

**WOODHOUSE PARISH COUNCIL**

26<sup>th</sup> November 2024

Dear Members & RFO

Parish Councillors are summoned at **6:45p.m** on **Monday 2<sup>nd</sup> December 2024** at **Village Hall, Woodhouse Eaves** 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

**PARISH COUNCIL MEETING AGENDA**

**1. APOLOGIES FOR ABSENCE**

To receive and approve reasons for absence

**2. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS & ANY DISPENSATIONS**

To note and record

**3. POLICE AND NEIGHBOURHOOD WATCH MATTERS**

To receive a monthly report

**4. REPORT FROM BOROUGH COUNCILLOR**

To receive a report, if available

**5. REPORT FROM THE COUNTY COUNCILLOR**

To receive a report, if available

**6. QUESTIONS FROM MEMBERS OF THE PUBLIC**

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

**7. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4<sup>TH</sup> NOVEMBER 2024**

To confirm and sign as a true record

**Previously  
Circulated**

**8. ENVIRONMENTAL WARDEN REPORT**

To receive a report

**9. FINANCIAL MATTERS**

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

DCK Payroll Solutions – monthly charge	31.20
NEST pensions – monthly	48.56
KGV Charity – Monthly PC Office Rent	640.00
Dusters Cleaners – cleaning of public toilets – 4 days per week @ £17/hr = £68 per week	340.00
PD Solutions – personnel consultancy – monthly charge	100.00
Royal British Legion – Two Poppy Wreaths	55.00
HP instant ink – monthly charge	18.49
Waterplus – water supply for public toilets	111.20
Royal British Legion – 10 lamppost poppies	30.00
Shephed Lions Community First Responders – replaced Woodhouse defib battery & pads	313.10
Workplace Stuff - Salt spreader for snow warden	224.00
Amazon - High Vis Vests for Remembrance Sunday	10.91

Co-op - Milk & Biscuits for Remembrance Sunday	11.03
Amazon – Tea bags & Paper cups	16.30
PKD Charity – Christmas cards	21.95
Chris Bennett – Christmas tree lights	33.98
Target Hygiene – public toilets bin servicing	18.90
Equals Card – funds top-up	600.00
Annual McAfee anti-virus protection subscription for Clerk	79.99
Unity Trust Bank – monthly account charges for 20240219	3.60
Salaries	1518.48
<b>Funds transfer from WPC to KGV Charity – November</b>	<b>11,000.00</b>

[b] To receive financial reports:

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

[c] To note Council income for November = £0

[d] To confirm and sign the Minutes from the Finance Committee meeting on 14<sup>th</sup> November.

- To consider the Council Wish List
- To consider and approve the draft budget for 2025/26
- To consider and approve to raise the level of Precept for 2025/26 by 4.8%5% The Precept will rise to £102,507.00 for 2025/26. This means an average band D household will pay £101.98.
- To consider and approve adopting the new financial regulations.
- To consider and approve adopting the new financial risk assessment.

**Appendix 1**

**Appendix 2**

**Appendix 3**

**Appendix 4**

**Appendix 5**

## 10. VILLAGE MATTERS

[a] To consider if the Parish Council would like to support Charnwood Forest Geopark with projects within the Parish.

**Appendix 6**

[b] To discuss the response from LCC regarding the most appropriate solutions for traffic calming in Woodhouse.

**Appendix 7**

[c] To consider and approve applying for a grant fund from Locality for the costs of YourLocale to assist with the formal review of the Woodhouse Neighbourhood Plan.

[d] To consider and approve the Chairman approving a statement from Charnwood Borough Council regarding an amendment to the boundary for the Woodhouse Neighbourhood Plan designated neighbourhood area before February's Parish Council meeting.

**Appendix 8**

## 11. CORRESPONDENCE AND PUBLICATIONS RECEIVED

**Appendix 9**

To consider the items received:

## 12. PLANNING MATTERS

**Appendix 10**

To note responses and consider new applications.

## 13. MEETINGS ATTENDED

## 14. ITEMS FOR CONSIDERATION FOR INCLUSION ON FUTURE AGENDAS

[a]

## 15. CONFIDENTIAL SESSION

### STAFFING

**Previously  
Circulated**

[a] To confirm and sign the Minutes from the Staffing Committee meeting on 12<sup>th</sup> November.

**Meeting Closed** 5 minute recession before the KGV Charity meeting to discuss all items regarding the village halls and KGV playing field

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

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**Minutes of a meeting of the Finance Committee**  
on Thursday 14<sup>th</sup> 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 24<sup>th</sup> 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 29<sup>th</sup> April 2025 at 6:15pm

Meeting closed at 20:05hrs

CHAIR

## WISH LIST NOVEMBER 2024

ITEM	Estimated £	Reason and Plan
<b>COUNCIL ITEMS</b>		
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?
<b>KGV ITEMS</b>		
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	Approved Budget 2024/25	Amount Spent to 22/10/24	Expected Spend to 31/03/25	Amount left from budget at year end	Proposed Budget 2025/26
<b>EMPLOYEES</b>						
Clerk's Salary	13530.30	14230	7,691.86	13186	1044	14850
RFO Salary	5598.09	5597	3,301.46	5660	-63	5833
Clerk Pension (5%)	742.07	720	439.93	754	-34	800
National Insurance (Employers 15%) PAYE	1062.69	893	523.95	1048	-155	1152
Employers Pension 100% (3%)	556.55	540	329.95	566	-26	600
<b>OUTDOOR COMMITMENTS</b>						
Allotments - water & maintenance	50.00	200	0.00	100	100	200
Street Lighting Energy	1554.18	1500	0.00	1631	-131	1750
Ground Mowing/Gardening (War Memorial etc)	970.00	1000	925.00	1586	-586	1000
Maintenance & repairs & insurance	116.11	1000	200.41	344	656	1000
Toilets - cleaning, water, maintenance & insurance	4806.64	5500	3,217.13	5515	-15	6000
<b>ADMINISTRATION</b>						
Insurance	928.90	1320	1,603.32	1603	-283	1600
Audit Fees	0.00	615	0.00	620	-5	620
Payroll	405.60	450	218.40	374	76	400
Personnel Consultancy	1200.00	1200	700.00	1200	0	1200
Postage	1.85	5	0.00	2	3	0
Internet Web Services	635.00	675	0.00	1000	-325	650
Computer/Travel/Phone Allowance	400.00	400	400.00	400	0	400
General Admin - Printing, Stationery, Bank charges	591.18	500	196.86	337	163	500
PC Office Rent (to KGV Charity)	7200.00	7680	4,480.00	7680	0	8040
Prepaid Credit card	3500.00	2500	684.00	1173	1327	2000
Training	198.10	200	50.00	350	-150	200
<b>DONATIONS - Section 137 Exp.</b>						
	1144.50	1145	1,188.00	1188	-43	1245
<b>GRANTS -</b>						
	1809.08	1500	36.00	1000	500	1500
<b>SUBSCRIPTIONS</b>						
	562.83	600	763.31	763	-163	800
<b>MISCELLANEOUS -</b>						
plaque, poppies, engraving, AGM, biscuits	315.74	500	136.30	500	0	500
<b>SPECIAL PROJECTS</b>						
Other - parish clock, plaques, benches	1513.66	2000	0.00	1000	1000	2000
Bus Shelter/War Memorial/Bulls Head/Phone Box	0.00	1000	0.00	500	500	1000
Christmas Tree & Lights	0.00	500	0.00	500	0	500
Hanging Baskets						2000
Budget Balance 5% contingency	0.00	2750	0.00	2000	750	3000
Previous year creditors	515.00		620	620		
VAT	1238.75		321.08	2000		
<b>TOTALS</b>	<b>51146.82</b>	<b>56720</b>	<b>28,026.96</b>	<b>55199</b>	<b>1521</b>	<b>61340</b>
NOTES:						
Budget up 8%						

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		
Allotment Rents	628.00	660	11.00	650	2%	690		
Bank Interest	3488.43	1500	1,937.86	3000	129%	2000		
Precept	93154.00	97812	97,812.00	97812	100%	102507	4.8% increase	
Grants - national lottery, plastic free	300.00	1	0.00	0	0%	1		
Donations - WI clock, benches	147.71	1	0.00	0	0%	1		
VAT Reclaimed	0.00	2500	0.00	2000	0%	2000		
CBC Public Toilets Grant & Rates Refund	1000.00	1000	0.00	1000	0%	1000		
MISC -	283.41	1	0.00	0	0%	1		
Credit card payments for charity items	1649.01	500	0.00	0	0%	0		
<b>COUNCIL INCOME TOTALS</b>	<b>100650.56</b>	<b>103975</b>	<b>99760.86</b>	<b>104462</b>	<b>96%</b>	<b>108200</b>		
Payment of Previous Year Debts	7707.60		0	0.00				
Balance B/fwd 01/04/24	101189.96		91567.82	91567.82				
<b>Total Sum available</b>	<b>209548.12</b>		<b>191328.68</b>	<b>196029.82</b>				
Less Expenditure Council	51146.82		28026.96	55199.00				
Balance C/Fwd.	158401.30		163301.72	140830.82				
Funds to KGV Charity	66833.48		1000	12000				
<b>C/Fwd Total</b>	<b>91567.82</b>		<b>162301.72</b>	<b>128830.82</b>				

**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
<b>INCOME Charity Totals</b>	208035	69003	41239	74879	109%	69893
<b>INCOME Council Totals</b>	100651	103975	99761	104462	100%	108200
<b>Total Combined Income</b>	<b>308686</b>	<b>172978</b>	<b>141000</b>	<b>179341</b>	104%	<b>178093</b>
Payment of Previous Year Debts	17926	640	640	640		
Balances B/f	226917	114821	114820	114820		134222
<b>Total Sum available</b>	<b>553529</b>	<b>288439</b>	<b>256460</b>	<b>294801</b>		<b>312315</b>
Less EXPENDITURE of Charity	387561	194077	60527	105380	54%	198093
Less EXPENDITURE of Council	51147	56720	28027	55199	97%	61340
<b>Total Combined Expenditure</b>	<b>438708</b>	<b>250797</b>	<b>88554</b>	<b>160579</b>	64%	<b>259433</b>
Balance C/Fwd.	114821	37642	167906	134222		52882
<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.						

<b>ALLOCATED FUNDS in BUDGET =</b>			
<b>NOT DUE TO BE SPENT THIS YEAR</b>		<b>98,547.00</b>	
<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		
<b>Total</b>	<b>70,000.00</b>	<b>Total</b>	<b>28,547.00</b>





## 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 reasonable accuracy at any time. In particular, they must contain:**

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

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

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

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

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

3.6. The council shall ensure that the internal auditor:

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

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

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

### **4. Budget and precept**

**4.1. Before setting a precept, the council must calculate its 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:



**Appendix 6 - Response to the Parish Council supporting Charnwood Forest Geopark with projects within the Parish.**

This is excellent news. Many thanks for letting us know.

Geopark would love to progress discussions about getting some Geopark signage up somewhere around the Woodhouse Eaves village hall.

This would include general wayfinding to direct people to the nearby PROWs, general Geopark information and map, and also a geosite panel about the Woodhouse Eaves earthquake of the 1890s.

We would propose that this is constructed of a stone filled gabion, 2 metres high, and 1.05m wide and deep.

Would there be somewhere suitable next to the car park where we might be allowed to install this?

No foundations are needed, and the Geopark and our volunteers can take care of the installation.

Any thoughts most welcome, and I would be happy to meet on site with someone if useful.

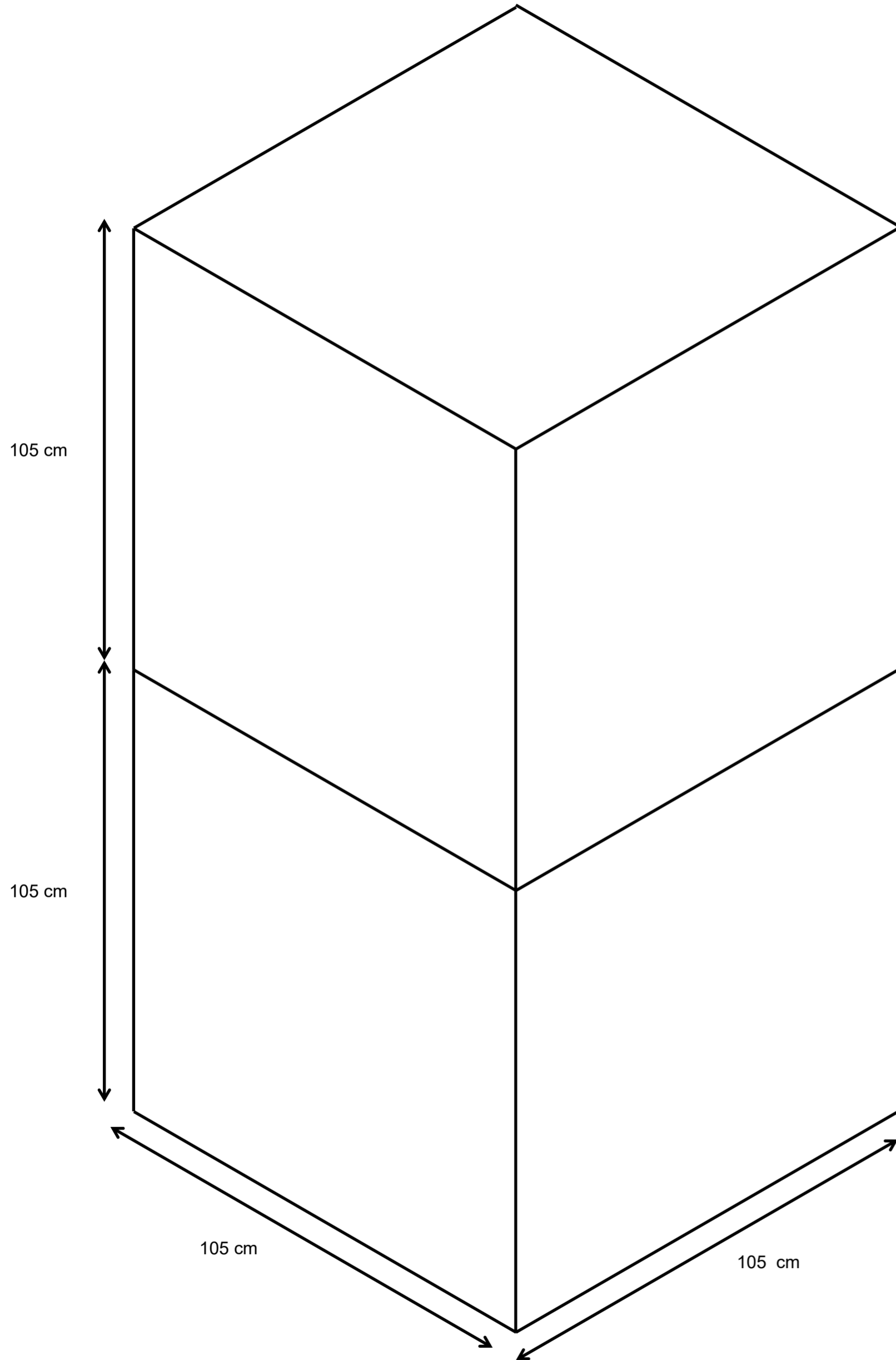
Below is a document outlining the dimension and potential uses of our general "Gabion Tower" information hub design.

We are shortly to place the order for the first batch of these, so Woodhouse Eaves could become the first site to have one.

If we can agree on a suitable site, the Geopark will be happy to pay for this – though of course we welcome and financial support the PC can make, and we will certainly be able to do more in the Parish if we can co-fund efforts like this.

# Gabion Tower Design

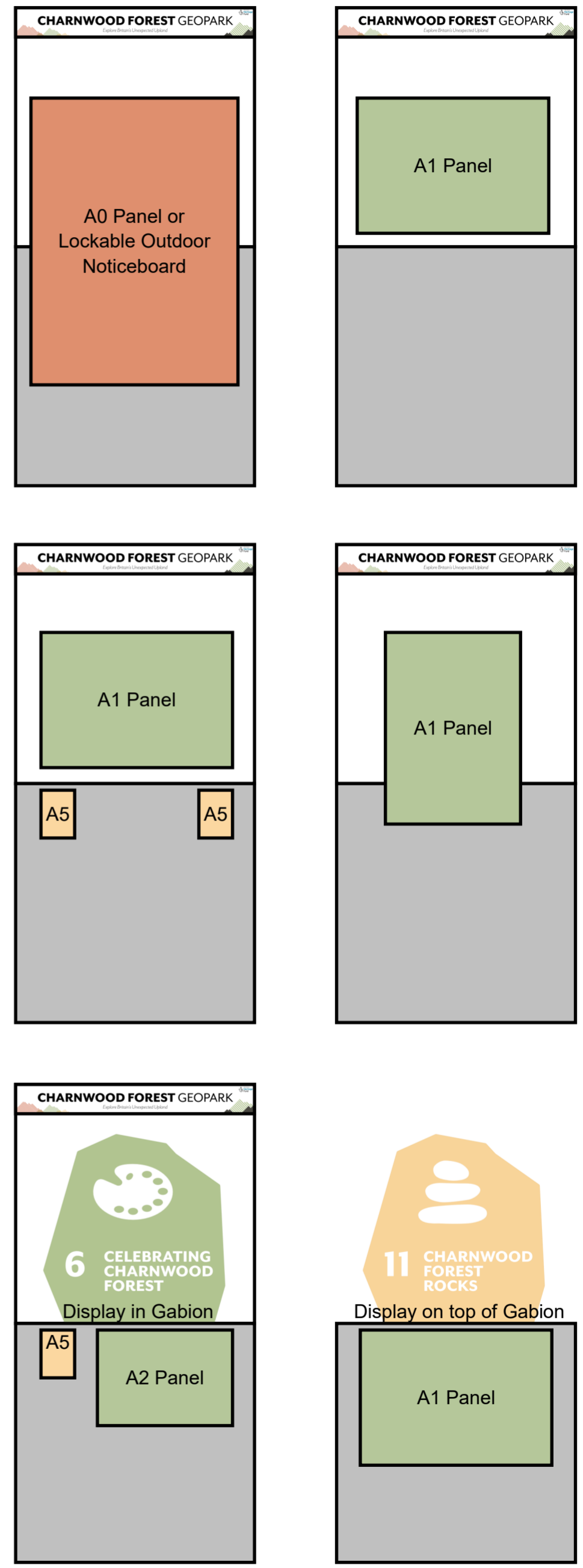
The dimensions of all sides are designed to be multiples of a 75 mm mesh.



Lower gabion filled with local stone

Top gabion (empty) bound to lower gabion (stone filled) with metal gabion ties.

## Potential Uses



## **Appendix 7 – Traffic Calming in Woodhouse**

Response from Cllr Taylor, County Councillor regarding advice from Highways about what are the most appropriate solutions for traffic calming :

Here is the website with all the suggested traffic calming schemes that would be acceptable to highways and the response from highways if the PC would like to look further into a scheme.

*On our website we have details of the various traffic calming measures that can be considered. It is not just the cost of the construction of the traffic calming measures but also the resources required to design a scheme. Therefore the parish would need to appoint a highway consultant for the design work as we do not have the resources or funding to do this for them. They would still need to submit plans and proposals for us to approve.*

<https://resources.leicestershire.gov.uk/roads-and-travel/traffic-management-schemes/traffic-calming>

## Appendix 8 – Neighbourhood Plan Adjustment by Charnwood Borough Council

Charnwood Borough Council have undertaken a review of all made neighbourhood plans in the Borough to check the designated neighbourhood area boundary against the Council's Community Governance Review (CGR) which reviewed a number of parish boundaries in 2018. Further information on the CGR can be viewed here: [Community Governance Review - Charnwood Borough Council](#). We have found that part of Woodhouse parish has been removed from Woodhouse and added to the un-parished area of Loughborough. Please see link: [Loughborough and Woodhouse.pdf](#). This means that the designated area for Woodhouse NP currently includes part of the un-parished area of Loughborough.

Charnwood BC have sought legal advice on how to proceed with the Woodhouse neighbourhood plan. The advice states that because Woodhouse is a made neighbourhood plan which has been through the examination and referendum process, a change to the boundary would be classed as a minor modification as set out in the Neighbourhood Plan Planning Practice Guidance which notes that *'minor (non-material) updates to a neighbourhood plan or Order would not materially affect the policies in the plan or permission granted by the Order. A local planning authority may make such updates at any time, but only with the consent of the qualifying body. Consultation, examination and referendum are not required'* (paragraph 084a and paragraph 87). *This may include correcting errors* (paragraph 106).

The way for this to be rectified would be for the Borough Council to produce a statement (in agreement with the Parish Council) and for this to be published on the Council's Woodhouse neighbourhood plan web page setting out the amendment and the reasons why. Would this be acceptable to the Parish Council?

I am also aware that the Parish Council are in the process of considering a review of their neighbourhood plan and I would be grateful if you could keep me informed of progress with this.

The statement will say something along the lines of

'Charnwood Borough Council has made an amendment to the boundary for the Woodhouse NP designated neighbourhood area. This is so that the neighbourhood area reflects the revised parish boundary as a result of the Community Governance Review 2018. Please see [Loughborough and Woodhouse.pdf](#). As per the neighbourhood plan regulations (insert ref), this is considered a minor modification and can be made at any point in time, in agreement with the qualifying body. This has been agreed with the parish council.'

## Appendix 9 - Correspondence

04.11.24	Parishioner	Should groups have permission to hold events to give advance warning to villagers? I.e. 'Endurance Sport' held an event at 'cow field' above the small car park of Beacon Hill. Also 40+ horses for the hunt were riding up Tucket Road & along Bird Hill Road.
05.11.24	Charnwood Borough Council	Councillors to check their Register of Member's Interests Forms to see if there have been any changes and inform Charnwood direct.
05.11.24	Parishioner	Raised the issue on the yellow lines on Maplewell Road. The Chairman is speaking to the Parishioner.
06.11.24	Parishioner	Land on Briscoe Lane near Maytree Lane, the trees are in need of cutting, when it windy branches and twigs are repeatedly falling off, the trees not only hang over the road but over the foot path and the grass verge. The Clerk has been in contact with Garats Hay.
06.11.24	Parishioner	Complaint about the approach of one of the councillors in questioning the military about our new neighbours at MOD Garats Hay during Novembers Parish Council Meeting. The Clerk & Chairman have corresponded with the parishioner.
06.11.24	Parishioner	Asked for some clarification about the discussion related to our EP friends at Garats Hay MOD from what was said at the November 2024. The Clerk & Chairman have corresponded with the parishioner.
07.11.24	Parishioner	Confirmation that a tree has been planted on Tuckett Green as a commemorative of the Queens Platinum Jubilee.
12.11.24	Highways	The non-illuminated sign at Forest Road in Woodhouse. Works have now been completed.
14.11.24	Garat's Hay	The Home Bank Headquarters for Operation LAZURITE following the questions from the Council meeting have offered to come and update and brief the Council in more detail Mid Jan.
20.11.24	Tarmac LCF	Confirmation of receiving grant application.
26.11.24	Parishioner	Email of thanks for how the Vice Chairman conducted the conversation with the personnel at Garats Hay at the November Parish Council meeting.

**APPENDIX 10 - Planning Application**

05.11.24	Charnwood Borough Council	P/24/1866/2	Certificate of Lawful Development (existing) for use of the property as a Children's Day Nursery for up to 70 children at 16 Church Hill, Woodhouse Eaves, Leicestershire, LE12 8RT	For info
12.11.24	Charnwood Borough Council	P/24/1972/2	Erection of first floor side extension at 19 Maplewell Road, Woodhouse Eaves, Leics. LE12 8RG	3 <sup>rd</sup> Dec
12.11.24	Charnwood Borough Council	P/24/0258/2	Installation of track and use of existing vehicular access point and the track for access to existing dwellinghouse with associated works (Retrospective) at Brand Hill House, Brand Hill, Woodhouse Eaves, Leicestershire, LE12 8SX	Reject
21.11.24	Charnwood Borough Council	P/24/1997/2	T1 Beech Works: Crown reduced by 25% approximately 2m from tips. Raise canopy over road to clear lamp splay at The Coach House, 48 Brand Hill, Woodhouse Eaves, LE12 8SS	12 <sup>th</sup> Dec
25.11.24	Charnwood Borough Council	P/24/1972/2	Erection of first floor side extension at 19 Maplewell Road, Woodhouse Eaves, Leicestershire, LE12 8RG	3 <sup>rd</sup> Dec