

WOODHOUSE PARISH COUNCIL

6th May 2024

Dear Members & RFO

Parish Councillors are summoned at **6:45p.m** on **Monday 12th May 2025** to consider the following items of business.

Immediately after the Council has met there will be a meeting of the King George’s Field Charity for which there is a separate agenda.

Emma Crowe

Clerk to the Council

ANNUAL MEETING OF PARISH COUNCIL AGENDA

1. ELECTION OF CHAIRMAN

To receive nominations and election of Chairman for the year to May 2026 and signing of the acceptance of office.

2. ELECTION OF VICE-CHAIRMAN

To receive nominations and election of Vice-Chairman for the year to May 2026 and signing of the acceptance of office.

3. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS & ANY DISPENSATIONS

To note and record

4. CALENDAR OF MEETINGS

To agree the calendar of meetings for 2025-26 and the start time of 6:45pm for all meetings:

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		
December	1		

5. COMMITTEES

To approve nominated members

Appendix 1

6. PARISH WARDENS AND HELPERS

To approve appointments and volunteers

Appendix 2

7. REPRESENTATION ON OTHER ORGANISATIONS

To agree council representatives and if appropriate, nominate others

Appendix 3

8. APOLOGIES FOR ABSENCE

To receive and approve reasons for absence

9. POLICE AND NEIGHBOURHOOD WATCH MATTERS

To receive a report

10. REPORT FROM BOROUGH COUNCILLOR

To receive a report, if available

11. REPORT FROM THE COUNTY COUNCILLOR

To receive a report, if available

12. QUESTIONS FROM MEMBERS OF THE PUBLIC

To invite questions or comments on items on this agenda; and/or invite matters for future agendas

13. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 7th APRIL 2025

To confirm and sign as a true record

**Previously
Circulated**

14. ENVIRONMENTAL WARDEN REPORT

To note the Covid Elm tree has died and considering a replacement.

15. FINANCIAL MATTERS

[a] To confirm and sign Minutes of the Finance Committee held on 29th April 2025.

Appendix 4

[b] To approve Finance Committee recommendations:

1. Council to approve the year-end accounts for 2024-25 to be signed by Chair & Clerk.
2. Council to approve the adjusted budget for 2025-26.
3. Council to approve the increased expenditure on the village green from £50k to £68K.
4. Council to approve the Financial Regulations.
5. Council to approve and sign the Financial Risk Assessment.
6. Council to approve subscriptions and donations for 2025-26.

Appendix 5

Appendix 6

Appendix 7

Appendix 8

Appendix 9

[c] To note payment of the following accounts for previously approved or delegated expenditure:

DCK Payroll Solutions – monthly charge	31.20
NEST pensions – monthly	48.21
KGV Charity – Monthly PC Office Rent	670.00
Dusters Cleaners – cleaning of public toilets – 4 days per week @ £17/hr = £68 per week	212.00
PD Solutions – personnel consultancy – monthly charge	100.00
Glasdon – Dog waste bin	291.91
Waterplus – monthly water supply for public toilets	118.49
HP instant ink – monthly charge	18.49
Information Commissioner’s Office – annual data protection fee	47.00
Complete Banner Solutions – paper	30.48
Johnsons – food for AGM	277.00
LRALC – annual membership fee 2025-6	585.00
NALC – annual membership fee 2025-6	131.52
Hortus – 2 nd invoice for village green project	25,000
Amazon – leaflet display stand	34.63
Amazon – new plastic panel for little library	16.95
Amazon – new lock for public toilets	10.73
Equals Card – funds top-up	400.00
Tim Bentley Pole – gardening around roadside beds	135.00
Salaries	1428.83

[d] To receive financial reports:

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

[e] To note Council income for April 2025 is £51,253.50

- PC = £51,253.50 - first half precept

[f] To approve grant application:

- Woodhouse Eaves Horticultural Show £299.40 (£227.40 room hire and £72.00 for 2 roundabout ads) to host the show.

Appendix 10

- 16. PROPERTY**
- [a] To consider and approve risk assessment responsibilities for 2025-26. **Appendix 11**
 - [b] to consider and approve the location and what type of message for the VAS sign and to consult with the neighbours. **Appendix 12**
 - [c] To consider and approve style of benches to be purchased for the village green. **Appendix 13**
 - [d] To discuss and approve to hold an opening event for the village green.
- 17. CORRESPONDENCE AND PUBLICATIONS RECEIVED** **Appendix 14**
To consider the items received:
- 18. PLANNING MATTERS** **Appendix 15**
To note responses and consider new applications.
- 19. MEETINGS ATTENDED** To receive any reports, if available.
[a] To consider the appointment of a representative to attend the forthcoming Annual General Meeting of LRALC on Saturday 18th October 2025 at Jubilee Hall, Anstey.
- 20. ITEMS OF INTEREST OR FOR FUTURE MEETINGS**
- [a] To review all Woodhouse Parish Council policies.
 - [b] To discuss Councillor training and requirements.
 - [c] To remind Councillors to complete the risk assessments which are outstanding

Meeting Closed

PARISH COUNCIL COMMITTEES 2025-26

<p>Grants Panel <i>To consider applications and make recommendations to full council</i></p>	<p>Mr Searancke Mr Bennett Mr Thomas</p>
<p>Plans – New applications <i>To consider applications and make responses on behalf of full council</i></p>	<p>Mr Searancke Mr Shiels Mr Ince Mr & Mrs Greenhalgh Mrs Wood <i>Nominees:</i> Mr Woodland Mrs Schou Mr Tyler Dr Moore Mr Matthews Mrs Morland</p>
<p>Traffic <i>To consider traffic issues in conjunction with local people and relevant organisations; and to make recommendations to full council where appropriate:</i></p>	<p>Mr Bennett Mr Shiels Mr Greenhalgh <i>Nominees:</i> Mrs Randall Mr Tyler Mr Whitmore</p>
<p>Finance Committee</p>	<p>Mr Ince, Chairman</p>
<p><i>To consider finances for both Council and Charity; and to make recommendations to full council and charity</i></p>	<p>Mr Searancke, Vice Chairman</p>
	<p>Mr Thomas</p>
	<p>Mr Shiels</p>
	<p>Mr McDonald</p>
<p>Staffing Committee <i>To meet at least annually to consider staffing issues; and to make recommendations to full council</i></p>	<p>Mr Ince, Chairman Mr Searancke, Vice Chairman Mr Thomas Mrs Greenhalgh</p>

Appendix 2

Volunteer Parish Wardens and Helpers 2025-26

<i>Allotments</i>	Mr Martin Hynard
<i>Bus services liaison</i>	Mrs Ann Humphreys
<i>Flag flying</i>	Mr Chris Bennett
<i>Environmental Warden</i>	Mrs Cathy Schou
<i>Litter collecting team</i>	Wendy Young, Pam Crankshaw, Liz Randall, Janet Whitmore, Vincent Riley, David Rosser. Jeremy Parkinson, Lottie Parkinson, Cherrie Whatmuff, Corrinne & Roger Berkeley, Donna Andrews, Viv Pipe, Penny Harding, Joan Bertram, Audrey Bowers, Richard Bowers, Ann Irving, Eva Bowers, Susan Munroe, Tina Osborne and Sally Matterson
<i>Neighbourhood Watch</i>	Helen Horne, Ted Chapman, Ann Irving
<i>Parish Clock</i>	Mr William Leeson
<i>Snow Warden - LCC appointee</i>	Chris Bennett
<i>Sports Club premises</i>	Mr Vic Tye
<i>Traffic Watch Group</i>	Mrs Liz Randall, Mr Malcolm Whitmore, Mr Karl Cheatham
<i>Tree Warden</i>	Ms Maggie Morland
<i>Village pump garden</i>	Linda Winston
<i>Little Libraries</i>	Chemist: Janet Whitmore Village Hall: Joan Bertram Woodhouse: Deb Addison

Appendix 3

Council representatives on other organisations 2025-26

Charnwood Forest Regional Park	Mr Rad Thomas, Ms Maggie Morland, Mrs Cathy Schou
Herrick Homes Charity	Mr Stuart Tyler
Leicestershire Footpath Association	<i>Position Required</i>
Mountsorrel Quarry Liaison group	Mr Chris Bennett
Rawlins Charities	Mr Peter Ince
<i>Roundabout deliveries</i>	Mr P Searancke
Rural Community Council	Mrs J Martin DL (Deputy County Lord Lieutenant)
Old Woodhouse Community Hall	<i>Nominee</i> Mrs Jill Taylor
Plastic Free Group	<i>Nominee</i> Mrs Jill Taylor
Charnwood Road Safety Committee	Dr Ann Irving

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

**Minutes of a meeting of the Finance Committee
on Tuesday 29th 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 24th NOVEMBER 2024

The Minutes were confirmed and signed at the full Council meeting on 2nd 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

**WOODHOUSE PARISH COUNCIL
BALANCE SHEET AT 31 MARCH 2025**

2023/2024			2024/2025	
	50,810.63	LONG TERM FIXED ASSETS		50,810.63
		CURRENT ASSETS		
1270.75		Debtors	1835.53	
1215.56		Payments in Advance	1637.00	
<u>91,567.82</u>		Cash in Hand	<u>104,724.64</u>	
	94,054.13	TOTAL ASSETS		108,197.17
		CURRENT LIABILITIES		
515.00		Creditors	420.00	
	<u>515.00</u>	TOTAL LIABILITIES		<u>420.00</u>
	93,539.13	NET CURRENT ASSETS		107,777.17
	93,539.13	Represented by Fund Balance		107,777.17

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

Approved by the Council on

Signed Chairman

Signed Responsible Financial Officer

**WOODHOUSE PARISH COUNCIL
SUPPORTING NOTES FOR BALANCE SHEET 31 MARCH 2025**

1. LONG TERM FIXED ASSETS

ITEM	Historic Cost	Insurance Value in 2024	HOW ASSESSED
Street Furniture – including: Streetlights (29) Roadside Seats (18+) Noticeboards Bulls Head Fountain Grade II listed red phone box Defibrillators (2) Bus Shelter	48919	72,000	Insurance value 2024
War Memorial	1888	48,000	Insurance value 2024
Parish Map in tin tube		5340	2019 insurance value
Village Pump	1	1	Nominal value
Allotments – 2 acres	1	1	Nominal value
Playing Field Land – 7 acres	1	1	Nominal value
	<u>50810</u>		
TOTAL		<u>£125,343</u>	

NOTES:

- 1) Public Toilets are subject to a 25 year lease from 1st July 2011 from Charnwood Borough Council. As they are not owned by Woodhouse Parish Council, they were removed from the asset register in March 2018, but are covered by our insurance (£95332 @ 2024).
- 2) Insurance values updated at renewal October 2024 by Clear Councils.
- 3) Fixed Assets will not change in value and are reported on the balance sheet at historical cost.
- 4) A nominal value of £1 was included in 2017 for the playing field land owned by the Parish Council.

2. DEBTS OUTSTANDING

At the year-end there were no debts due to the Council, except a VAT refund of £1835.53.

3. SECTION 137 EXPENDITURE

The limit for spending under Section 137 of the Local Government Act 1972 for this Council in the year of account was £10.81 per elector. Payments were made as follows:

2023/24		2024/25
661.50	St. Paul's Church - Graveyard Upkeep Donation	686.64
483.00	St Mary's Church - Graveyard Upkeep Donation	501.36
334.64	Woodhouses Plastic Free Group – Grant for hall hire	-
300.00	Woodhouses Plastic Free Group – Grant for insurance/LCC	-
968.44	WE Good Neighbour Scheme – Grant for Community Café	750.00
100.00	St. Paul's Church – Grant for Christmas Tree event	-
50.00	Apple Day Grant for Environmental Warden	-
56.00	WE Horticultural Show – Grant for publicity & hall hire	268.50
	East Midlands Ambulance Service – grant for defib training	27.86
<u>2953.58</u>		<u>2234.36</u>

4. **ADVERTISING AND PUBLICITY**

2023/24

2024/25

0.00

0.00

5. **OUTSTANDING LOANS**

None

6. **CAPITAL RESERVE**

No capital reserve fund is held.

7. **EARMARKED RESERVES**

No specific earmarked reserves.

8. **BORROWINGS**

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

9. **AGENCY WORK**

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

10. **PENSIONS** – paid from 1st July 2017 through NEST.

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

WOODHOUSE PARISH COUNCIL
CUMULATIVE FUND BALANCE 2024 - 2025

Opening Fund Balance at 1 April 2024	93,539.13
Income 2024-2025	108,318.89
TOTAL	201,858.02
Expenditure 2024-2025	94,080.85
Fund Balance at 31 March 2025	107,777.17

**WOODHOUSE PARISH COUNCIL
INCOME AND EXPENDITURE
YEAR ENDED 31 MARCH 2025**

2023/24		2024/25
	INCOME	
93154.00	Precept	97812.00
3488.43	Bank Interest	3776.89
1000.00	CBC Toilet Grant & Rates Refund	1000.00
640.00	Allotment rents	717.00
447.71	Grants & Donations & S106 – Groundwork – Neighbourhood Plan	5000.00
1799.01	Miscellaneous –	13.00
133.41	Insurance refund (AX)	0.00
100,662.56	Total	108,318.89
	EXPENDITURE	
4802.62	Public Toilet Costs	5470.98
26383.23	Administration – salaries, pension, insurance, payroll, training, audit, website, personnel	28,399.37
7200.00	PC Office – rental	7680.00
1513.66	Special Items – Parish Clock, walkie talkies, plaques, defib batteries, Neighbourhood plan review	4949.35
	Running Costs	
1082.10	Parks & Open Spaces	1203.26
50.00	Allotments	0.00
1554.18	Street Lighting Electricity	1392.88
2953.58	Section 137 Expenditure – grants & donations	2234.36
562.83	Subscriptions	763.31
3815.74	Miscellaneous – poppies, tea, coffee, biscuits, APM, credit card	1440.34
66833.48	Subsidiary payment to Charity	40547.00
116,751.42	Total	94,080.85
-16,088.86	Income minus Expenditure	14,238.04

EXPENDITURE	Spend to 31/03/24	Approved Budget 2024/25	Spend to 31/03/25	%age of budget spent	Budget 2025/26	Adjusted Budget		
EMPLOYEES								
Clerk's Salary	13530.30	14230	14,776.69	104%	14850	14850		
RFO Salary	5598.09	5597	5,886.70	105%	5833	5833		
Clerk Pension (5%)	742.07	720	772.07	107%	800	800		
National Insurance (Employers 15%) PAYE	1062.69	893	1,126.69	126%	1152	1152		
Employers Pension 100% (3%)	556.55	540	579.05	107%	600	600		
OUTDOOR COMMITMENTS								
Allotments - water & maintenance	50.00	200	0.00	0%	200	200		
Street Lighting Energy	1554.18	1500	1,392.88	93%	1750	1750		
Ground Mowing/Gardening (War Memorial etc)	970.00	1000	925.00	93%	1000	1000		
Maintenance & repairs & insurance	116.11	1000	320.41	32%	1000	1000		
Toilets - cleaning, water, maintenance & insurance	4806.64	5500	5,513.12	100%	6000	6000		
ADMINISTRATION								
Insurance	928.90	1320	1,603.32	121%	1600	1600		
Audit Fees	0.00	615	232.00	38%	620	620		
Payroll	405.60	450	343.20	76%	400	400		
Personnel Consultancy	1200.00	1200	1,200.00	100%	1200	1200		
Postage	1.85	5	1.38	28%	0	0		
Internet Web Services	635.00	675	635.00	94%	650	650		
Computer/Travel/Phone Allowance	400.00	400	400.00	100%	400	400		
General Admin - Printing, Stationery, Bank charges	591.18	500	321.42	64%	500	500		
PC Office Rent (to KGV Charity)	7200.00	7680	7,680.00	100%	8040	8040		
Prepaid Credit card	3500.00	2500	1,119.92	45%	2000	2000		
Training	198.10	200	334.00	167%	200	200		
DONATIONS - Section 137 Exp.								
	1144.50	1145	1,188.00	104%	1245	1245		
GRANTS -								
	1809.08	1500	1,046.36	70%	1500	1500		
SUBSCRIPTIONS								
	562.83	600	763.31	127%	800	800		
MISCELLANEOUS -								
plaque, poppies, engraving, AGM, biscuits		500	320.42	64%	500	500		
SPECIAL PROJECTS								
Other - parish clock, plaques, benches	1513.66	2000	449.35	22%	2000	2000		
Bus Shelter/War Memorial/Bulls Head/Phone Box	0.00	1000	0.00	0%	1000	1000		
Christmas Tree & Lights	0.00	500	0.00	0%	500	500		
Hanging Baskets			0.00		2000	2000		
Neighbourhood Plan Review			4,500.00		0	0		
VILLAGE GREEN project						68000		
Budget Balance 5% contingency	0.00	2750	0.00	0%	3000	3000		
Previous year creditors	515.00		620					
VAT	1238.75		1835.53					
TOTALS	51146.82	56720	55,885.82	99%	61340	129340		

Income	Income at 31/03/24	Budget 2024/25	Received at 31/03/25	%age of budget received	Approved Budget 2025/26
Allotment Rents	628.00	660	738.00	112%	690
Bank Interest	3488.43	1500	3,776.89	252%	2000
Precept	93154.00	97812	97,812.00	100%	102507
Grants - groundwork NP	300.00	1	5,000.00		1
Donations - WI clock, benches	147.71	1	0.00		1
VAT Reclaimed	0.00	2500	0.00	0%	2000
CBC Public Toilets Grant & Rates Refund	1000.00	1000	1,000.00	100%	1000
MISC - ins refund, vh house deposit	283.41	1	13.00	0%	1
Credit card payments for charity items	1649.01	500	0.00	0%	0
COUNCIL INCOME TOTALS	100650.56	103975	108339.89	104%	108200
Payment of Previous Year Debts	7707.60		1249.75		
Balance B/fwd 01/04/24	101189.96		91567.82		
Total Sum available	209548.12		201157.46		
Less Expenditure Council	51146.82		55885.82		
Balance C/Fwd.	158401.30		145271.64		
Funds to KGV Charity	66833.48		40547		
C/Fwd Total	91567.82		104724.64		

	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
INCOME Charity Totals	208035	69003	99573	144%	69893	69893
INCOME Council Totals	100651	103975	108340	104%	108200	108200
Total Combined Income	308686	172978	207913	120%	178093	178093
Payment of Previous Year Debts	17926	640	9037			
Balances B/f	226917	114821	114820		130315	130315
Total Sum available	553529	288439	331770	115%	308408	308408
Less EXPENDITURE of Charity	387561	194077	145569	75%	198093	136388
Less EXPENDITURE of Council	51147	56720	55886	99%	61340	129340
Total Combined Expenditure	438708	250797	201455	80%	259433	265728
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			
<u>CHARITY</u>		<u>PARISH COUNCIL</u>	
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 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;**

3.2. 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

SUBSCRIPTIONS 2025/26	Amount
Information Commissioner's Office - ICO - Annual Registration	35.00
Leics. & Rutland Association of Local Councils - LRALC	585.00
National Association of Local Councils - NALC	131.52
Leics & Rutland Wildlife Trust	55.00
TOTAL	£806.52

Section 137 of the Local Govt Act allows the Council to donate up to £11.10 per elector in 2025-26. S19 of the Local Govt (Misc Provisions) Act 1976 allows Parish Councils to donate to sports & recreation ie. to KGV Charity

DONATIONS 2025/26	Amount
St Mary in the Elms Parochial Church Council - burial ground	525.00
St Pauls Parochial Church Council - burial ground	720.00
TOTAL	£1245.00

NB. Burial ground donations will be increased for 2025/26 by CPI 4.8%

GRANTS 2024/25	Amount
WE Good Neighbour Scheme – grant for Community Cafe	750.00
WE Horticultural Show – grant for hall hire	232.50
WE Horticultural Show – grant for advert in R-A-B	36.00
East Midlands Ambulance Service – grant for defib training	27.86
TOTAL	£1046.36

WOODHOUSE PARISH COUNCIL

Trustee for the King George's Field (Charity No. 1087237)

50a Main Street, Woodhouse Eaves, LE12 8RZ

Telephone: (01509) 891299

Email:

clerk@woodhouseparishcouncil.org.uk

GRANT APPLICATION Please submit by email if possible

Application for grants of over £100 will normally only be considered if submitted with the latest set of annual accounts showing the organisation's income, expenditure and levels of balances.

Name of your organisation	Woodhouse Eaves Horticultural Show
Name & Address of Contact	[REDACTED]
Telephone	[REDACTED]
Email	[REDACTED]
Organisation details e.g. charity registration no.	Woodhouse Eaves Horticultural Show
Is the grant to support a new project or to improve effectiveness?	Grant will support the Woodhouse eaves horticultural show taking place on Saturday 30 th August 2025
How would the grant help to achieve this goal?	The grant will pay for the room hire for the show and advertising it.
Who will benefit from the grant? Please estimate how many Woodhouse and Woodhouse Eaves residents will benefit from it.	The community will benefit from the show as it is open to everyone to enter. The proceeds from the show go towards putting the show on the next year and towards local causes. For example last years' proceeds provided donations to two local charities and towards Woodhouse Eaves village green
Total cost of the project	£499.40 (£227.40 room hire, £72 two roundabout adverts, £50 judges, £25 tea and coffee, £110 print costs, £15 seed potatoes and sunflower seeds)
Amount of grant required	£299.40 (£227.40 room hire, £72 two roundabout adverts)
If the project is more than the grant how will the rest be funded?	The rest will be funded via donations, entry fees and proceeds from the raffle and tombola on the day.
Have you applied for other grants for this project? If yes please give details	Yes, a grant was applied for the show in 2024.

Please add extra sheets as required to support your application

Signed:

Approved - date

Payment - date

Legal power used: *mainly* S137 of the Local Government Act [1972]

WOODHOUSE PARISH COUNCIL & KING GEORGE'S FIELD CHARITY
Annual Risk assessments 2025-26

Allotments	Allotments Manager
Bull's Head fountain	Stuart McDonald
Bus shelters <i>Brand Hill</i> <i>Main Street</i> <i>Beaumanor Drive</i>	Mrs Lynne Greenhalgh Mrs Lynne Greenhalgh Stuart McDonald
Car park	Charnwood BC & Facilities Officer
Children's Play Area & seats - Monthly Annual – RoSPA	(Facilities Officer) Playground inspection
Defibrillator <i>Forest Road, Woodhouse</i>	<i>Installed 2019 – Shepshed Lions check contents</i>
IT	Clerk & RFO
Little Libraries <i>Woodhouse, Beaumanor Drive</i> <i>Woodhouse Eaves, Pharmacy</i> <i>Village Hall</i>	Stuart McDonald Facilities Officer Facilities Officer
Pinfold [at side of St Mary's Church]	Mr Rad Thomas
Playing Field & seats	Facilities Officer
Playing Field - sports pavilion	Facilities Officer
Trees – Every 3 years	Professional Contractor
Policies	Finance Committee
Public conveniences	Mr Peter Searancke Facilities Officer
Roadside gardens <i>Beaumanor Gardens, Woodhouse</i> <i>Main Street/Beacon Road</i> <i>Village hall frontage</i>	Stuart McDonald Tara Wood Tara Wood
Roadside Seats <i>Brand Hill Church Hill [2]</i> <i>Deans Lane</i> <i>Hill Rise</i> <i>Mill Road [No longer in service]</i> <i>Village Hall front</i> <i>Main Street [2]</i> <i>Herrick Green [2]</i> <i>Forest Road, Woodhouse</i> <i>Forest Road/Main Street</i>	Mr Chris Bennett Mr Chris Bennett Mr Chris Bennett Mr Chris Bennett Mr Chris Bennett Mr Chris Bennett Mr Chris Bennett Mr Chris Bennett Mr Chris Bennett Mr Den Shiels Mr Chris Bennett
School Path	Mr Chris Bennett
Village Hall <i>Interior & Exterior</i> <i>Cottage- Rented out checked Mar 2024</i>	Mr Peter Ince & Mr Peter Searancke Facilities Officer
New Community Hall	Mrs Lynne Greenhalgh & Mr Mervyn Greenhalgh
King George V Room	Mr Chris Bennett
Village Pump	Tara Wood
Volunteers & Staff	Clerk

Telephone Box – Woodhouse	Stuart McDonald
War Memorial	Mr Chris Bennett

Appendix 12 – MVAS Sign

MEETING WITH LEE MEASURES LCC Highways- 2ND APRIL 2025

The purpose of the meeting on Forest Road Woodhouse was to identify suitable areas for the placement of a speed warning unit and discuss possible additional road safety matters in the area approaching the Church and severe bend in the road from the easterly direction (Quorn). This meeting was arranged following email correspondence over several months.

After inspection of the area from the Community Hall to the point where the red telephone box stands it was apparent that the area of pavement opposite the telephone box was suitable for the placement of a pole and would provide a good spot for a speed message to be placed. The message would be further enforced by the existing bend sign nearer to the bend. The area almost opposite to the telephone box has a low garden wall in place and there is a sufficiently wide enough footpath. It was considered that either end of the wall would be suitable for the pole to be placed. Subject to confirmation from the manufacturer's it seems likely that a solar unit could be used in this area as the solar panel could be placed south facing and is clear of vegetation and trees.

Currently the Police are undertaking an 18-month programme of speed monitoring and enforcement on Forest Road, this would mean that a vehicle activated **speed limit sign** would be required rather than a **vehicle speed sign**. We learnt that a vehicle speed sign would mean that the Police would withdraw from speed monitoring as the units are not calibrated to the same standards as the Police cameras and this can lead to challenges to prosecutions when speeding has been recorded by their equipment. The situation with a speed limit sign is different where individual vehicle speeds are not shown on the unit.

NEXT STEPS

We will need to consult with immediate neighbours on the placement of a unit and provide evidence of this to LCC Highways in order to get the required licence.

Send photographs of the proposed area to the unit suppliers to get confirmation of the long-term use of a solar powered unit or not. The cost of using a hard-wired unit would be in the order of twice the cost of a solar powered one.

Look at how the impact of the existing bend sign could be enhanced.

Decide on the type of message to be shown on the unit with consideration being given to the loss of Police speed monitoring if a vehicle speed sign is used.



Pricing (Period of validity 01/03/2025 – 30/06/2025)

Product	Solar powered	Battery powered	Functionality
MVAS	<p>£3,710.00</p> <p>Type 1 c-S-30-r-023-SD-BDH Type 2 c-S-30-r-034-SD-BDH</p>	<p>£3,710.00</p> <p>Type 1 c-B9-30-r-023-SD-BDH Type 2 c-B9-30-r-034-SD-BDH</p>	<ul style="list-style-type: none"> Activated by approaching vehicles exceeding a pre-set speed threshold. Extended battery life options available Data logging with Bluetooth download as standard
Smile / Frown MSID	<p>£4,040.00</p> <p>C-S-24-r-088-SF-DHP</p>	<p>£4,040.00</p> <p>C-B4-24-r-088-SF-DHP</p>	<ul style="list-style-type: none"> Activated by all approaching vehicles with a green display under the set speed limit and a red display above the set speed limit Data logging with onboard wi-fi connection download as standard <p>*Please note, this is not fully compliant to TSRGD</p>
Thank You / Slow Down MSID	<p>£4,115.00</p> <p>C-S-24-r-088-ST-DHP</p>	<p>£4,115.00</p> <p>C-B4-24-r-088-ST-DHP</p>	<ul style="list-style-type: none"> Activated by all approaching vehicles with a green display under the set speed limit and a red display above the set speed limit Data logging with onboard wi-fi connection download as standard
Delivery	£100.00 (Max 4 signs per single pallet)		



Appendix 13 – Bench Designs

This hard wearing picnic table has become one of our best sellers. Made with black or brown Forest-Saver recycled plastic, this table is built to last and is ideal for pub gardens, restaurants, schools, leisure centres and many other settings. Our eight seater standard round picnic table is adapted to seating for six and space for wheelchair or pushchair access at no extra cost. Low maintenance and splinter free it can be secured to both soft and hard ground surfaces if required.



Round Wheelchair Accessible Table

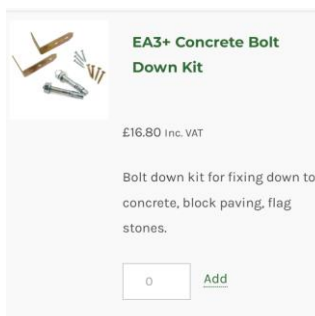
SKU1205-0291

£802.80 Inc. VAT

Bulk Prices Available

Show prices Inc. VAT Show prices Exc. VAT

Colour Options:



EA3+ Concrete Bolt Down Kit

£16.80 Inc. VAT

Bolt down kit for fixing down to concrete, block paving, flag stones.

Add

Weight	143kg
Table Diameter	1200mm
Table Height	730mm
Seat Height	425mm
Overall Width	1709mm
Parasol Hole	47mm
Delivery	Semi assembled, delivered on a pallet. Arrives in 5 pieces
Seats	Up to 6 people and 1 wheelchair space OR 4 people and 2 wheelchairs

The Wheelchair Access Picnic Table – Octagonal, crafted from 100% recycled HDPE, offers an inclusive and spacious design that comfortably seats seven people plus one wheelchair. With an easy-access undercarriage and durable, rot-resistant materials, this maintenance-free table is perfect for various settings, providing a sustainable and practical solution for outdoor socialising.

Seat height: 440mm

Weight: 88kg



Manufactured from eco-friendly 100% recycled HDPE (high density polyethylene)

Guaranteed maintenance-free for a market-leading 25 years

Easy access undercarriage allows users to slide in and out

Comfortably seats 7 people per table + 1 wheelchair

Alternative design which gives more space to wheelchair users

2,464 plastic bottles recycled into every table

Free Plaque: Promote your sustainability credentials with this picnic table, featuring a FREE plaque detailing how many plastic bottles were recycled to make it!

Non-porous material is non-leaching, will never rot, splinter, chip, crack or corrode, and can be left outside all year round

Lifelong resistance to rot, fungal decay, and insect attack

Choose from a range of UV-stabilised colours with an attractive woodgrain effect, to match your setting and application

Supplied with a parasol hole and built-in base as standard

Despatched part assembled with easy-to-follow assembly instructions

Suitable for SEN schools to encourage pupils' communication and interaction with one another
 Certified Made in Britain and manufactured by NBB in Poole, Dorset
 Further to our 25 year guarantee, we also offer replacement parts for all our standard furniture products should they become damaged.

FREE delivery to UK mainland addresses*
 Optional fixing kits are available with this product.



Touch to zoom



Tanalised Round Picnic Table

SKU #-KDM-RBS

✔ In stock

£545.00

Parasol	Quantity
<input type="text" value="Not Required"/>	<input type="text" value="0"/>
<hr/>	
Parasol Lock (*Required for parasol use on this product)	Quantity
<input type="text" value="Not Required"/>	<input type="text" value="0"/>
<hr/>	
Anchor Kit	Quantity
<input type="text" value="Not Required"/>	<input type="text" value="0"/>



Timber Westwood Square Garden Picnic Table | 8 Seat – Churnet Valley

£869

£439

✔ IN STOCK

[Add To Basket >](#)

Free Delivery Within 7 - 14 Days

- ✔ Free Delivery
- ✔ Free Returns
- ✔ Made in Great Britain
- ✔ Solid Wood



Excellent



15,589 reviews





Tribute Teak 5ft Commemorative Bench – 1.5m

Our Tribute garden memorial bench features extra-wide armrests that you can use to rest your drinks, books, snacks, sunglasses, and so on.

This teak 5ft commemorative bench is particularly suited for use as a memorial or commemorative bench because of its deeper top rail, allowing more room for a hand-inscribed message of your choosing.

[Read more...](#)

[View Recommended Accessories](#)

£365.00

Pay in 3 interest-free payments of £121.67.

[Learn more](#)

- 1 +

Add to Basket

Currently In Stock



Balmoral 5ft Sturdy Teak Park Bench – 1.5m

This Balmoral 5ft sturdy teak park bench is a luxurious addition to any garden, park, museum, street, etc.

Create a stunning seating solution in any setting with this quality, heavy garden bench. It's no wonder this classic, durable garden bench is one of our most popular outdoor benches, with its sturdy, chunky frame, traditional style and timeless charm.

[Read more...](#)

[View Recommended Accessories](#)

£365.00

Pay in 3 interest-free payments of £121.67.

[Learn more](#)

Appendix 14 - Correspondence

03.04.25	LCC	Notice is hereby given that the Leicestershire County Council intends to make an Order under Section 14(1) of the Road Traffic Act 1984. It is expected that the Order will come into force on 27/04/2025 and have a maximum duration of 6 months. The works will commence when the appropriate signs are erected and may last for up to 1 week. The Temporary Traffic Regulation Order is being enforced for public safety to allow Severn Trent Water to undertake works to replace a manhole cover and frame & Leicestershire County Council to carry out various highway maintenance works.
15.04.25	Superintendent Loughborough & Melton Mowbray Methodist Circuit	We are merging with Melton Methodist Circuit on Sunday 7th September and would like permission to hold an open-air service on the playing fields for this momentous occasion.
23.04.25	LCC	Works at Broombriggs are currently taking place to include creating a dog training area, to take a couple of weeks. This is a rough estimate and will be weather dependant.
23.04.25	LCC	Sustainable Travel Roadshows in Loughborough to discuss upcoming bus service changes as part of the county-wide Network Review. As well as bus information, like timetables and maps, there will be lots of other resources available, including information about walking, wheeling and cycling in Leicestershire. Thursday 15 th May, Loughborough Town Hall 11:00-14:00 and Monday 19 th May, Loughborough Town Hall 11:00-14:00. For more information, email choosehowyoumove@leics.gov.uk .
23.04.25	SWARCO Representative	Have looked at the images of location for a solar VAS sign on Google Maps and based on current information provided by Google Maps they do not see any issues with a solar sign in the location we have suggested.
24.04.25	Tarmac	Draft Minutes of March Quarry Liaison Meeting.
29.04.25	Marrons	Marrons Obo William Davis Homes and Richborough - Land at Loughborough South (HA15) Marrons are writing on behalf of William Davis Homes and Richborough regarding a leaflet drop which will be inviting comments on proposals for the Loughborough South development.
29.04.25	Thurcaston & Cropston Parish Council	Re-running Reg 14 pre submission consultation due to the need to revise the Neighbourhood Area to reflect a slightly reduced Parish Boundary which was amended as of 1st April 2019 following a Community Governance Review.
02.05.25	Rural Community Council Charity	Running a project called 'The Little Cup of Joy' visit rural communities, bring along our barista and coffee van and speak to residents while handing out free hot drinks. Would like to visit Woodhouse Eaves village hall once a week for 5 weeks starting 20 th May.

APPENDIX 15 - Planning Application

02.04.25	Charnwood Borough Council	P/25/0527/2	Retrospective application seeking permission for the retention of existing outdoor seating and dining, terracing and hard landscaping, all covered by a stretched tent, and for the retention of existing car parking. Exterior lighting within the tented area to be replaced. Recorded background music, and occasional live music proposed to be played at 8 Church Hill, Woodhouse Eaves, Leicestershire, LE12 8RT Woodhouse Parish Council have considered this application to which there are no objections. We support the continuation of the efforts to maintain their trade.	24 th April
03.04.25	LCC	P/25/0338/2	Application No: 2025/TPO/0024/LCC at Pinewood, Brand Lane, Woodhouse Eaves, LE12 8TY for proposed Works: T2 Pine – Fell/remove, T3 Pine – Fell/Remove. The Leicestershire County Council has considered the application under the Town and Country Planning Act 1990 and grants consent to the work proposed in the application referred to in Part I hereof (in accordance with the application, documents and plans submitted).	
22.04.25	Charnwood Borough Council	P/25/0858/2	Erection of greenhouse to rear at Lane End Cottage, 45 School Lane, Woodhouse, LE12 8UJ	13 th May
02.05.25		P/24/0645/2	Demolition of existing buildings and erection of 8 No. residential dwellings, with associated amenity space, landscaping and parking provision at Selbys Garage, 77 Main Street, Woodhouse, Eaves. LE12 8RY	17 th May