14400	13,800.00	96%	15000
PC Office Rent	7200.00	7200	7,680.00	107%	8040
VAT Reclaimed	0.00	5000	0.00	0%	5500
Misc - seven trent refund, aviva ins.claim refund	1176.00	1	3,149.00		1
Bank Interest	0.00	0	0.00		0
Donations - tennis, broken basin	1768.00	1	1,538.00		1
Donations for village green	600.00	0	20,600.00		
WEGS/Shanly - donations for new build	125738.56	0	0.00		
<b>CHARITY INCOME TOTALS</b>	<b>208034.74</b>	<b>69003</b>	<b>99573.11</b>	<b>144%</b>	<b>69893</b>
<b>Sub-Total</b>	<b>208034.74</b>	<b>69003</b>	<b>99573.11</b>	<b>144%</b>	<b>69893</b>
Funds transferred from PC	66833.48		40547.00		
Payment of Previous Year Debtors	10217.91		7786.83		
Balance B/f 01/04/24	125727.26		23252.13		
<b>Total Sum available</b>	<b>410813.39</b>		<b>171159.07</b>		
Less Expenditure of Charity	387561.26		145568.71		
<b>Balance C/Fwd.</b>	<b>23252.13</b>		<b>25590.36</b>		

	Year End Figures 31/03/24	Budget 2024/25	Year End Totals to 31/03/25	%age of budget at year end	Approved Budget 2025/26	Adjusted budget
<b>INCOME Charity Totals</b>	208035	69003	99573	144%	69893	69893
<b>INCOME Council Totals</b>	100651	103975	108340	104%	108200	108200
<b>Total Combined Income</b>	<b>308686</b>	<b>172978</b>	<b>207913</b>	120%	<b>178093</b>	<b>178093</b>
Payment of Previous Year Debts	17926	640	9037			
Balances B/f	226917	114821	114820		130315	130315
<b>Total Sum available</b>	<b>553529</b>	<b>288439</b>	<b>331770</b>	115%	<b>308408</b>	<b>308408</b>
Less EXPENDITURE of Charity	387561	194077	145569	75%	198093	136388
Less EXPENDITURE of Council	51147	56720	55886	99%	61340	129340
<b>Total Combined Expenditure</b>	<b>438708</b>	<b>250797</b>	<b>201455</b>	80%	<b>259433</b>	<b>265728</b>
Balance C/Fwd.	114821	37642	130315		48975	42680
<u>NOTES:</u>						
1) Figure in red is current bank balance						
2) The KGV Charity has had £40547 from the PC this year to fund costs. This includes £28547 of earmarked reserves.						
3) The combined c/fwd figure is estimated to reduce to £42,680 at y/e 31/03/26.						
4) £50,000 WPC grant for the village green project has been increased to £68K & c/fwd to 2025/6 budget.						
5) £20,000 allocated funds in KGV Charity budget to be c/fwd to 2025/6.						

**ALLOCATED FUNDS in BUDGET NOT**

**SPENT THIS YEAR**

**70,000**

CHARITY

PARISH COUNCIL

Fencing

10,000

Village Green

50,000.00

Play Equipment Relocation

10,000

**Total**

**20,000**

**Total**

-

50,000.00

**EARMARKED RESERVES:**

KGV CHARITY had £28547 in donations in 2023/4 to be spent on decking & landscaping, as part of the Y&C Hall project.





## 1. General

- 1.1. These financial regulations govern the financial management of the Council and shall only be amended by resolution of the Council.
- 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. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. 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.
- 1.5. **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**
- 1.6. 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 £1,000 to be reviewed yearly.

## 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/RFO shall prepare, for approval by the Council or the Finance Committee 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. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.4. **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.**
- 2.5. 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.

2.6. 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. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable 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;**

3.2. 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.

**3.3. 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.**

**3.4. 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.

3.5. 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.

3.6. 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

3.7. 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.

### **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 at least annually.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. The draft budget including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

- 4.5. Having considered the proposed budget, the council shall determine its requirement by setting a budget. The council shall set a precept for this amount no later than end of December for the ensuing financial year.
- 4.6. 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.**
- 4.7. The RFO shall issue the precept to the billing authority no later than end of February and supply each member with a copy of the agreed annual budget.
- 4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.9. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the finance committee.

## **5. Parish Council Procurement**

- 5.1. Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or work should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. Every contract shall comply with 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 regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- 5.8. For contracts greater than £1,000 excluding VAT the Clerk shall seek where practicable 3 fixed-price quotes;
- 5.9. where the value is between £500 and £1,000 excluding VAT, the Clerk shall try to obtain, where practicable 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 Finance Committee, for any items below £1,500 excluding VAT.
- The council for all items over £1,000;

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 emergency expenditure of up to £1,500 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 which may be done by email for all work, goods and services above £500 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.

#### **5a. King George V Charity Procurement**

5a.1. All of the above in Para 5 except 5.4 to 5.7 apply to King George V Charity.

5a.2 All contracts to be handled with a transparent tendering process with 3 quotations, where practicable, for expenditure over £1000.00. The Trustee shall not be obliged to accept the lowest of any tender.

#### **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 Unity Trust Bank. 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.
- 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 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/cheque, in accordance with a resolution of the council.
- 6.6. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.7. The Clerk and 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 £1,500 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.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting. The council 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.

## 2. Annual Estimates

2.1. A budget shall be prepared by the RFO not later than the end of December in each year.

2.2. By January of each year the Council shall set the precept to be levied for the ensuing year and shall normally raise the amount demanded at least in line with inflation.

2.3. The budget shall form the basis of the financial control for the ensuing year.

## 3. Budgetary Control

3.1. Revenue expenditure may be incurred up to the amounts included in the Council's budget.

3.2. The RFO shall provide the Council with a statement of income and expenditure as requested.

3.3. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such urgency that, in the opinion of the Clerk, it must be done at once, whether or not there is budgetary provision, subject to a financial limit of £500. The Clerk/RFO shall report the action taken to the Council as soon as practicable thereafter.

3.4. The Finance Committee shall have delegated authority to authorise urgent unforeseen expenditure to a financial limit of £1,500. The Clerk/RFO will report the action taken to the Council as soon as is practicable thereafter.

3.5. No expenditure shall be incurred and no contracts entered into or tender accepted involving expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval can be obtained.

## 4. Accounting and Audit

4.1. All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2022 or other Statutory Instrument which may supersede those Regulations.

4.2. The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and in any case by the statutory date of 30 September and submit such accounts and report thereon to the Council.

4.3. The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2022.

## 5. Banking Arrangements

5.1. The Council's banking arrangements shall be made by the RFO, which shall include internet banking, and approved by the Council.

5.2. Details of relevant invoices shall be presented to the Council and if in order shall be authorised for payment by a resolution of the Council unless previously approved.

5.3. Cheques drawn on the Council's bank accounts shall be signed by two Members. BACS payments shall be authorised by two Members and approved by full council at each monthly meeting, along with a full list of

accounts to be paid, unless already approved. All Members should be made signatories when elected.

5.4. When the RFO is absent, the Council's cheque books shall be given to the Clerk to hold so that payments are not delayed.

## 6. Payment of Accounts

6.1. All payments shall be affected by cheque, BACS or by direct debit drawn on the Council's bankers.

6.2. All invoices for payment shall be examined, verified, and certified by the RFO. Before such certification, the RFO shall be satisfied that the works, goods or services to which the invoice relates have been received, carried out, examined and approved.

6.3. If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, or required under the Public Contracts Regulations 2015, and the due date for payment is before the next scheduled meeting of the Council, where the RFO certifies that there is no dispute or other reason to delay payment, the RFO may take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting.

6.4. The RFO to process a payment run on the 2nd and 4th Tuesday of each month.

## 7. Payment of Salaries and Wages

7.1. It shall be the responsibility of the RFO to confirm the monthly payment of salaries and wages to the payroll company in accordance with the rates in force and arrange for such payment to be made by 20th of the month in accordance with paragraph 6 above.

7.2. All time sheets, where required, shall be examined by the RFO to ensure that they have been signed and duly certified that such time has been worked.

## 8. Loans and Investments

8.1. All loans and investments shall be negotiated by the RFO in the name of the Council after approval by the Council and shall be for a set period of time in accordance with Council policy.

8.2. All investments of money under the control of the Council shall be in the name of the Council.

8.3. All borrowings shall be in the name of the Council.

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

## 9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Any bad debts shall be reported to the Council.

9.3. All sums received on behalf of the Council shall be banked within 72 hours.

9.4. RFO to update Planyo hall booking system with payments.

## 10. Contracts

### Parish Council

10.1. An invitation to tender shall state the general nature of the intended work or service to be provided. All tenders above £25,000 net must use the Contract Finder website and other light touch rules in the Public Contracts Regulations 2015. Over £164,176 will require more detailed and complex requirements.

10.2. The Council where practicable should be presented with 3 quotations for expenditure over £1000.00.

10.3. The Council shall not be obliged to accept the lowest of any tender.

King George V Charity

10.4. All contracts to be handled with a transparent tendering process with 3 quotations, where practicable, for expenditure over £1000.00. The Trustee shall not be obliged to accept the lowest of any tender.

## 11. Insurance

11.1. The RFO/Clerk, on the advice of the Council shall be responsible for effecting all insurance and negotiating all claims against the Council's insurers.

11.2. The RFO/Clerk shall give prompt notification to the Council of any amendments affecting existing cover.

11.3. All appropriate employees of the Council shall be included in suitable fidelity guarantee cover.

## 12. Equals Payment Card/Credit Card

12.1. Clerk/RFO is responsible for purchasing goods up to a limit of £500 using the Equals payment card and credit card. The RFO to report all payments made using the Equals payment card/credit card to the Council as soon as practicable thereafter.

12.2. RFO is responsible for uploading cash onto the Equals card to a limit of £1000.

## 13. Revision of Financial Regulations

13.1. It shall be the duty of the Council to review these financial regulations from time to time.

14. Woodhouse Parish Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2020 edition) advises:

"As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive."

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Parish Council about the level of reserves and to ensure that there are procedures for their establishment and use.

## 15. Types of Reserves

These may be categorised as either General or Specific.

## 16. General Reserves

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget.

JPAG (March 2020 edition) advises:

"The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE)."

"The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent."

The primary means of building General Reserves will be through the reallocation of funds (underspend on

a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which were spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Parish Council would be able to draw down from its EMRs to provide short term resources.

#### 17. Earmarked Reserves 'EMR's

EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors. EMRs are held for several reasons and shall only be used for the purpose for which they were created:

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when taking into account asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Developers Contributions – proceeds from developers which can only be used for specified purposes.
- Other Earmarked Reserves – these may be set up from time to time to meet known or predicted liabilities.

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Parish Council, be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

EMRs will be established on a “needs” basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an EMR must be approved by Parish Council. If the EMRs are used to meet short term funding gaps, they must be replenished in the following financial year. However, EMRs which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

#### 18. Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to the Parish Council as part of the quarterly Budget to Actual Report and at monthly meetings if required. The use of Reserves shall be approved by the Parish Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Parish Council. The minimum level of General Reserves shall be recommended to the Parish Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Parish Council.

The current level of General Reserves to be held by the Council is set at equal to between three and six months of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Parish Council

## WOODHOUSE PARISH COUNCIL & KING GEORGE CHARITY RISK ASSESSMENT

The purpose of this document is to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- ✓ Identify the areas to be reviewed.
- ✓ Identify what the risk may be.
- ✓ Evaluate the management and control of the risk and record all findings.
- ✓ Review, assess and revise if required.

Subject	Risk/s identified	H/M/L	Management/Control of risk
Precept	Adequacy of precept.	L	Sound budgeting to form the basis of the annual precept. Actual against budget progress is monitored at each Parish Council meeting.
Financial records	Inadequate records. Financial irregularities	L	The Council have Financial Regulations which set out the requirements. Annual Internal and external audit.
Bank and banking	Loss/Incorrect payments Bank mistakes	L	Financial Regulations which set out the requirements for banking. Two signatures required for payments. Bank reconciliation completed monthly and signed at Council meeting The schedule of payments is approved in full on a monthly basis at Council meeting.
Reporting and auditing	Lack of communication to Council	L	An internal audit and external audit are conducted annually on the financial records. Results are presented to the Council.
Grants	Improper use of funds	L	All grant applications must follow the grants policy to ensure proper use of funds granted to local community bodies under specific powers S137 or GPC.
Income	Loss of rent/fees from allotments, Sports clubs/room hire	M	RFO monitors contracts and Planyo to ensure payments are received. Bad debtors list reported to Council.
Contracts/Tenders	Value for money compromised Potential overspend	L	Parish Council FR's seek three quotations for any substantial work required to be undertaken or goods.
Fraud	Loss of money/assets	L	The requirements of the Fidelity Guarantee insurance to be adhered to. References to be obtained for all Staff prior to employment.
Election costs	Risk of an unexpected election &	L	The Council will where appropriate keep an amount of £500 as part of the budget

	costs		
Data protection	Non-compliance	L	The Parish Council is registered with the Information Commissioner and has a Data Protection policy which is reviewed annually.
VAT	Failure to reclaim VAT	L	VAT to be reclaimed annually. RFO to monitor compliance with HMRC regulations.
Annual return/Internal Audit	Failure to submit AGAR within time limits	L	The RFO to bring the completed AGAR to the Council for signatory within the time limit.
Insurance	Inadequate level of cover or scope	L	An annual review is undertaken Employer's liability, Public liability and Fidelity Guarantee are a statutory requirement.
Freedom of information act.	Inability to comply with regulations	M	The council has adopted the model publication scheme for Local Councils.
Playground equipment	Loss/Damage to play equipment. Potential liabilities to third parties.	L	Weekly records are completed and kept reported to the Council as a risk is identified. Annual safety check completed and action taken to rectify problems identified. Adequate insurance in place.
Maintenance of other assets	Loss /Damage to assets or performance of assets. Potential liabilities to third parties.	L	All assets owned by the Parish Council and Charity are regularly inspected and maintained if necessary. All assets are insured and reviewed annually. All public amenity land is inspected regularly.
Council records	Loss through; theft, fire, damage		The Parish Council records are stored in the Parish Office
Council Minutes	Non-compliance with statutory requirements.	L	Proper timely and accurate reporting of Council business in the Minutes Minutes posted on website for public to see with full agenda packs as per transparency code and internal audit review.
Members interests	Conflict of interest. Register of members interests.	L	Councillors have a duty to declare any interest at the start of the meeting. Register of member's interest forms to be reviewed on at least an annual basis.

Reviewed and signed as being a correct record at the Annual Meeting of the Parish Council

Chairman:

Date: 12.05.25

Clerk:

Date: 12.05.25