

WOODCOTE PARISH COUNCIL

MINUTES of the Parish Council meeting Wednesday 1st November 2023 at 7.30pm.

PC MEMBERS

Chairman	Mr. R. Peirce
Vice Chair	Mr. K. Davies
	Mr. B. Urbick
	Miss H. Booker
	Mrs L. Bilbe.

Parish Clerk	Ms J. Welham
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1. To receive apologies and approval for absence.

None.

2. To receive Declarations of Interest.

None.

3. **Public Forum**: Opportunity for members of the public to address the Council, the public may also speak about specific items of business as they arise, with the permission of the Chairman.

3 MOP present.

Member from Woodcote Conservation Group present, report updating position with the work at Greenmoor Ponds had been circulated prior to the meeting. There were no questions from Councillors, project is at the early stages, updates to follow as it progresses.

4. To Approve the Minutes of Parish Council Meeting 4th October 2023.

Approved as a true record.

5. Matters arising from those Minutes not on the agenda elsewhere.

The Reservoir site Greenmore was raised, suggested that OCC should be dealing more strongly with the owner of the site as they contract work to this company regularly. WPC have made OCC aware of the ownership of the site.

9. Village Hall to consider proposal re Lease & arrangements with VH Trustees.

Cllr. Urbick gave update on the background of the investigations into the Lease and Charity Constitution, the PC being Custodian Trustees and the Management Trustees. The Lease is not valid and the proposal was discussed;

At a previous full council meeting, Cllrs Booker and Urbick agreed to work with the Woodcote Village Hall Charity trustees to review the lease for the village hall and bring the suggestions for an amended lease to the Council for approval. The intent was to clarify responsibilities and to continue to support the trustees as they work toward making the hall a sustainably self-sufficient asset for the community.

In working through the issues, it was discovered that the Village Hall is not owned by the Council. In fact, it is not owned by anyone. Rather, the structure for its management and upkeep was established by a constitution in October 1962, the governing document (based on provisions of section 4(2) of the Public Trustee Act 1906). This designated that all matters regarding the hall building, improvements and maintenance, be the responsibility of the 'Management Trustees'.

The fact that the Parish Council does not own the building has been confirmed by a solicitor and an expert in the organisational structures of village halls in the country (T Hennessy solicitor, T Hall of Community First Oxfordshire, both these individuals were referred by the then internal Woodcote Parish Council auditor Jane Olds).

Since the Parish Council is not the owners of the village hall, there can be no lease of the building. As a result, the current lease is not valid. The solicitor also informed the Parish Council that the current constitution of the Village Hall Charity trustees is not in compliance with appropriate legislation. Any changes to the original constitution must be based on the Charities Act 2011 s.280. The amendments put forward in subsequent amendments – particularly about the 'ownership of the village hall' - are not valid.

The Woodcote Parish Council is the 'custodian trustee', merely holding the deed documents. The Woodcote Village Hall trustees are the designated 'management trustees'. Until such time as revised constitution can be drafted by a solicitor, in keeping with the principles of the 1962 constitution, the original constitution would seem to apply. This revised document will need to be submitted to the Charity Commission and obtain their specific approval (not merely that they have received it).

The following proposals are put forward to the Woodcote Parish Council meeting to regularise the situation of ownership and management. It is important to note, though, the intent is to maintain strong support for this important community asset and the Village Hall Charity trustees.

We would ask that the Council decide on each proposal:

1. To note that the lease between the Woodcote Village Hall trustees and the Woodcote Parish Council has not been valid. All payments to the Village Hall since the lease was drafted are deemed 'grants in kind' based on the Local Government (Miscellaneous Provisions) Act 1976 s.19. Therefore the prior payments are all lawful, as is the situation with VAT.
2. To agree the principle of a simple lease of the Parish Council offices from the Village Hall Charity, initially for £6,000/pa (£500/month) to be paid annually in advance, renewable each year. Though a formal lease will need to be agreed, this will pay for the use of the offices until the detail can be agreed. This is to commence from the date of the Parish Council meeting at which this is agreed (pro rata to the end of the current fiscal Year). The agreement for subsequent years will be from 1st April.
3. To agree that all Parish Council usage of the Village Hall will be as a 'user' and the hall will be booked as needed, at the appropriate rate.

4. To seek to amend the Land Registry to be in compliance with the legislation and clearly state: “Woodcote Parish Council as custodian trustee of the Woodcote village hall” and to approve the reasonable funds necessary to amend the entry.
5. To agree to pay the legal fees for the Woodcote Village Hall Charity trustees to engage an experienced solicitor to draft a revised constitution. This is aimed to support the trustees as the situation is regularised and compliant. Request an initial budget of £2,000 as this is likely to be sufficient for the task.
6. To appoint Cllr K Davies as the Parish Council appointed trustee of the Charity (to be revisited and reappointed each year at the Annual Parish Council meeting).

The transition will take some time and the Council may be formally asked by the trustees for grants to support the change as well as to help address other issues. It would be appreciated if any of these grant requests are made by the trustees in writing, clearly setting out the need and any background. They must be submitted to the Clerk who will seek approval from the Council.

Importantly, the Parish Council intends to continue to support the refurbishment of the hall and participate in the project design. Any costs will be brought to the Council for approval. Local Government (Miscellaneous Provisions) Act 1976 s.19 and potentially other parliamentary acts provide the powers for the Parish Council to support this.

The Chairman of the VH Trustees spoke and in principal felt the proposals were acceptable, he had concerns that the current grant from WPC would be stopped.

He will need to put these proposals to the other Trustees and they have a meeting scheduled for Wednesday 8th November. He requested if the Draft minutes could be available before this meeting. He acknowledged that these changes would require a rewrite of the constitution’.

Resolved A working group to be formed with Terms of Reference to work with Trustees to agree timeline and structure to work through proposals. Cllr. Davies to represent WPC.

6. Allotment Trustees Meeting to consider proposed rental increase for next FY 2024/25. Following the Allotment Trustees meeting 25th October it was raised that the rental charge for year 2024-2025 should be increased due to rising cost over the last few years. The last increase was 2018.

Based on rents not having increased for 5 years and the cost increases experienced and projected, water 15%, grass cutting 7%, suggested an increase of 8% for the coming FY2024/25.

The proposal was 2 pence per square metre from 0.27p per sq.metre to 0.29p per sq. metre. This had been accepted favourably from the plot holders who attended the Allotment Trustees meeting.

Resolved to increase the rental by 2 pence from 1st April 2024. Plot holders will be advised.

7. Planning Applications to consider all applications received from SODC and any other applications submitted and published by SODC between the circulation of this agenda and the meeting.

P23/S3441/FUL Removal of existing defective roof coverings and replacement with suitable materials; provision of new roof lantern and rooflights; associated carpentry repairs; overhaul of rainwater goods. The Oratory School The Oratory Drive Woodcote RG8 0PJ.

P23/S3442/LB Removal of existing defective roof coverings and replacement with suitable materials; provision of new roof lantern and rooflights; associated carpentry repairs; overhaul of rainwater goods. The Oratory School The Oratory Drive Woodcote RG8 0PJ.

Woodcote Parish Council support these two applications subject to views from the Conservation Officer.

7.1 Applications Granted by SODC

P22/S2702/HH Application proposal, including any amendments : Proposed first floor side extension by placing a room above garage and placing roof dormers to the front and rear of the extension. Site Location : 25 White House Road Woodcote RG8 0RX.

7.2 Applications Refused by SODC

None.

7.3 Other Planning Matters

Re planning application RE P23/S2818/FUL - Land between 14 & 14A Bridle Path, Woodcote which had been withdrawn by the applicant. Request made that Clerk email the Planning Officer dealing with this application asking for more information, given the important precedent this could have set in terms of the development at the rear of properties backing onto the village settlement boundary.

8.Finance To approve payments, note receipts.

List of payments to be made between 7/10/23 to 6/11/23

Date Paid	Payee Name	Ref.	Amount Inc. Vat	Transaction Detail
11/10/23	OALC	BACS	36.00	OALC Training BU
11/10/23	Royal British Legion Trading	DD	28.99	Poppy Wreath
24/10/23	Jenny Welham	BACS	9.99	6 socket extension unit
28/10/23	J. Welham	SO	xxx	Monthly salary
28/10/23	L. Crockett	SO	xxx	Monthly salary litter picking
30/10/23	British Telecom	SO	171.50	Monthly line & BB
	Woodcote Conservaton			
2/11/23	Group	BACS	340.00	Annual Grant
2/11/23	RES Systems Ltd	BACS	2,816.10	New Fire Door VH
2/11/23	Sheild Maintenance ltd	BACS	319.79	Dog & Litter Bins monthly
				Toilet syphon/remove water
2/11/23	Premier Heating Solutions	BACS	420.00	htr
				Structural survey VH flat
2/11/23	ASKWard Ltd	BACS	735.60	Roof
			6,611.34	

To Note Receipts

SODC Cil Funds £71,904.20.

Football Club Recreation Ground Fee £300.00

Resolved Move the CIL funds into the CCLA Public Sector Deposit Account.

8.1 Quotations/Grants received for review/approval including any received after circulation of this agenda.

RES Fire Services – Emergency Lighting VH. Remedial and additional advisement works.

Total cost £3537.92.

Resolved proceed with Remedial works only cost £1715.84.

Update Fire Zone Drawing £75.00

Resolved proceed

Kings Tree Services – Tree maintenance works, overgrown hedges & trees Wayside Green cut back £220.00

Overgrown Trees and hedges corner of Greenmore Reading Rd cut back £690.00.

Resolved to accept and proceed with works.

10. Grants – review potential grant offerings from various organisations.

Grant offerings listed.

Trust for Oxfordshire Environment offer grants, varying amounts.

SODC Capital Grants next round open Spring 2024 possible for VH flat roof.

District Council Community Grants, WPC has one pending. £5K per District Councillor.

County Councillor Community Grants approx. £15K per councillor.

SODC & OCC can be approach for grants from their section of CIL Funds.

11. Woodcote Cricket Club to consider proposal for funds towards spiking the V.Green.

The detail had been circulated prior to the meeting;

Request for financial support from WPC for the Verti-Draining of the Village Green.

As per previous emails, the quote for verti-draining the whole Green is as follows. The quote is for the hire of the equipment from Wilders (Crowmarsh) with the actual work being done by Jonny Aldridge, a job he has done in the past.

Week hire - £1100 + VAT

Delivery and collection cost - £150

Insurance is 15% of the hire total so £165

Total cost = £1635.00

WHAT IS VERTI-DRAINING?

A process of deep spiking the soil with solid tines to improve drainage and aeration. It works in the range of between 8-12 inches in depth.

WHY IS IT NEEDED ON THE GREEN?

It is self-evident that the drainage on the Green is very poor as a result of compaction due to the high clay content of the soil and dry weather conditions in previous summers (e.g. 2022).

The result is that every time there is significant rainfall, large areas of the Green are flooded. This causes issues for the Sports Clubs - games have to be called off which with good drainage would not need to happen. In addition it creates issues for all users of the Green as there are times when it is difficult to walk safely across the Green, because it becomes very slippery.

PARISH COUNCIL INVOLVEMENT.

The Sports Clubs realise that the drainage on the Green is more of an issue for them than for other users, but there is an issue for all users and therefore the Parish Council may be willing to contribute towards the cost of this work. A contribution of one-third of the cost, with the Football Club and Cricket Club each contributing one-third would mean an outlay of £545.00 for each organisation.

Resolved WPC to fund one third £545.00.

12 Financial Regulations To review and adopt changes to accommodate monthly meetings. Deferred to next meeting.

13. Village Hall Flat Roof – review progress, costs, next actions.

The architect who had been working with Cllr. Davies had not responded to the letter sent asking for next steps following the structural survey results and giving a deadline.

Due to this it was agreed that another architect should be engaged to take the next stage of this forward. Cllr. Davies to follow this up and he also stated he would check the flat roof again to check the drainage channels.

14. Matters for Next Agenda/s Opportunity for Members to raise matters which require attention & discussion for future agendas. Proposal of Motion Forms can be received by the Clerk in accordance with Standing Order 9b.

Financial Regulations

Project Cool Phase 2.

15. Correspondence – to consider potential actions of any received.

Email from resident requesting permission to use the VH Carpark for a Coffee Truck for an event booked at the VH early December.

A drawing of the position had been sent. WPC would allow in the Car park only not to the frontage of the hall, will advise Trustees of this as they are managing this booking.

16. To note date of the next PC meeting: Wednesday 6th December 2023

Meeting closed 21.30

Signed.....Date.....

Budget - Woodcote Parish Council

		2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2024-25		
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>YTD 23-10-23</u>	<u>Estimated</u>	<u>Budget</u>		
RECEIPTS	Income									
	1076 Precept	£ 89,327	£ 105,406	£ 115,947	£ 125,223	£ 125,223	£ 125,223	£ 130,858		
	1080 Grass Cutting	£ 1,199	£ 1,199	£ 1,199	£ 1,199	£ 1,199	£ 1,199	£ 1,199		
	1081 Recreation Ground Fees	£ 197	£ 461	£ 700	£ 1,000	£ 450	£ 1,000	£ 1,000		
	1090 Bank Interest & Dividends	£ 4,799	£ 4,204	£ 4,558	£ 4,500	£ 9,343	£ 16,000	£ 10,000		
	1095 Grants	£ 4,782	£ 2,628	£ -	£ -	£ -	£ -	£ -		
	1098 S 106	£ 2,917	£ -	£ -	£ -	£ -	£ -	£ -		
	1101 Misc Income	£ 558	£ 61	£ 1,158	£ 70	£ 4,835	£ 4,835	£ 70		
	1110 Recharges to Allotments	£ 754	£ 790	£ -	£ 830	£ -	£ 830	£ 830		
	1120 CIL Funds	£ 18,123	£ 43,181	£ 50,540	£ -	£ 87,334	£ -	£ -		
	Total Income	£ 122,656	£ 157,930	£ 174,102	£ 132,822	£ 228,384	£ 149,087	£ 143,957		
	TRSFR to EMR	£ 24,322	£ 43,181	£ 50,540	£ -	£ 15,430	£ 15,430	£ -		
		£ 98,334	£ 114,749	£ 123,562	£ 132,822	£ 212,954	£ 133,657	£ 143,957	£	143,957
EXPENSE	Administration									
	4000 Staff Costs	£ 24,934	£ 24,401	£ 29,237	£ 29,302	£ 15,898	£ 27,254	£ 29,000		
	4020 Stationery	£ 449	£ 334	£ 292	£ 607	£ 274	£ 600	£ 600		
	4021 Photocopying	£ -		£ -	£ 107	£ -	£ 100	£ 100		
	4025 Petty Cash	£ 55		£ -	£ -	£ -	£ -	£ -		
	4040 Telephone/Broadband	£ 1,221	£ 1,240	£ 1,340	£ 1,209	£ 654	£ 1,050	£ 800		
	4041 Internet Services	£ 554	£ 427	£ 168	£ 292	£ 10	£ 250	£ 250		
	4042 Software	£ -	£ 452	£ 477	£ 400	£ 306	£ 400	£ 450		
	4060 Office Equipment	£ 60	£ 630	£ 89	£ 420	£ 142	£ 300	£ 100		
	4070 General Insurance	£ 2,313	£ 2,348	£ 2,430	£ 2,552	£ 2,570	£ 2,570	£ 2,800		
	4080 Legal Costs	£ -	£ 2,737	£ -	£ 3,000	£ 3,525	£ 3,525	£ 4,000		
	4090 Chairman's Expenses	£ 122	£ -	£ 244	£ 134	£ -	£ 134	£ 140		
	4091 Councillor's Expenses	£ 50	£ -	£ 50	£ 112	£ -	£ -	£ 100		
	4100 Audit Charges	£ 888	£ 565	£ 680	£ 717	£ 770	£ 770	£ 800		
	4110 Village Communication	£ -	£ -	£ 582	£ 1,000	£ 134	£ 500	£ 1,000		
	4120 Miscellaneous Expenses	£ 262	£ 8	£ 100	£ 160	£ -	£ 160	£ 160		
	4125 Training Costs	£ 300	£ 1,090	£ 293	£ 1,000	£ 100	£ 1,000	£ 1,000		
	Election Costs	£ -		£ 0	£ 3,000	£ 200	£ 200	£ -		
	Room Hire for meetings							£ 650		
	Rental for Parish Office							£ 6,000		
		£ 31,208	£ 34,232	£ 35,982	£ 44,012	£ 24,583	£ 38,813	£ 47,950	£	47,950
	Subscriptions									
	4201 ORCC	£ -	£ -	£ -	£ 74	£ -	£ 74	£ 78		
	4202 Chiltern Soc	£ 30	£ 30	£ 30	£ 30	£ 30	£ 30	£ 32		
	4203 CPRE	£ 36	£ 36	£ 36	£ 38	£ -	£ 38	£ 40		
	4204 OPFA	£ 53	£ -	£ -	£ 56	£ -	£ 56	£ 59		
	4205 Open Spaces	£ 45	£ 45	£ 45	£ 45	£ 45	£ 45	£ 47		
	4205 OALC/SLCC	£ 568	£ 624	£ 633	£ 665	£ 661	£ 661	£ 694		
	4207 CLT	£ -	£ 150	£ 150	£ -	£ -	£ -	£ -		
	4208 ICO	£ -	£ 35	£ 35	£ 35	£ -	£ 35	£ 37		
	Total Subscriptions	£ 732	£ 920	£ 929	£ 943	£ 736	£ 939	£ 987	£	987

Miscellaneous Grants														
4301 S137 - Volunteers	£	316	£	324	£	340	£	357	£	357	£	357	£	450
4305 Woodcote Correspondent					£	750	£	3,000	£	3,000	£	3,000	£	3,000
4310 S214(6) Graveyard Maintenance	£	850	£	850	£	893	£	893	£	-	£	893	£	950
4320 Conservation Grp/Pond 1976 19.3	£	316	£	785	£	340	£	340	£	340	£	340	£	400
4330 CAB S142(2A)	£	600	£	600	£	-	£	630	£	-	£	630	£	630
4340 Royal British Legion S139(3)	£	60	£	60	£	63	£	63	£	24	£	24	£	65
Total Miscellaneous Grants	£	2,142	£	2,619	£	2,386	£	5,283	£	3,721	£	5,244	£	5,495
Non-Committed Grants														
4401 Village Hall Grant	£	-	£	-			£	8,000	£	8,000	£	8,000	£	8,000
4402 Village Hall Bldg Maintenance	£	7,856	£	14,691	£	12,633	£	22,617	£	9,804	£	22,617	£	15,000
4410 Rec Ground (non-com grants) S14	£	2,142	£	2,196	£	-	£	-	£	-	£	-	£	1,000
4420 Community Centre S19	£	1,000	£	1,025	£	1,076	£	1,076	£	-	£	1,076	£	1,100
4440 Youth Worker S19/Youth Club	£	2,500	£	2,500	£	2,625	£	2,625	£	-	£	2,625	£	2,625
4450 Neighbourhood Plan	£	54	£	4,500	£	2,324	£	-	£	-	£	-	£	-
4460 Library S145	£	2,000	£	2,000	£	-	£	2,100	£	2,100	£	2,100	£	2,100
Total Non-Committed Grants	£	15,552	£	26,912	£	18,658	£	36,418	£	19,904	£	36,418	£	29,825
Village Maintenance														
4501 Grass Cutting Contract	£	6,877	£	8,620	£	9,628	£	14,338	£	8,823	£	11,000	£	12,000
4510 Hedges, Verges, Trees, Village Maint.	£	10,028	£	5,711	£	10,130	£	14,789	£	6,782	£	12,000	£	13,000
4515 Climate Environment							£	2,000	£	-	£	2,000	£	2,000
4520 Dog Waste/Bins	£	1,075	£	2,512	£	2,216	£	1,046	£	761	£	1,046	£	1,200
4530 General	£	-					£	615	£	-	£	615	£	500
4540 Playground Inspection	£	169	£	169	£	171	£	181	£	227	£	227	£	250
4550 Playground Maintenance	£	12,127	£	289	£	909	£	15,000	£	203	£	5,000	£	5,000
4560 Village Maint/Improvements	£	13,674	£	16,007	£	2,513	£	7,350	£	6,399	£	11,250	£	7,500
4570 CIL Projects									£	28,536	£	28,536	£	-
Total Village Maintenances	£	43,950	£	33,308	£	25,567	£	55,319	£	51,731	£	71,674	£	41,450
Potential Major Items														
4610 Traffic Management								£	9,620		£	-		
Total Potential Major Items								£	9,620		£	-	£	-
TOTALS	Income (less CIL)	£	98,334	£	114,749	£	123,562	£	132,822	£	212,954		£	143,957
	Expense	£	93,584	£	97,991	£	83,522	£	141,975	£	100,675		£	125,707
	EMR Budget increases/decreases											£	18,250	
	Income Over/Under Expenditure	£	4,750	£	16,758	£	40,040	-£	9,153	£	112,279		£	-

(Shows as zero after
the amount is input
into precept cell)

Recommended Precept £ -

	Opening		Balance (as at 16-	Suggested		Balance after	
	Balance	Trsfrs in/out	10-2023)	Budget		budget	
				Movement			
Earmarked Reserves							
New Operating Reserves (50% of prior year precept)			£ -	62,500	£	62,500	Added this year
320 EMR Land for Burial	£ 20,000		£ 20,000	£ -	£	20,000	
321 EMR 2nd Bus shelter	£ 5,000		£ 5,000	£ 5,000	£	10,000	
322 EMR Climate Change measures	£ 10,000		£ 10,000	£ -	£	10,000	
323 EMR Capital for Projects	£ 38,792		£ 38,792	£ -	£	38,792	
324 EMR Sec 106 Projects	£ -		£ -	£ -	£	-	
325 EMR Pedestrian Crossing	£ -		£ -	£ 75,000	£	75,000	
326 EMR Locality Grant NHP	£ -		£ -	£ -	£	-	
327 EMR CIL Funds Casa Mia	£ -		£ -	£ -	£	-	
328 NHP Two Grant from SODC	£ 9,142		£ 9,142	£ -	£	9,142	
329 Work Greenmore Ponds	£ -		£ -	£ -	£	-	
330 EMR CIL Funds	£ 125,615	£ 15,430	£ 212,949	£ -	£	212,949	CIL projects detailed separately
331 EMR Pathway from Zebra crossin	£ -		£ -	£ -	£	-	
332 EMR Grants	£ -		£ -	£ -	£	-	
333 EMR V.Hall Capital expense	£ 15,000		£ 15,000	-£ 15,000	£	-	
334 EMR Playgrnds capital expense	£ 15,000		£ 15,000	-£ 15,000	£	-	
New Speed indicator			£ -	£ 4,500	£	4,500	
New Unplanned Capital Expense (V Hall & Playground)			£ -	£ 58,250	£	58,250	Added this year
New Unallocated reserves			£ 157,000	-£ 157,000	£	-	Never previously reported
	£ 238,549	£ 15,430	£ 482,883	£ 18,250	£	501,133	

WOODCOTE CONSERVATION GROUP



Lower Pond Restoration Working Group An update to Woodcote Parish Council's meeting on 6 December 2023

1. Regular rainfall over the last month has improved the soil moisture levels, returning them to normal for the time of year. After heavy rainfall, some water has started to accumulate in the base of the Lower Pond (photo taken w/c 13.11.23).
2. WCG's Working Group has been busy over the last month and met for a second time on 23 November.
3. Having levelled the five boreholes towards the end of October, our hydrogeologist has been taking readings. Analysis of the data shows that the ground water around the pond is generally healthy but the readings closest to the pond are depressed. The data indicate something in the base of the pond is causing the loss of water. This confirms our suspicion that the pond's clay lining has been breached causing water accumulating in the pond to drain through the sand layer which occurs naturally beneath the clay (when the sand layer is not saturated). Both the water contours and the contours of elevation imply water is flowing away from the site to the south, ie in the direction of Green Lane. To gather more data and confirm this suspicion, we will be sinking more boreholes on Sunday 10 December.
4. The value of expertise brought by members of the Working Group should not be underestimated. An engineering consultancy quoted £19,883 + VAT to undertake hydrological investigations at the Lower Pond which are being provided free of charge.
5. Following hydrological investigations, the initial phase of work will involve excavating the central pond area (approx. 20m x 10m) to a depth of 1.5m to move the silt and leaf litter which has accumulated over many years so that the pond's clay lining can be inspected. This work will need to be done when the pond is dry again – we hope this might be in the coming weeks, but it may not be until summer 2024. In the meantime, groundwork contractors have been approached for quotes. At this stage, we believe the likely cost will be in the region of £4,000-£5,000. This work will inform the methodology for restoring the Lower Pond against which quotes can be obtained to indicate the probable final cost of the second phase of groundworks.
6. The Rally has awarded WCG £1,000 towards the cost of this initial phase.
7. The Parish Council are asked to confirm if, as site guardian,
 - a. they will appoint the contractors WCG's Working Group recommend; and
 - b. they can make a financial contribution to the cost of this critical initial phase of work.
8. At their next meeting on 30 November, WCG's committee will discuss community engagement and fund raising for the restoration of the pond during 2024. When the methodology and cost of the second phase of groundworks is known, the Working Group are proposing to hold a drop-in event in the spring, to crowdfund and to apply for grants.
9. A further written update will be sent to the Parish Council for their next meeting.



Rachel Sanderson

Agreement between Woodcote Parish Council & Woodcote Football Club

An agreement between Woodcote Parish council (hereinafter referred to as WPC) and Woodcote Football club (hereinafter referred to as WFC) whereby WPC agree to the use of specified areas of their village green (the recreation ground), Reading Road Woodcote, to WFC for the season 2023/24 on the following basis.

OWNERSHIP

- The Village Green, which the football pitch is located on, are owned by Woodcote Parish Council.
- All buildings and fixtures associated with the area are (including play equipment, seats, store shed, storage area, fences, gates, bus shelter, trees and War Memorial) are owned by the Parish Council.
- Other equipment used by sports clubs for maintenance or as playing accessories, stored on Parish Council property, is owned by the respective clubs, and stored at owners risk.

RELATIONSHIP WITH THE PARISH COUNCIL

- The main contact with the Parish Council for WFC, will be with the Parish Clerk or a Councillor.
- All WFC fixtures will be emailed to the Clerk to book the use of the village green. This will be done by mid August at the latest. The nominated person for this Treasurer of WFC, along with any fixture related queries.
- This agreement is exclusively with Woodcote Football Club and any other clubs wishing to use the facilities, will need to have a separate agreement with WPC.
- This agreement is for the 2023/24 Season, with renewed agreements required upon each year/new Season.
- WPC reserve the right to update/change the Agreement.

USE OF VILLAGE GREEN

- WFC will have use of the football pitch as per the schedule of fixtures provided.
- WFC will be invoiced directly, at the end of the season for the use of the village green for the occasions and timings noted. This will be to WFC Treasurer from Woodcote Parish Council. This is solely for use of the village green by Woodcote Football Club.
- The charge for 2023/24 season cost £300.00 this amount is for 25 fixtures, additional fixtures including training need to be advised preferably in advance, £12.00 each fixture.

INSURANCE

- All necessary insurance for property or equipment shall be the responsibility of the owners (ie Parish Council, and Cricket Club).
- WFC is responsible for ensuring that the club has adequate public liability insurance with a minimum cover of £10 million.

EQUIPMENT

- The PC is not liable for any damage or loss of any equipment held in the store or areas around the store.
- The PC will not cover costs of any repairs required to the store shed as a result of negligence of use.

MAINTENANCE OF FOOTBALL PITCH

- It is understood that the only treatments carried out on the Football pitch are Loam and lawn fertilizer at the end of the season.
- The WFC should notify the PC of any proposed treatments (including the above) when they intend to do this and provide data sheets the PC can have on hand should any members of the public enquire.
- WFC should also place multiple notices around the area treated advising the public of the proposed treatment and date. When the treatment has been applied, WFC should display adequate notices to warn the public, using the Village Green, of the nature of the treatment for at least one week or the required time noted on data sheets, whichever is greater. This includes the cricket square, as dogs and children may access this area, despite the tape barrier.

ROLES AND RESPONSIBILITIES

The Parish Council shall be responsible for:

- Cutting of the grass on the Village Green, which comprises the football pitch on a weekly basis, weather permitting.
- Maintenance of the storage shed – except in the case of negligence of users.
- Granting permission for the holding of occasional events on the Village Green, eg parties, charity events, etc.
- Approving variations from the agreed schedule of sporting fixtures, eg for charity matches, additional matches / training.

Woodcote Football Club shall be responsible for:

- Providing the Parish Clerk the full seasons fixtures for WFC at the earliest opportunity and before any fixtures take place
- Advising the Parish Council of any issues with the Football pitch Area.
- Advising the Parish Council of any issues with the storage shed.
- Advising the Parish Council, on request, about the viability of holding extra fixtures or events outside of those agreed on the Village Green.
- Monitoring the treatment of grass surfaces on the Football pitch and ensuring that adequate notification has been displayed.

USE OF VILLAGE HALL

- All bookings for the use of the village hall facilities operated by Village Hall Trustees should be made directly with the Village Hall Manager.

Signed on behalf of Woodcote Football Club	
Name:	
Position:	
Signature:	
Date:	

Signed on behalf of Woodcote Parish Council	
Name:	
Position:	
Signature:	
Date:	

Woodcote Parish Council (revised and adopted 6th December 2023)**FINANCIAL REGULATIONS 2023/2024****1. GENERAL**

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) is a statutory position and shall be appointed by the council.
- 1.2.1 The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.3 The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
- 1.4 The RFO shall produce financial management information as required by the council.
- 1.5 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
- 1.7 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year.

- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a draft budget to be considered by the council.
- 2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept amount to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

3 BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure, without prior approval of the PC. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to reserves as appropriate.
- 3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at the end of each financial quarter and will be published with the papers for the appropriate full Council meeting.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to the income and expense budget for a subsequent year. All excess funds will be included in an earmarked reserve titled 'Committed Funds for FY 202X-2X.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be completed by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales and procedures set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency and effectiveness.
- 5.2 A schedule of the payments prepared by the RFO will form part of the Agenda for each monthly Meeting, and be presented to Council for approval. It shall be authorised by a resolution of the Council.

- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by at least two members of Council, also electronic Bank transfers.
- 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or email confirmation or similar documentation, the signatories shall each also initial the cheque counterfoil.

6 PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque, BACS, Debit Card, or other order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. The Clerk will also provide the authority for payment (ie Act of Parliament or Minute reference).
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted by email for email approval of a majority of Councillors and to the next appropriate meeting of Council.
- 6.5 Payment for utility supplies (such as energy, telephone, water, broadband/internet, computer back- ups & software subscriptions) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council each year at the Annual Meeting.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting (though the specific amounts may be redacted for public perusal).

8 LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 The council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.5 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 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

- 9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter/email shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate.
- 10.2 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.
- 10.3 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.
- 10.4 The Council will adopt, at each Annual Meeting, a preferred supplier list. These suppliers will be used for the field/process for which they are approved. These suppliers may be used, without prior approval, for up to £5,000.

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

- (v) for additional audit work of the external Auditor up to an estimated value of £300 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
 - (vii) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000.00 shall be procured on the basis of a formal tender.
- (b) Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (g) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 18c & 18f
- (i) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £25,000 and above £3500. Otherwise, Regulation 10 (3) above shall apply.
- (j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate. The Council will seek the most economically advantageous tender, and take account of both price and quality.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract.

(subject to any percentage withholding as may be agreed in the particular contract).

- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 The RFO shall be responsible for the care and custody of stores and equipment, if any.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, or properties the Council holds in trust or as a trustee. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the 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. Properties held in trust will not be included on the asset register.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually for final accounts purposes.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

- 15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 CHARITIES

- 16.1 Where the Council is sole or joint trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trust 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 RFO shall ensure that any Audit or Independent Examination as may be required by Charity Law or any Governing Document is undertaken.

17 RISK MANAGEMENT

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk / RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk / RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18 GRANT APPLICATIONS

- 18.1 Voluntary Bodies that seek funding must complete the appropriate application form.

19 REVISION OF FINANCIAL REGULATIONS

- 19.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Clerk/RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

Signed.....Chair of the meeting Date.....

From: Johnathan Headland
Sent: 20 November 2023 16:02
To: kevin.davies@woodcoteparishcouncil.org.uk
Subject: RFP-1824 - RE: Woodcote Village Hall Flat Roof

Dear Kevin,

Thank you for bearing with me with our response in relation to these works. I have now reviewed the engineer appraisal of the existing roof condition and had chance to reflect on the consensus of our call last week. As such I am now able to summarise our proposed approach to these works and associated fees/timescales.

During our call you explained the phased approach to the village hall under the stewardship of the village hall trust, I agree it seems sensible to focus on the building condition initially with a view to a more holistic approach of how future works can aid the halls' ability to pay its way in the long run. Given the consensus heard I have priced our involvement on the same basis.

Phase 1 – Reroofing works

- Produce summary note of various options for reroofing with details and links to products as necessary. Based on considerations around future PV array, vandalism and ongoing maintenance it is likely to be some form of hard-wearing shallow pitch roofing with new principal structure. Report to include high level executive summary.
- Prepare small scale planning application for replacement roof works. Application to include existing plans and elevations, proposed plans and elevations, site layout pre and post development and location plan as well as accompanying cover letter explaining need for development.
- Once sufficient comfort on approach is received from LPA begin working up technical drawings of replacement roof works. Drawings to enable approval under LABC building control. Technical design stage to allow for liaison with appointed engineer and material suppliers as well as assistance on initial approaches with building contractor.
- Inspect works once underway on site.

Whilst I have allowed for submission of the planning application I have not allowed for monitoring and liaison time in application. This has been done to keep costs down, however if you would like me to price for this I can do so.

Our fee for the above planning and technical design works would be £5,625.00+VAT and disbursements. Based on a timely appointment we would be able to start this work in 4 weeks' time and I anticipate we could have a planning application submitted within 4 weeks of appointment.

Phase 2 – Building refurbishment and enhancement works.

For this element of work, we would seek to pick up where we left off on the design development of the reconfiguration of spaces. With a view to creating as many opportunities as possible for multiple occupancy. In terms of internal enhancements, the focus would be on look and feel initially, with a key market of reception events the focus of the trust. Once the scope of works for this has been agreed we would be able to price the required professional time, however I feel at present that works to develop the overall strategy for the hall with sufficient detail to enable costings would be in the region of £8-9k.

I trust the above provides sufficient detail for now, however should you require anything further in the meantime, please do get in touch.

Regards

Johnathan



WWA Studios

<https://www.wwa-studios.com>



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Proposal for

Woodcote Parish Council

Created by

India Greenwood

Prepared for

Woodcote Parish Council

About Scribe

Scribe is a dedicated partner to local councils in England and Wales, offering a suite of intuitive, cloud-based applications to facilitate efficient and secure management of your council's core operations. Our software – Scribe Accounts, Scribe Cemetery, Scribe Bookings, and Scribe Allotments – enables precise control over your financial accounts, cemetery records, venue bookings, and allotments.

Crafted with a user-friendly design, Scribe reduces technological complexity, freeing up your time to focus on your community. We ensure secure management of public funds, facilities, and cemeteries, enhancing transparency and reducing risks of mismanagement.

Compliant with UK and EU data protection regulations, we provide comprehensive data protection with AWS London hosting. Our software prioritises clear, accurate reporting, bolstered by advanced record searching, filtering, and centralised CRM.

As the fastest-growing software and training provider in the local government sector, Scribe offers robust customer support, including free, unlimited training from the Scribe Academy. Our impressive 4.9-star rating on Trustpilot, coupled with our 'No Lock-in' contracts, underscores our commitment to customer satisfaction.

Join Scribe, the trusted community of over 1000 customers, and work smarter to enhance your council's effectiveness, transparency, and public trust.

About Woodcote Parish Council

Executive Summary

With the ever-increasing responsibilities of town and parish councils, it's essential to have a comprehensive and efficient tool for managing financial administration tasks. While spreadsheets and general commercial software packages may have sufficed in the past, they lack specific functionalities and expertise required by councils. Scribe fills this gap by offering a purpose-built solution with the depth of functionality and expert support that councils need.

Designed Specifically for Councils: Scribe's suite of features has been developed with the unique requirements of town and parish councils in mind. This focus ensures that Scribe is fully equipped to handle the nuances of council financial administration that generic accounting software often overlooks.

Comprehensive Functionality: With Scribe, councils have access to features such as AGAR and Year-End support, reserves management, Making Tx Digital, and can add-on special modules like bookings, allotments, cemetery management, and asset register maintenance to future-proof your council's future. These features offer a breadth and depth of functionality that surpasses what is available in spreadsheets and generic solutions.

Compliance Assurance: Scribe supports compliance with Section 137, UK GDPR, data protection, and provides audit trails, and the ability to log powers used for spend, giving councils the peace of mind of knowing they're meeting all necessary regulations.

Excellent User Experience: Scribe's user-friendly interface, customisable reports, and robust budgeting and forecasting tools improve efficiency and decision-making. Moreover, users have highlighted Scribe's top-notch customer support, intuitive design, professional reports, and time-saving capabilities in their positive reviews.

Continuous Improvement: Regular updates and improvements demonstrate Scribe's commitment to adapting and growing to meet the evolving needs of its users.

Value for Money: In considering the total cost of ownership, Scribe provides exceptional value. The time savings, increased efficiency, risk reduction, and improved decision-making facilitated by Scribe far outweigh the costs of the software.

In summary, Scribe provides a superior solution for council financial administration. With a combination of comprehensive, council-specific functionality, an excellent user experience, and robust support, Scribe is a sound investment for any town or parish council looking to improve their financial administration and ensure compliance with relevant regulations.

Plan details & pricing

Navigating a council's administrative responsibilities often feels overwhelming with outdated systems and paperwork. Now, overcome these challenges effortlessly. Join over 1,000 councils using Scribe's products, which are specifically designed to streamline council management and improve operational efficiency.

Name	Price	Quantity	Subtotal
Monthly Subscription			
Accounts subscription fee per month (billed annually)	£55	12 months	£660
Onboarding			
One-off onboarding fee Accounts	£479	1	£479
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (excl VAT)			£1,139

This proposal is valid for 30 days from 30/11/2023

Joining Scribe

Onboarding

- Day 1 – Upon joining us, you will receive a call from our customer support team, who will provide your account access, and advise on the steps you can take to add your data, so you can get started immediately.
- Day 30 – You will join our exclusive training academy for Scribe customers. Holding weekly training events to get you familiar with our software and principles and practices.
- Day 60 – After you have completed your 30-day onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.

Count on us, every single day with unlimited support

Included in your subscription is access to our support team, which are qualified and part-qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.



Jane Dafforn
Chief Customer Officer



Hannah Driver (MAAT),
Senior Accountant



Jess Shackley (AATQB)
Customer Support



Tracy Russell (AATQB)
Customer Support



Jo Peters (CILCA)
Customer Success



Training Webinars



Knowledgebase



Phone support



Email Support



Community Support



Customer Success

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[The Clerks` Corner](#) – 1,700 members

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Free Toolkits and Guides

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[Free Parish & Town Council Budgeting Spreadsheet](#)

[Free Parish & Town Council Year-End Checklist](#)

[Council Accounting Whitepaper](#)



What our customers say



"Scribe saved me so much time, I have managed to secure £50,000 in grants"

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham Parish Council



"Scribe is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes 1 hour" -> [watch here](#)

Nicola Gray - Corfe Mullen Town Council



"Scribe listened and upgraded the bookings system based on my suggestions" -> [watch here](#)

Wendy Alcock - Eye Town Council