

WOODHOUSE PARISH COUNCIL

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

A Meeting of the **Trustees of King George's Field -Woodhouse Eaves** will be held at the
Village Hall, Woodhouse Eaves on
Monday 2nd December 2024 for transaction of the business set out below.

Emma Crowe

Clerk of the Parish Council and King George's Field Charity

AGENDA

1.	APOLOGIES: To <u>receive</u> and <u>approve</u> reasons																																						
2.	DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS: To <u>receive</u>																																						
3.	MINUTES OF THE PREVIOUS MEETING HELD ON 4TH NOVEMBER 2024 To <u>confirm</u> and <u>sign</u> as a true record																																						
4.	MINUTES OF THE EXTRA ORDINARY MEETING HELD ON 12TH NOVEMBER 2024 To <u>confirm</u> and <u>sign</u> as a true record																																						
4.	PROPERTY MATTERS TO CONSIDER [a] To <u>receive</u> the Facilities Officer report for November. Appendix 1 [b] To <u>consider</u> and <u>approve</u> further exploratory work on the football pitch to identify cause of standing water for a cost of £500. Appendix 2 [c] To <u>consider</u> and <u>approve</u> applying for grant funding for a Monkey Challenge climbing wall. Appendix 3 [c] To <u>consider</u> and <u>approve</u> three quotes for removal of 3 items of play equipment, preparing the land and re-installing. Appendix 4																																						
5.	FINANCE [a] To <u>receive</u> financial reports: <ul style="list-style-type: none">The monthly bank reconciliation at 22 NovemberThe monthly reconciliation of accounts at 22 November [b] To <u>approve</u> the following Accounts for Payment for previously agreed or delegated expenditure: <table border="1"><tr><td>Salaries –</td><td>1189.28</td></tr><tr><td>Dusters Cleaners – cleaning halls</td><td>1481.10</td></tr><tr><td>BT – village hall broadband</td><td>49.95</td></tr><tr><td>All View Windows – monthly window cleaning</td><td>55.00</td></tr><tr><td>Roma Landscapes – monthly grounds maintenance</td><td>358.33</td></tr><tr><td>Waterplus – water supply for Village Hall</td><td>233.34</td></tr><tr><td>Waterplus – water supply for Y&C Hall</td><td>14.63</td></tr><tr><td>EDF – electricity supply for Village Hall</td><td>653.05</td></tr><tr><td>EDF – electricity supply for Y&C Hall</td><td>246.28</td></tr><tr><td>Complete Banner Business Solutions – toilet tissue</td><td>57.70</td></tr><tr><td>Jan Halliday – supplies for hall kitchens</td><td>6.10</td></tr><tr><td>Phil Smith – Handyman Contract</td><td>671.95</td></tr><tr><td>Target Hygiene – toilet bin servicing quarterly</td><td>249.72</td></tr><tr><td>MCV Midlands Ltd – Village Hall exterior rendering</td><td>9250.00</td></tr><tr><td>GP Goddard & Son Ltd – VH House boiler repairs & gas safety check</td><td>155.00</td></tr><tr><td>The Play Inspection Company Ltd – Outdoor pre-installation play equipment inspection & report</td><td>255.00</td></tr><tr><td>Sterilizing Services Ltd – 6 monthly water tank cleaning & legionella checks</td><td>538.00</td></tr><tr><td>Complete Banner Business Solutions – hand towels</td><td>89.80</td></tr><tr><td>Unity Trust Bank – Monthly account charges for KGV Charity A/C no. 20472391</td><td>5.40</td></tr></table>	Salaries –	1189.28	Dusters Cleaners – cleaning halls	1481.10	BT – village hall broadband	49.95	All View Windows – monthly window cleaning	55.00	Roma Landscapes – monthly grounds maintenance	358.33	Waterplus – water supply for Village Hall	233.34	Waterplus – water supply for Y&C Hall	14.63	EDF – electricity supply for Village Hall	653.05	EDF – electricity supply for Y&C Hall	246.28	Complete Banner Business Solutions – toilet tissue	57.70	Jan Halliday – supplies for hall kitchens	6.10	Phil Smith – Handyman Contract	671.95	Target Hygiene – toilet bin servicing quarterly	249.72	MCV Midlands Ltd – Village Hall exterior rendering	9250.00	GP Goddard & Son Ltd – VH House boiler repairs & gas safety check	155.00	The Play Inspection Company Ltd – Outdoor pre-installation play equipment inspection & report	255.00	Sterilizing Services Ltd – 6 monthly water tank cleaning & legionella checks	538.00	Complete Banner Business Solutions – hand towels	89.80	Unity Trust Bank – Monthly account charges for KGV Charity A/C no. 20472391	5.40
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	Unity Trust Bank – Monthly account charges for KGV Charity A/C no. 20240235	5.25	
6.	ANY OTHER MATTERS TO NOTE OR FOR FUTURE		
7.	VILLAGE GREEN PROJECT [a] To <u>consider</u> and <u>approve</u> three quotations for a contractor to create the village green Previously Circulated		

Meeting Closed

Facilities Officer Report – November 2024

Pavilion and Fields

- **Item 2 – Grass Pitch Maintenance Fund**

A Service Level Agreement Document has now been received. This requires careful consideration. Facilities Officer to discuss with the Chairman.

- **Item 3 – Grounds Maintenance**

Quotations will be elicited for the renewal of the grounds maintenance contract. The current contract is due for renewal 1st April 2025.

- **Item 4 – new Play Area Location**

The quote from to level and re-seed the area next to the tennis courts is £950.00 plus vat. The quote to remove and break out concrete is £400.00 plus vat.

Buildings and Grounds

- **Item 1 - Village Hall Heating/Timer**

Facilities Officer to discuss the Inspire system with the Vice Chairman. Report to follow.



King George Playing Fields, Woodhouse Eaves

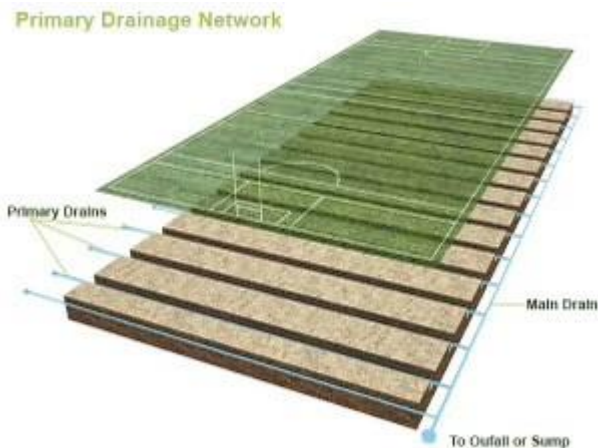
Sports Field Drainage Report

Background and brief description of works previously carried out:

Initial conversations with the club indicated a wet area in the centre of the pitch which needed addressing. We discussed installing the basics of a full pitch primary drainage system as this is common place on sports pitches.

We have installed a football pitch primary drainage system. This includes, the exit drain to the ditch, a main carrier drain across the bottom of the pitch and four lateral drains to cover the wet area in the centre circle.

Below is an example of a full pitch primary drainage system:

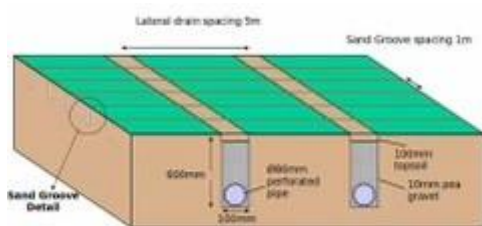
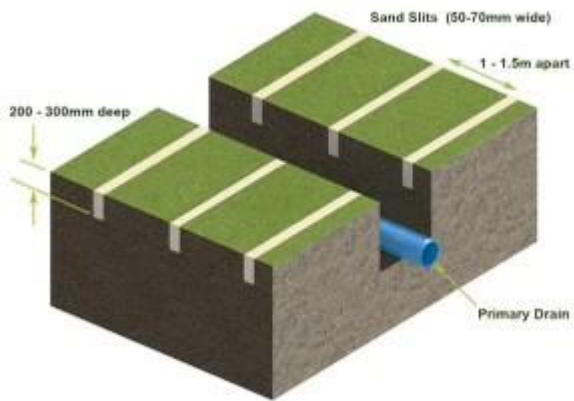


Often if surface water is an issue still secondary drainage is installed, ie: sandbanding or gravel banding across the existing primary drains at 500mm spacing.

The objective of the secondary drainage is to draw the water from the surface to the primary drainage gravels faster. As we've seen at Woodhouse Eaves, this could be a beneficial solution in the future, particularly in times of high rainfall.

Examples of secondary drainage systems:

Secondary Drainage Network - Sand Slits



Findings

The area of concern on the pitch is water bubbling from below ground level in times of high water volume.

Following conversations, we believe there is potentially a spring or an existing historic field drain that is blocked/damage below ground level. This area will require further investigation.

Area of concern:



During my visit, I opened the man hole which is located in the corner of the pitch. It is approximately 3 meters deep and is possibly a foul drain. My view is that this is not a cause of concern to the pitch. The drain possibly runs to the treatment plant in the neighbouring farmers field which we looked at earlier in the year. Further investigation can be carried out to establish the purpose of the man hole.

Manhole in pitch corner:



Conclusion

With consideration to the above, I propose excavation of the reoccurring wet zone in the centre of the pitch. This will enable us to investigate and inspect the area. If it is an existing land drain which can be repaired, this will be repaired and we will reconsolidate the excavated area.

The cost of these works are as follows:

£500 plus VAT

If our investigation concludes that it is something other than a damaged/blocked land drain, a plan for a solution will be proposed and agreed before any remedial works are carried out or further costs to the above are incurred.

Appendix 3 - Monkey Challenge

You may remember me as the guy who organised the holiday sports clubs in Woodhouse a few years ago. Finding Fitness has reinvented itself over the last couple of years and we now supply councils with a product known as Monkey Challenge which enables people of all ages to climb whenever they want.

Please see details on www.finding-fitness.co.uk

As we used to with the sports clubs, we can help you to apply for lottery funding to pay for all costs in relation to the supply and installation of it. The document outlines how the process works.

Is this something that Woodhouse would like to add to their play facilities?

We've installed 80 Monkey Challenges so far and they're getting great feedback. This week we've installed in Hose, Harby and Long Clawson - Vale of Belvoir area of Leicestershire.

If you're interested, now is a good time to apply as the lottery are prioritising applications from small organisations.

MONKEY CHALLENGE



The Play Solution for All Ages



Do you find yourself wanting to improve local facilities, but struggling with tight budgets and increasing costs?

We can provide your council with a **Monkey Challenge**, without touching your precept!

How?

We work with your council to write a bid for lottery funding. If successful, you get a Monkey Challenge that the whole community can use, without losing any of your precept or other funds.

BETTER STILL.... we do the vast majority of the work on your behalf, so you'll have no more than 30 mins of work to do. Here's how to do it...

1. Let us know you want to proceed. We will then help you to establish that there's community demand for the project.
2. We then write the text that forms the bulk of the application, and share a link with you which provides simple instructions of how to submit the application online (it only takes half an hour).
3. Then it's just a case of sitting back and waiting for a decision. If the application is accepted, the funding is paid into your account and we arrange an installation date, and invoice you for the amount raised plus VAT after the installation.

If it's declined, you get the option to re-apply, if you wish.

Either way, no fees are incurred during the application process.

Children need high quality local facilities to develop well physically and socially. Having a Monkey Challenge will provide this.

We've worked successfully in this way with 55 Parish Councils.

They give us feedback like this....

"Jack and his company, Finding Fitness, have been the epitome of professionalism. Not only was Jack extremely helpful with the grant funding, but his communication was excellent and his installation staff quick, efficient, and extremely tidy, ensuring it went seamlessly. Naseby Parish Council would not only recommend Finding Fitness as a contractor but would also recommend a monkey wall installation to any council, as it has been an amazing addition to our play area, bringing an entirely different aspect to the role of play time. It has also been incredibly well received by parents and children alike".

Date: 20th November 2024

**QUOTATION SSQ15673 – Village Hall Windmill Rise, Woodhouse Eaves,
Loughborough, LE12 8RG**

Supply & Installation of Play Equipment to Include Surfacing

Please note that all items listed within the below quotation are subject to VAT.

<u>Option 1</u> – New swings, slide and new unit with new multi-unit			
Item	Product Code	Description	Price
A	SS24-2	Sturdy Swing Steel 2.4m high comprising of 1 bay with 2 No. Flat Seats.	£1400
B	FS21	Free Standing 2.1m high platform slide	£5035
C	SQ103	Explorer Multiplay Unit, steel, comprising of, Banister Rails, Curved Access Ladder, Steel Climber, Chain Climber, Hanging Rails & Access Steps.	£7290
D		Installation of the above items A – C into a level site with good access	£3730
E		Supply and lay 103m ² of resin bonded Fibrefall Surfacing Material, Colour Autumn Blend, to various depths. Excavate for a minimum 100-150mm depth of MOT type 1 stone as a foundation with terram sub-layer: Item A: 21m ² at 50mm thick, Item B: 34m ² at 90mm thick, Item C: 48m ² at 100mm thick	£17202
F		Remove existing swings and barriers, slide and multi-unit (cut off below ground level) and dispose offsite. Not including removal of rubber mats.	£1280
G		Provision of Site Fencing for the duration of the works whilst the operatives are on site	£ 500
H		Carriage	£ 500
Sub Total:			£36937
Less 'Special Discount' should this quotation be ordered in its entirety:			£1437
<u>TOTAL FOR OPTION 1:</u>			<u>£35500</u>
			+ VAT

Date: 20th November 2024

Option 2 – New swings, new slide and relocate existing unit			
Item	Product Code	Description	Price
A	SS24-2	Sturdy Swing Steel 2.4m high comprising of 1 bay with 2 No. Flat Seats.	£1400
B	FS21	Free Standing 2.1m high platform slide	£5035
C		Installation of the above items A & B and Nexus Core Unit into a level site with good access.	£5430
D		Supply and lay 96m ² of resin bonded Fibrefall Surfacing Material, Colour Autumn Blend, to various depths. Excavate for a minimum 100-150mm depth of MOT type 1 stone as a foundation with terram sub-layer: Item A: 21m ² at 50mm thick, Item B: 34m ² at 90mm thick, Relocated Nexus Core Unit: 41m ² at 100mm thick	£15998
E		Replace the Rope sections on the Nexus Core Unit.	£6500
F		Re-paint the yellow steel parts on the Nexus Core Unit.	£ 400
G		Remove existing swings and barriers and slide (cut off below ground level) and dispose offsite. Multi-unit to be removed for re-installation. Not including removal of rubber mats.	£2515
H		Provision of Site Fencing for the duration of the works whilst the operatives are on site	£ 500
J		Carriage	£ 500
Sub Total:			£38278
Less 'Special Discount' should this quotation be ordered in its entirety:			£ 978
<u>TOTAL FOR OPTION 2:</u>			<u>£37300</u>
			+ VAT

Please Note: Whilst the upmost of care will be taken when removing the items, we cannot guarantee the state of the items once removed. Any components missing or damaged during the removal process, will need to be sourced directly from the original supplier.

Date: 20th November 2024



Date: 20th November 2024



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- Locally based UK family company with over 40 years experience
- Items to the recommendations of BS EN1176, BS EN1177 and BS EN16630
- Easy to maintain equipment with low cost UK sourced spare parts held in stock
- Fast response times before, during and after project completion
- References and testimonials available from locally based Town and Parish Councils
- Members of the API (Association of Play Industries)

PROJECT DELIVERY

We will ensure that the project be completed within the timescales set, a programme of works can be provided and agreed should this be required. Please note that exceptional weather conditions may result in the need for extensions to complete the works.

Delivery & Installation approximately 6-10 weeks from receipt of written confirmation of works.

HEALTH & SAFETY

Adhere to all current Health & Safety Legislation and any relevant documents are available upon request.

ADDITIONAL INFORMATION

All prices shown within the quotation will remain fixed for a minimum of 60 days from the date of this quotation, please refer to our Terms and Conditions of sale which are included within this quotation.

Date: 20th November 2024

TERMS AND CONDITIONS - Applicable Law: The Law of England shall be the proper law of Contract.

1. The Content of the Contract
 - a) In this contract "the Company" means. "the Goods" means the goods or services sold or supplied by the Company to the Customer under this contract. "this Contract" means a contract between the Customer and the Company incorporating these Conditions.
 - b) This Contract governs the sale of Goods by the Company to the exclusion of all other representations, statements, understanding, negotiations, proposals or agreements.
 - c) Where the Customer submits its own order form these terms shall prevail if they conflict with the terms in that form, even if that form includes a condition similar to this one.
 - d) No employee of the Company or its agents has authority to make any warranty, statement or promise concerning the Goods except in writing signed by a duly authorised employee of the Company.
 - e) The Customer's order shall be subject to acceptance by the Company.
 - f) Orders are accepted and estimates of delivery given conditionally on the Company being able to secure the necessary labour or material and without responsibility for delays or non-fulfilment arising through risk and uncertainties of manufacture, strikes, accidents, force majeure or otherwise howsoever caused.
 - g) All drawings, descriptive and forwarding specifications, particulars of weights and dimensions are approximate only and not binding and illustrations contained in catalogues, price lists, sales literature and other advertisement material are for the purpose of general description only and none of these shall form part of this Contract.
2. Standards
 - a) Where a BS EN specification or code is applicable, quotations will be given for patterns and or equipment to that specification Code.
3. Prices
 - a) We reserve the right to invoice at the price ruling at date of despatch. All prices, unless otherwise stated, are for delivery "ex works" and are exclusive of value added tax or any other tax or duty which is or may be levied or charged in the U.K. or in the country of destination. Any such taxes, duties or charges shall be paid by the Customer.
 - b) Unless otherwise specified, packing cases and pallets will be charged extra but will be credited in full on return carriage paid and in good condition within one month by the Customer. Export packing cases are not returnable.
 - c) The prices quoted are subject to any increase in the cost of labour or material between the date of quotation and despatch of Goods from our works and do not include installation costs.
 - d) Should the Customer require alterations to the order, the price will be varied accordingly.
4. Property of Goods
 - a) Property of Goods delivered by the Company shall not pass to the customer until payment is made in full. In case of default in payment, the Company shall be granted access rights in order to repossess the Goods. At all times before payment in full:
 - The Goods shall stand in the Customer's books in the name of the Company; and
 - The Customer shall take appropriate steps to notify third parties of the Company's interest in the Goods; and
 - In the event of threatened seizure of the Goods or of appointment of a receiver or liquidator, or any other event entitling the Company to terminate this Contract under paragraph 10, the Customer shall immediately notify the Company and the Company shall be entitled to enter the Customer's premises and repossess the Goods.
 - b) If the Customer delivers goods to a third party before payment has been made in full to the Company, the Customer shall hold all sums received for such Goods as trustee for the Company and shall remit them to the Company on receipt.
 - c) Risk in the Goods shall pass on delivery.
5. Delivery
 - a) Delivery shall be "ex-works" unless the Company agrees otherwise. If the contract includes delivery by the Company, the Customer shall be responsible for giving the Company's clear and accurate instructions as to the place of delivery.
 - b) Time shall not be of the essence in respect of delivery. If the Goods are to be delivered by a date specified by the Customer or by the Company, such date is to be treated as an estimate only. The Company does not guarantee that the Goods will be delivered by such date or accept liability for failure to meet the date.
6. Installation
 - a) Suitability: it is the Customer's responsibility to the rightful owner and / or the lease owner of any land or structure and to ensure any attaching structure is of good sound structural quality and any costs of confirming same are borne by the Customer. The Company do not accept any ramifications whatsoever should any form of building or drainage failure occur following the attachment of a product to an existing or new structure.
 - b) Water & Power – we require both running water and a 240 volt power supply being available throughout the installation.
 - c) Existing Services – It is the Customer's responsibility to confirm the location of all existing services both above and below ground prior to commencement of work, no responsibility will be accepted for any damage to any existing services.
 - d) Welfare of Site Operatives – We have not costed for any additional welfare services and we have assumed our staff will be allowed to use existing on site facilities at all times during the installation.
 - e) Except for any liability which it may incur for death or personal injury resulting from negligence the Company shall not be liable in any manner whatsoever whether loss, damage or injury howsoever caused which may arise out of or in connection with the supply of goods to the Customer.

Date: 20th November 2024

7. Settlement Terms
 - a) Home Sales: Where credit facilities exist, accounts are due for payment 28 days from the date of delivery. Where special discount terms are quoted, the terms must be strictly adhered to otherwise the account will be charged nett. The Customer shall, unless otherwise agreed in writing, pay all sums due to the Company under the Contract prior to delivery in cash or cleared cheque in pounds sterling. If for any reason the Company does not receive unconditional payment in full, whether under any terms of credit facilities or otherwise, within 28 days from delivery then the Company may charge daily interest on such payments at a rate equal to 4% per annum above the Base Lending rate of the Bank of England, such interest to run from day to day to accrue before as well as after any judgement.
 - b) Overseas/Export Sales: Special terms will be quoted for overseas/export deliveries.
8. Deliveries
 - a) The Company does not accept responsibility for any damage, shortage or loss in transit unless:
 - I. Non-receipt of Goods is advised to the Company within 10 days from the date of the Company's advice/delivery note;
and
 - II. Any breakage, damage or shortage is advised to the Company and carriers within 3 days of receipt of Goods provided that the carrier's note is marked "unexamined".
 - b) All sizes are approximate. Variations during the course of manufacture cannot be avoided and liability is not accepted for them.
 - c) When Goods are offered and supplied to a Customer's designs and specifications no guarantee is given or implied of their suitability for the purpose for which they are intended.
 - d) If during the period of twelve months from the date of invoice the Company is notified of a fault in the Goods which is due to faulty design, manufacturing or materials, the Company will replace or (at its option) repair the faulty part free of charge provided that:
The Goods have been properly kept, used and maintained in strict accordance with the manufacturers or the Company's instructions, if any, and have not been modified.
The fault is not due to accidental or wilful damage, interference with or maintenance of the Goods by persons other than the Company or its duly appointed Agent. If the Goods have been manufactured to the Customer's design, the fault is not due to faulty design by the Customer, this guarantee does not cover fair wear and tear, the Customer will be required to return faulty Goods to the Company.
9. Limitations of Liability
 - a) Except where expressly contained in this Contract, all warranties, conditions, undertakings and representations, express or implied, statutory or otherwise, are excluded and the Company has no obligation, duty or liability in Contract, tort (including negligence or breach of statutory duty) or otherwise.
 - b) In any event, the Company's liability arising for any reason in connection with this Contract shall be limited to the original invoice value of the Goods.
 - c) In no circumstances will the Company be liable in Contract, tort (including negligence or breach of statutory duty) or otherwise for loss (whether direct or indirect) of profits, business or anticipated savings, or for any indirect or consequential loss or damage whatever.
 - d) The Company does not exclude or restrict liability for death or personal injury resulting from its own negligence.
 - e) Each provision of this condition is to be construed as a separate limitation applying and surviving even if for any reason one or other of the said provisions is held unreasonable in any circumstances and shall remain in force notwithstanding termination of Contract.
10. Termination
 - a) The Company shall have the right forthwith to terminate this Contract and to claim for any resulting losses or expenses if:
The Customer commits a breach of this Contract and fails to remedy the breach within a reasonable time of a written notice to do so:
or
The Customer commits any act of bankruptcy or compounds with its creditors; or a petition or receiving order in bankruptcy is presented or made against the Customer; or a petition for an administration order is presented (otherwise than for reconstruction or amalgamation) or a receiver of administrative receiver or any similar event occurs under the laws of the state where the Customer was incorporated.
11. Force Majeure
The Company shall not be liable in respect of any breach of this Contract due to any cause beyond its reasonable control including Act of God, inclement weather, flood, lightning or fire, industrial actions or lockouts; the act of omission of Government, highways authorities, or other competent authority, war, military operations or riot; the act of omission of any part for whom the Company is not responsible.
12. Infringements
 - a) The Customer shall indemnify the Company against all damages, penalties, cost and expenses arising out of any claim by any third party for any infringement or alleged infringement of any third party's industrial or intellectual property rights in any work carried out in accordance with the Customer's specifications.
 - b) Copyright in all drawings or tracings prepared by the Company are the Company's property and copyright and must be regarded as confidential, such drawing or tracings must not be published or disclosed under any circumstances without the Company's permission in writing.

Sales - Quote

Mrs E Crowe
Woodhouse Parish Council
LOUGHBOROUGH
272 Forest Road
Woodhouse, LOUGHBOROUGH
LE12 8UA

Quote No. SQ301283-1
Sell-to Contact No. C0009514
Quote Date 26-11-2024
Expiration Date 26-12-2024

Your Reference removal and relocation of equipment

Project Name EN364035 Play Area Refurb

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
Removal of Equipment					
EN-INSTALLATION	Carefully Remove & Set Aside Existing Equipment Carefully remove and set aside for re-installation at a later date - 2 seat cradle swing - Core Multi-Play Unit - Pedestal Slide - 4no. swing barriers & 45sqm matta play tiles (to be disposed of)	1	Pieces	5,679.00	5,679.00
Re-installation of Equipment					
EN-INSTALLATION	Re-install previously removed play equipment - 2 seat cradle swing - Core Multi-Play Unit - Pedestal Slide - Labour to fit 130sqm. of grassmat safety surfacing ***Price allows to install into level grass site prepared by others***	1	Pieces	7,536.00	7,536.00
EN-INSTALLATION	Supply of grassmats, pegs & ties - 130sqm. 87no. Grass Mats, 2600no. Cable Ties, 650no. Pegs, 5no. Roll of 1m x 30m Mesh Price includes delivery to LE12.	1	Pieces	3,030.00	3,030.00
All prices include all necessary site preliminaries - safety fencing, etc. Equipment to be stored in adjacent tennis court, not removed from site. We have not allowed for a post installation inspection but can provide one at an additional cost					
Total GBP Excl. VAT					16,245.00
20% VAT					3,249.00
Total GBP Incl. VAT					19,494.00

Payment Terms Net 30 days

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visuality and texture not only occur, but are to be expected.

Customer responsible for offloading; however can provide a quotation for a Hiab delivery upon request. Standard

Invoicing & Payment Terms *effective from 10/10/2022.

Please see below the standard invoicing and payment terms offered. If your project has specific invoicing or payment criteria, please discuss this with us at the time you place your order.

Public Sector Customers:

Full value of the project will be invoiced upon project completion, payable within 30 days from invoice date.

Private Sector Customers:

For all new customers, a request for credit terms can be made when placing your order.

If successful, the Customer will be invoiced 50% of equipment value for standard and variant products at the point of order and requires pre-payment prior to release into production. The remaining 50% of equipment value and 100% of freight is invoiced upon dispatch from the factory, payable within 30 days from invoice date.

Bespoke products are invoiced 100% at the point of order and require pre-payment prior to release into production.

The remaining order value will be invoiced upon project completion, payable within 30 days.

If credit terms cannot be offered, then the Customer will be invoiced for 100% of the N equipment value at the point of order, having 5 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

House Builders/Developers:

Invoiced for 100% of the equipment value at the point of order, having 30 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

Please note order value is only valid for 30 days.

Invoice and delivery address:

Woodhouse Parish Council

50a Main Street
Woodhouse Eaves
Loughborough
LE12 8RZ

Date: 26.11.2024

Customer no.: 70010781

Quote no.: 60132996

Q2 - DH

Re Installation

Pos.	Article no.	Description	Quantity	Unit	Unit price £	Total price £
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Scope of works: Unit, Slide and Swing

Excavate around existing foundations
Break out concrete around metal lets and supports
Remove any loose ascents
Transport Unit, Slide and Swing to new location
Repair excavations with topsoil and seed
Re Install with new grass matting

2.00	7710001	Labour costs	1.00	pc	8,743.00	8,743.00
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Labour



Pos.	Article no.	Description	Quantity	Unit	Unit price £	Total price £
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3.00	7710650	Muck Away Skip 4 Yard 3m3	1.00	pc	180.00	180.00
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4.00	7710004	Plant Hire / Welfare	1.00	pc	650.00	650.00
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5.00 7710785

Top Soil (50mm Deep)

10.00 m2

8.00

80.00



Pos.	Article no.	Description	Quantity	Unit	Unit price £	Total price £
6.00	7710782	Grass Seeding	10.00	m2	0.70	7.00



7.00 7710723

Materials
Concrete Foundations

3.00 m3

180.00

540.00



8.00 7710484

Grass Grow Through Matting
With Stabilising Mesh

50.00 m2

32.00

1,600.00



Note:

The installation price is providing the unit is removed without the need for new specialist fixings or elements

We cannot guarantee the existing equipment conforms to the EN1176 standard

Quote no.: 60132996
Date of Quotation: 22.11.2024
Quote validity: 22.12.2024
Quote reference: Q2 - DH, Re Installation

Summary			
	Total amount (Net):	11,800.00	GBP
	VAT (20.00 %):	2,360.00	GBP
	Total amount (Gross):	14,160.00	GBP

Equipment payment: 2 weeks after order unless agreed otherwise.

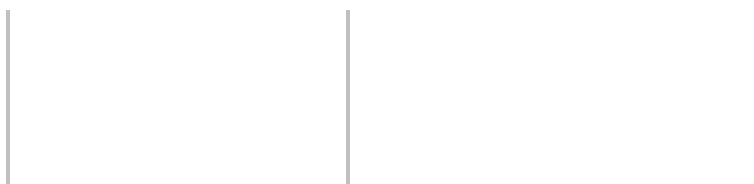
Installation payment: As per agreed payment schedule.

Lead time: 6 - 12 weeks

This document must be signed and returned to the address below or your order may be delayed.

Name:	Position:	Signature:	Date:

Please tick this box if you are NOT an end user, applicable to CIS registered companies only
– for DRC 0.00 VAT purposes.



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

Minutes of a meeting of the Finance Committee
on Thursday 14th November 2024 at 18:15hrs
held in the Parish Office, Main Street, Woodhouse Eaves

Present:

Mr P Ince – Chairman
Mr P Searancke – Vice Chairman
Mr D Sheils
Mr R Thomas
Mr S McDonald

In attendance:

Mrs E Rowley – RFO
Mrs E Crowe – Clerk to the Council

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

None

3. MINUTES OF THE MEETING ON 24th September 2024

The Minutes were confirmed and signed at the full Council meeting on 7th October 2024

4. BUDGET FORECASTS FOR 2025/26

a) To consider future expenditure requirements

The Committee reviewed and updated the wish list. Quotes will be obtained for Individual projects.

Recommendation 1: The Council to consider the updated Council Wish List.

Appendix 1

Recommendation 2: The Charity to consider the updated Charity Wish List

b) The Committee considered the draft budget. The RFO to present the revised budgets to consider and approve at December's Parish Council & Charity Meeting.

Recommendation 3: The Council to consider and approve the budget for 2025/26.

Recommendation 4: The Charity to consider and approve the budget for 2025/26

c) The Committee decided to raise the level of Precept for 2025/26 by 4.8%. Therefore, the Precept will rise to £102,507 for 2025/26. This means an average band D household rise of £4.67 to £101.98.

Recommendation 5: The Council to consider and approve the level of Precept for 2025/26

5. FUNDING FOR VILLAGE GREEN AND PLAY EQUIPMENT

a) The RFO reported that we have roughly £80k in the budget for the village green. It was agreed to get 3 quotes to move the items of play equipment where the village green will be situated.

6. MAINTENANCE ITEMS:

a) The Facilities Officer to organise a roofer to look at the village hall flat roof to investigate the leak.

7. TO ADOPT THE NEW FINANCIAL REGULATIONS

The Committee agreed for the Parish Council & Charity to adopt the new financial regulations

Recommendation 6: The Council to consider and approve adopting the new financial regulations.

Recommendation 7: The Charity to consider and approve adopting the new financial regulations.

8. TO ADOPT THE NEW FINANCIAL RISK ASSESSMENT

The Committee agreed for the Parish Council & Charity to adopt the new financial risk assessment.

Recommendation 8: The Council to consider and approve adopting the new financial risk assessment.

Recommendation 9: The Charity to consider and approve adopting the new financial risk assessment.

9. UPDATE ON THE POSITION REGARDING FOOTBALL AND CRICKET ON THE KGV PLAYING FIELD

Woodhouse Eaves cricket club have confirmed that they will not be using the ground next year. At the moment there is not anyone else in Charnwood who wish to use the ground. A decision was made to have a year off and not prepare the cricket square this Winter.

The Woodhouse Imps Football Club have agreed to pay £30 per match for the season. The Chairman & Clerk to prepare the contract.

10. DATE AND TIME OF NEXT FINANCE MEETING

Tuesday 29th April 2025 at 6:15pm

Meeting closed at 20:05hrs

CHAIR

WISH LIST NOVEMBER 2024

ITEM	Estimated £	Reason and Plan
COUNCIL ITEMS		
Renovate telephone box in Woodhouse	£500	
Review and Update the Neighbourhood Plan	£500	
Woodhouse Noticeboard	£100	
Broombriggs Windmill renovation	£1000	
Hanging Baskets	£1000	
Bulbs to be planted around the villages and the Bulls Head Fountain	£50	
Bench on School Lane	£500	
Butterfly border & wildflower verge maintenance (annual)		
Public toilet refurbishment	£20,000	Match funding CBC?
KGV ITEMS		
Direction sign finger post (Oak)	£1,000	
Pavilion refurbishment (Shutters & Exterior)	£5,000	
Play area fencing	£10,000	Iron railings and gates or wooden
New Sign for village hall	£600	
New Roof	£20,000	
KGV exterior painting	£2,000	
MUGA Floodlights	£5,000	

EXPENDITURE	Spend to 31/03/24	Budget 2024/25	Spend to 22/10/24	Expected Spend to 31/03/25	Amount left from budget at year end	Proposed Budget 2025/26
EMPLOYEES						
Clerk's Salary 20%	3,537.50	3557	2,032.93	3485	72	3713
RFO Salary 20%	1,399.57	1396	825.39	1415	-19	1458
Facilities Officer	8,365.50	8780	5,056.40	8668	112	9524
Bookings Assistant	2,849.17	2775	1,685.49	2889	-114	3175
National Insurance PAYE (Employers)	261.18	260	130.97	225	35	288
VILLAGE HALL						
Council Tax	0.00	0	0.00	0	0	0
Gas	3508.64	3500	861.56	2068	1432	3500
Electricity (incl.KGV Hall)	9,302.36	10000	2,367.73	4059	5941	10000
Water (incl.KGV Hall)	2,801.59	3000	1,656.26	2839	161	3000
Cleaning Contract 45%	6,110.70	7650	3,512.56	6022	1628	7020
Hall & Toilet Supplies	2,056.41	2400	1,313.45	2252	148	1200
Broadband	543.00	600	374.73	642	-42	600
Inspections - electrical, gas, water, fire, flat roof	875.00	1000	758.49	1300	-300	1000
Maintenance and Repairs	1669.68	2000	774.06	1327	673	2000
Insurance Split	2,438.35	2500	4,208.72	4209	-1709	4210
VH House Maintenance - landlord	1,726.04	1000	208.20	357	643	1000
YOUTH & COMMUNITY HALL						
Electricity	2,206.38	3000	897.70	1539	1461	2000
Water	343.49	500	152.39	261	239	500
Cleaning Contract 10%	548.80	1700	780.58	1338	362	1560
Maintenance & Repairs	2,239.61	1000	180.00	309	691	1000
Insurance split	411.63	350	601.25	601	-251	600
KING GEORGE V HALL						
Running costs - window clng, floor, maint, repairs	948.76	1000	397.18	681	319	3000
Cleaning Contract 45%	6,110.70	7650	3,512.56	6022	1628	7020
Insurance split			601.25	601		600
Fittings, Maint/Repairs - lights	834.81	2000	0.00	0	2000	
OUTDOOR COMMITMENTS						
Sports Pavilion - Maint/repairs, elec, water	2,492.42	2000	900.08	1543	457	2000
Recreation Ground Mowing	4299.96	4300	2508.31	4300	0	4300
Maintenance - incl. cricket pitch, play area, MUGA	2,603.00	2000	1,703.50	2920	-920	4000
Trees	865.00	2000	0.00	2000	0	2000
Handyman	3,536.18	3744	470.56	807	2937	4160
Insurance split (Play Equip/MUGA/Sports Pav)	348.33	350	601.24	601	-251	600
ADMINISTRATION						
General Administration - bank & stripe charges, p	1,020.08	1000	336.37	577	423	1000
Subscriptions & PRS	0.00	65	0.00	65	0	65
MISCELLANEOUS						
	326.47	500	15.00	500	0	500
SPECIAL PROJECTS						
VH Repairs - painting, floor, roof, window	1,500.00	3000	1,000.00	1714	1286	18000
Soundproofing YCH/VH	2,047.50	5000	2,047.50	2048	2953	0
Landscaping/Friendly Bench	2,034.96	0	0.00	0	0	0
Oak Gates	6,245.00	0	0.00	0	0	0
Other - FIT fee, clean muga, tennis courts (reimb)	1,067.00	1000	1,400.00	1400	-400	1000
Play area fencing		10000	0.00	0	10000	16000
Sports Field Improvements		6000	6,725.00	7225	-1225	2500
Pavilion Refurbishment/Garage		5000	5,523.33	5523	-523	5000
Play Equipment Renewal		5000	0.00	0	5000	10000
Play Equipment Relocation		10000	0.00	0	10000	15000
Village Green (28547 decking)		50000	0.00	0	50000	50000
ANNEXE REDEVELOPMENT						
Project management costs (50% from WESG)	7,860.00	0		0	0	0
Templesmith Builders (383500) 102706 last yr	282,453.02	0		0	0	0
MID YEAR MODIFICATIONS						
Budget Balance 5% Contingency	VH rendering	10000	0.00	10000	0	0
	0.00	5500	0.00	5500	0	10000
Previous year creditors	283.84		50.00	50		
VAT	7,489.63		4,356.26	5500		
TOTALS	387561.26	194077	60,527.00	105380	88697	214093

KING GEORGES FIELD CHARITY - INCOME
2025/26 Proposed Budget

INCOME	Received at 31/03/24	Approved Budget 2024/25	Received at 22 October 2024	Expected Income to 31/03/25	%age of budget received	Proposed Budget 2025/26	
Car Park Rent	0.00	100	0.00	100	0%	100	
Sports Clubs - Football, Cricket, Tennis	2240.00	2300	963.89	1750	42%	1800	cricket ?
Village Hall Lettings	24944.93	20000	13,795.84	23650	69%	22000	
Y&CH Lettings	3794.42	6000	3,434.01	5887	57%	5000	
King George V Hall Lettings	16204.83	14000	7,765.50	13312	55%	13000	
Grants - CBC	14900.00	1	0.00	0	0%	1	
VH House rental	9468.00	14400	8,800.00	15000	61%	15000	
PC Office Rent	7200.00	7200	4,480.00	7680	62%	8040	
VAT Reclaimed	0.00	5000	0.00	5500	0%	5500	
Misc - seven trent refund	1176.00	1	0.00	0		1	
Bank Interest	0.00	0	0.00	0		0	
Donations - wi, horti, cricket, tennis	1768.00	1	1,400.00	1400		1	
WEGS/Shanly - donations for YCH	125738.56		0.00	0			
Donations for village greenn	600.00		600.00	600			
CHARITY INCOME TOTALS	208034.74	69003	41239.24	74879	60%	70443	
Funds transferred from PC (incl.28457)	66833.48		1000.00	12000			
Payment of Previous Year Debtors	10217.91		639.20	639.20			
Balance B/f 01/04/24	125727.26		23252.13	23252.13			
Total Sum available	410813.39		66130.57	110770.50			
Less Expenditure of Charity	387561.26		60527.00	105380.00			
Balance C/Fwd.	23252.13		5603.57	5390.50			

**Combined Budget Review 2024/25
and Proposed Budget 2025/26**

	Year End Figures 31/03/24	Budget 2024/25	Year to date to 22/10/24	Estimated Figures at Y/E 31/03/25	%age of budget	Proposed Budget 2025/26
INCOME Charity Totals	208035	69003	41239	74879	109%	70443
INCOME Council Totals	100651	103975	99761	104462	100%	108396
Total Combined Income	308686	172978	141000	179341	104%	178839
Payment of Previous Year Debts	17926	640	640	640		
Balances B/f	226917	114821	114820	114820		134222
Total Sum available	553529	288439	256460	294801		313061
Less EXPENDITURE of Charity	387561	194077	60527	105380	54%	214093
Less EXPENDITURE of Council	51147	56720	28027	55199	97%	59340
Total Combined Expenditure	438708	250797	88554	160579	64%	273433
Balance C/Fwd.	114821	37642	167906	134222		39628
<u>NOTES:</u>						
1) Figure in red is current bank balance						
2) The KGV Charity is estimated to receive £12,000 from the PC this year to fund costs.						
3) The combined c/fwd figure is estimated to be £134,222 at y/e 31/03/25.						
4) If the allocated funds were spent this year, the c/fwd balance would be £35,675						
5) A £50,000 budget for the village green project has been carried forward to next year.						
6) To afford proposed expenditure, other sources of income must be found eg. Grants, otherwise c/fwd bank balance will be too low.						

ALLOCATED FUNDS in BUDGET =			
NOT DUE TO BE SPENT THIS YEAR		98,547.00	
<u>CHARITY</u>		<u>PARISH COUNCIL</u>	
Fencing	10,000.00	Allocated funds	28,547.00
Village Green	50,000.00		
Play Area Equipment	10,000.00		
Total	70,000.00	Total	28,547.00



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. Willful 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 precept 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 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.
- 5.7. For contracts greater than £1,000 excluding VAT the Clerk shall seek where practicable 3 fixed-price quotes;
- 5.8. 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.
- 5.9. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.10. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.11. 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.
- 5.14. 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.
- 5.15. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.16. 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.

- 5.17. 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.
- 5.18. 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.
- 5.19. 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.
- 5.20. 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.
- 5.21. 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 shall have delegated authority to authorise payments 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. (Ref 5.18)
 - 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 RFO and Clerk 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.
 - 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.

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 Clerk to ensure that they have been signed and duly certified that such time has been worked.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council.

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

10 Insurance

- 10.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 10.2. The Clerk shall make note of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 10.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk shall negotiate all claims on the council's insurers.
- 10.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

11. Equals Payment Card

- 11.1. Clerk/RFO is responsible for purchasing goods up to a limit of £500 using the Equals payment card. The RFO to report all payments made using the Equals payment card to the Council as soon as practicable thereafter.
- 11.2. RFO is responsible for uploading cash onto the Equals card to a limit of £1000.

12. Charities

- 12.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate

accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document:-

13. Suspension and revision of Financial Regulations

- 13.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 13.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 13.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

14. Assets, properties and estates

- 14.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 14.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 14.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 14.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

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

15. Reserves Policy

Woodhouse Parish Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. Please see our Woodhouse Parish Council reserves policy which sets out how the Council will determine and review the level of reserves.

**These Financial Regulations were adopted by the Council on
readoption in May 2025.**

and are due for the next review and

Signed by the Chairman

Date:

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:

Clerk:

Date: