AGENDA PACK

Meeting of Bladon Parish Council

15th January 2026

Agenda Item	Description
Item 4	Draft Minutes for the 27th November 2025
Item 6	Planning Consultation Links:-
	25/01510/OUT Land East of Park View
	25/03065/HHD 14 Grove Road
Item 11e	Bank Reconciliation as at 31st December 2025
Item 13	Unity Trust Multipay Car – Key Features Document
Item 14	Draft Internal Financial Control Policy and Checklist
Item 15	Draft IT Policy

BLADON PARISH COUNCIL

Minutes of the Meeting of Bladon Parish Council held on Thursday 27th November 2025 at The Church Room, Church Street, Bladon at 7.30 pm

Present:

Councillors Rev. C Fletcher (Chair), Mr F Assandri & Mrs A Vine

District & County Councillors WODC Cllrs Cooper & Poskitt

Clerk Mrs K Howe **Members of the Public** 0

108/25	**1 - To receive apologies for absence** Apologies were received from Cllrs Richmond and Watkinson
109/25	**2 - To receive declarations of interest for items on the agenda** No interests declared
110/35	**3 - Public Participation/Forum** No items raised
111/25	**4 - To approve the minutes for the Parish Council meeting held on 9th October 2025** It was **agreed** that the minutes of the 9th October 2025 be **approved** as a true and correct record of the Council, and they were duly signed by the Chair.
112/25	**5 - To receive reports from members of West Oxfordshire District Council and Oxfordshire County Council** There was no report from the Oxfordshire County Councillor. The report from WODC was circulated before the meeting (**Appendix A**). Cllrs Poskitt read from the report, and then Cllrs Poskitt and Cooper offered to take questions on their report. As the questions would most likely related to later items on the agenda it was decided at this point to bring forward items 7,8,9 and 13. Cllr Poskitt also informed the Council that in the New Year, users of OCC Waste Recycling centres will have to book a timeslot to visit the site with their waste.
113/25	**7 - To discuss the WODC Local Plan 2043 Spatial Options Consultation and agree on any response** Cllr Fletcher raised a point that, considering the upcoming developments, such as Salt Cross, the Park and Ride on the A44, and developments in Long Hanborough and Witney, the impact on the A4095 is not adequately addressed in the plan. Cllr Vine also asked about the Lower Road junction and the progress of reducing the speed limit to 40mph. The Clerk mentioned that Cllr Fletcher had circulated his initial comments on the plan and that she would use these points as the basis for the response. **Decision** It was **agreed** unanimously for the Clerk to draft a response and circulate it to the Council for comments and approval by email **Action:** The Clerk to contact Cllr Graham for an update regarding the speed change

114/25	**8 - To discuss the WODC Budget 26/27 Consultation and agree on any response** **Decision** It was **agreed** unanimously that the Councillors would review the questionnaire provided and would provide their responses to the Clerk, who would then compile any responses received and submit the response on behalf of the Council.
115/25	**9 - To discuss the OCC Future of Fire and Rescue Services Consultation and agree on any response** **Decision** It was **agreed** unanimously that the Councillors would review the questionnaire provided and would provide their responses to the Clerk, who would then compile any responses received and submit the response on behalf of the Council.
116/25	**13 - To receive an update on the Botley Solar Farm application and agree on any actions** The meeting was informed that the examination had now closed and the Planning Inspector's recommendation will be issued before 13th February. Cllr Fletcher also informed the meeting that on the 8th of December, the Community Benefit Group would be meeting. 19:52 Cllrs Cooper and Poskitt left the meeting.
117/25	**6 - To consider the request from Bladon Primary School to allow the school's support dog to have supervised access to the recreation ground, including MUGA, for school related activities.** **Decision** It was **agreed** unanimously that the Bladon Primary School's support dog be allowed access to the recreation ground during school related activities.
118/25	**10 - To note the nationwide survey on public satisfaction with transport and road services** Councillors were told that there was no requirement for the Council as a group to complete the survey and that they could complete it as individuals. The survey was noted.
119/25	**11 - To discuss the Oxfordshire Pension Fund 2025 Funding Strategy Statement Consultation and agree on any response** Details of the consultation were provided before the meeting, and the Clerk explained that the 4 questions being asked about the FSS are: Is the FSS clear and concise? Is the FSS informative, with enough time to respond? Is there sufficient detail about the policies in the FSS? Do we understand the next steps in the process?. **Decision** It was **agreed** unanimously to respond yes to the questions being asked.
120/25	**12 - To acknowledge the Oxfordshire Pension Fund 2025 Valuation Results** The valuation results were circulated to the Council before the meeting. **Decision** It was **agreed** unanimously to acknowledge the Oxfordshire Pension Fund 2025 Valuation Results.

121/25 **14 - 2026/2027 Budget**

a) To approve the budget for 2026/27

The budget (**Appendix B**) was circulated before the meeting, and the Clerk explained the basis for the budgeted amounts.

Decision

It was **agreed** unanimously to set the budget for 2026/27 at £52,500

b) To approve the precept for 2026/27

Decision

It was **agreed** unanimously to set the precept for 2026/27 at £52,500

122/25 **15 - Finance**

a) To approve payments due

The payments list was circulated before the meeting. In addition, the Clerk also advised that they had purchased printer paper and asked for a repayment of £7 to the Clerk to also be approved.

Decision

It was **agreed** unanimously to **approve** the £7 repayment to the Clerk and the payments in the table below:-

Payee	Description	Amount to be Paid	Vat to be reclaimed
K Howe	Expenses Reclaim - Bulbs for Village Green Borders B&Q £10 & Farmer Gracy £55.28	£65.28	£10.87
P Howe	Inv Oct - Village Maintenance Contract **Grass Cutting** Cemetery, Churchyard Wall & The Green - Twice Rec Ground and Orchard - Once Football Pitch - 4 Times **Other** Hedge between Rec ground/Allotments Raking Playground - 4 Times **Addition Work** Weeding/Clearing - War Memorial and Park Lane Junction Replacing handle on Rec Shed	£1,145.00	n/a
P Howe	Inv Nov 25 - Village Maintenance Contract **Grass Cutting** Cemetery, Churchyard Wall, The Green, Rec Ground, Orchard, Cemetery Meadow - Once Football Pitch - Twice **Other** Yew Hedge Cemetery Raking Playground - Twice	£810	n/a
Royal British Legion	Donation for Remembrance Day Wreath	£100.00	n/a

b) To note the recurring payments and payments made under delegated powers(*) between 1st October and 31st October 2025

The payments in the table below were **noted**: -

Payee	Description	Amount to be Paid	Vat to be reclaimed
*Cloud Next Ltd	Inv 253394 Annual Website Domain	£60.00	£10.00
*Robelec Ltd	Inv 6056 SID Replacement Poles	£1,146.60	£191.10
OCC Pension Fund	LGPS Oct 25	£463.77	n/a
K Howe	Salary Oct 25	£1,467.09	n/a
K Howe	Reclaim Expenses - Mobile SIM (Oct 25)	£5.00	£0.83
Unity Trust Bank	Service Charge - Sept 25	£8.10	n/a
Sheild Maintenance	Inv 9411 Monthly litter bin emptying (Sept)	£64.99	£10.83

c) To note the income received between 1st October and 31st October 2025

The income in the table below was **noted**: -

Payer	Description	Amount Received
C Boswell Ltd	Funeral Fee (Inv 2025'26 Cem-01)	£52.00
Swindon Memorials	Memorial Fee (Inv 2025'26 Cem-04)	£52.00

123/25 **16 - SID Quote**

a) To approve the quote for 2 solar panels (100W), 2 mounting kits and delivery for the SIDS at a cost of £1,018.15 (£848.46+VAT) and that it will be funded from the Projects budget.

Decision

It was **agreed** unanimously to **approve** the quote of £1,018.50 inc VAT from ElanCity for 2 Solar panels with mounting kits and delivery.

b) To approve a quote of £50 to install the panels onto the SIDS

Decision

It was **agreed** unanimously to **approve** the quote of £50 from P Howe to install the solar panels on both of the SIDS

124/25 **17 - Additional Maintenance Works Quotes**

a) To approve the quote of £150 for tidying of hedging and bushes in the cemetery border.

Decision

It was **agreed** unanimously to **approve** the quote of £150 from P Howe to tidy the hedging and bushes in the cemetery border.

b) To approve the quote of £100 for the 1st cut of the hedging between the recreation ground and field, and the internal hedge between the orchard and MUGA.

Decision

It was **agreed** unanimously to **approve** the quote of £100 from P Howe to carry out the 1st cut of the hedging between the recreation ground and field, and the internal hedge between the orchard and MUGA.

125/25 **18 - To adopt Bladon Parish Council Biodiversity Duties Policy**

Cllr Watkinson emailed the Council before the meeting with suggestions of additional paragraphs/points that could be included/removed. These were:

- PC is supporting a ToE application for improvements to the Primary School Wild Flower Meadow in consultation with the Head. These will include a circle of tree stump

	seats for outdoor learning, replacement of an overgrown Cyprus hedge around the War Memorial with native berry-bearing hedging, and scrub reduction. • Historic hedgerows in fields south of the village are havens for nature • Remove the reference to bat and bird boxes, as it would be far better to maintain natural habitat by timed mowing and avoiding biocides. • Correct the typo of The Lints to The Lince **Decision** It was **agreed** unanimously to include Cllr Watkinson's suggestions above and **approve** the Biodiversity Duties Policy with these approved changes.
126/25	**19 - To review the Risk Assessment** The Councillors reviewed the Risk Assessment and had no comments to make.
127/25	**20 - To receive an update on current workload/projects** The Clerk had provided before the meeting an updated workload/project report and also provided an oral update at the meeting.
128/25	**21 - To raise matters for discussion without decision, or items for the next meeting.** The Clerk informed the Council that she would be requesting annual leave from the 22nd of December to the 2nd of January. It was suggested that the Clerk start the process for arranging the Annual Parish Meeting Cllr Assandri informed the meeting that his liaison with Oxford Airport regarding the low flying aircraft was working well. The meeting was informed that the work on the stone wall in Park Lane had started, but would not be completed until next year. Cllr Vine asked if the Clerk could investigate the cost to purchase poppies that could be placed on the lamp/telegraph posts for next year's Remembrance Day. Cllr Vine also asked if there would be a way to create a trusted trader scheme in the Village. The Clerk offered to investigate if this was possible and would look to see if other parishes have anything similar.
129/25	**Meeting closed at 8.32 pm**

APPENDIX A

Report of District Councillors for Bladon, Blenheim and Woodstock to Bladon Parish Council.

Thursday November 27th 2025

Two current consultations relate to significant plans for West Oxfordshire which you may like to explore. One is a consultation seeking the public's views on sites put forward for development as part of the WODC Local Plan 2043. The other relates plans by WODC jointly with Cherwell, Vale of White Horse and South Oxfordshire District Councils and West Berkshire Unitary, Councils in answer to government's request for ideas about how unitary local councils could be formed in our area. Ultimately it is for the government to decide the arrangements for new local government from suggestions submitted.

Preferred Spatial Options for WODC Local Plan 2043. The Preferred Spatial Options consultation for the WODC Local Plan 2043 runs from November 23rd until December 22nd 2025. It presents a range of potential locations for new homes, employment sites, nature recovery areas and supporting infrastructure. Several hundred potential sites were submitted by hopeful developers. The sites now proposed by WODC would enable Council to meet the housing demands imposed by the government and were selected on issues such as deliverability and sustainability. Council is seeking the public reaction to these sites as it finalises the Local Plan draft. There will be a further (final) public consultation on the Local Plan 2043 in Spring 2026 and then it will go to the inspector for approval (or not).

For our ward, there are sites for development in Woodstock but, as the Plan currently stands, these are sites where there is already development occurring (Park View, Hill Rise) or at least outline permission to develop (Banbury Road). This does not prevent any developer putting forward sites for development in Woodstock/Bladon between now and 2043 but any plans already in the Local Plan are in effect difficult to refuse when they come up for discussion.

For those who might be interested in plans for development in other parts of West Oxfordshire, there are some presentation sessions still remaining. These are as follows (they deal with the whole of West Oxfordshire not just the community where they are taking place).

- Wednesday November 26th Bampton Village Hall: 4-7pm
- Tuesday December 2nd Milton under Wychwood Village Hall 4.30 – 7.30pm
- Tuesday December 9th Standlake Village Hall 4-7pm

The consultation on the Spatial Options can be accessed at: **westoxon.gov.uk/localplan2043**

Local Government Review. Five councils, including WODC, have worked together to create a proposal two new innovative and locally accountable unitary authorities for Oxfordshire and West Berkshire that will tackle existing inefficiencies, improve services and support local communities in response in the government's call for reform of council structures. WODC's proposal suggests it has the potential to save more money – around £58million - than the OCC and the Oxford City proposals and creates two unitaries with around the 500,000 population each which the government has been suggesting. The WODC proposal comprises:

- Oxford and Shires Council: West Oxfordshire, Cherwell and Oxford City.

- Ridgeway Council: South, Vale of the White Horse and West Berkshire Councils.

Access details: **Two unitary Councils: Oxford Shires and Ridgeway Councils: Local Government Reorganisation Proposal.pdf**

- The OCC proposal keeps the present Oxfordshire authority as a single unitary: **OneOxfordshireProposal.pdf**

Oxford City's proposal consists of three unitaries:

- a city unitary which is Greater Oxford with an enlarged city boundary;
- a northern unitary of West Oxfordshire and Cherwell
- a third unitary of South and Vale with West Berkshire.

These last two suggested unitaries in this City proposal would seem too small to meet the outline guidance but we shall have to see what decision the government from all these suggestions.
Appendix 1 V7251027 3UA Oxford City Council LGR proposal .pdf

Looking forward – to Christmas

Between Thursday 27 – Sunday 30 November 2025, the Marriotts Walk Christmas Market in Witney will line the full length of the Walk with up to 40 traditional chalet-style stalls offering gifts, crafts, seasonal produce, independent traders and festive treats. The market has been strategically scheduled to complement Witney's official Christmas Light Switch-On, taking place in the town centre on Friday 28 November at 7pm (at the same time as there is the Festive Fayre in Woodstock centre). On Saturday 29 November, visitors can soak up the festive atmosphere while they shop, with LED stilt-walkers greeting shoppers and handing out sweet treats. Plus, you can enjoy live music from Witney Town Band, performing between 10.30am and 12.30pm to bring extra seasonal cheer to your shopping trip. **Christmas Market** times:

- **Thursday 27 November: 10am – 6pm**
- **Friday 28 November: 10am – 7pm**
- **Saturday 29 November: 10am – 6pm**
- **Sunday 30 November: 10am – 4pm**

The **Christmas 2025 programme at Marriotts Walk** runs through to January and is designed to make Witney a 'go-to' festive destination. This year's line-up brings together seasonal events and experiences that support local businesses, offers something for families to enjoy and creates a warm, community-focused atmosphere.

Woodstock Festive Fayre in Church, Oxfordshire Museum and Soldiers of Oxfordshire Museum begins on Friday November 28th, 5 - 8pm and Saturday November 29th 10 am – 6pm and **The Night of a Thousand Candles** with music and Christmas Lights switch on between 5.30 and 7pm.

As this is probably the last Bladon PC meeting before Christmas, perhaps we can give you all an early but nevertheless warm good wishes for a very enjoyable Christmas and a happy and successful 2027.

WODC Cllrs Julian Cooper & Elizabeth Poskitt

APPENDIX B

Proposed Budget for 2026/27

Proposed Budget 2026/27		2025/26 Budget	Difference between Budgets	2026/27 Budget Notes
Expenditure				
Staff Related Expenditure				
Staff Costs	-	-		
Basic Pay	17,819	16,499	1,320	See separate calculation allows for a 3.5% pay award
National Insurance	1,922	1,724	198	
Pension	3,867	3,580	287	
Total Staff Pay	**23,608**	**21,803**	**1,805**	
Mileage	100	100	-	
Home Working Allowance	312	312	-	Allowance based on HMRC £26pm x 12
Training	300	300	-	
Total Staff Other Costs	**712**	**712**	**-**	
Grand Total Staff Related	**24,320**	**22,515**	**1,805**	
General Expenditure				300
Equipment	-	300	- 300	No plans for new ICT equipment
Accounting Software	444	380	64	Scribe have provided 26/27 charge
Subscriptions & Software Other	254	230	24	Parish Online 25'26 (£70) & Microsoft 25'26 (£70) prices + 10% & £100 other
Website Domain & Hosting	340	340	-	Cloud Next Domain (£110 for 2 years) & Hosting (£100) 25'26 prices + 10% & Eyelid no 25'26 invoice so assuming £100 + 10%
Total ICT Costs	**1,038**	**1,250**	**- 212**	
Room Hire	475	475	-	Based on School Hall charge of 3hrs £45 & Church Room £15p/h and holding 3 Parish Size Meetings & 9 2.5hr Council Meetings
Printing Costs	-	300	- 300	New printer has reduced printing costsost. Any cost w now be be cove under General Expenses Budget
Memberships	705	500	205	Based on 25'26 membership to OALC, SLCC, ICO, ICCM, Open Spaces and OPFA plus 10%
Training	300	300	-	
Newsletter/Leaflets	150	150	-	3 leaflet drops a year at £50 per drop
Elections	-	-	-	
Admin General Expenses	125	125	-	
Donations	500	500	-	
Total Admin & Other Costs	**2,255**	**2,350**	**- 95**	

Proposed Budget for 2025/26

Proposed Budget 2025/26		2024/25 Budget	Difference between Budgets	2025/26 Budget Notes
Audit	633	589	44	Internal Audit 25'26 (£260) + 10% & External Audit 25'26 (£315) + 10%
Payroll	187	170	17	PATA 25'26 (£37.35 per qrt + £21 for addition work if needed) + 10%
Insurance	1,976	1,942	34	Gallagher's is a 3yr contract and should be £1,976 unless there are material changes to the insurance
Other	92	79	13	Unity Bank 25'26 (average £7p/m) + 10% for current account - no fees on instant access account
Total Legal & Professional Services Costs	**2,888**	**2,780**	**108**	
Grand Total General Expenditure Costs	**6,181**	**6,380**	**- 199**	
Maintenance Expenditure				
Green Waste Disposal	64	58	6	WODC Green Waste Bin (£58) 25'26 prices + 10%
Grass & Hedge Maintenance	2,124	1,962	162	See seperate calculations (25'26 prices + 20% and extra cuts) 20% due to cover possible price increases caused by re-tendering
Weed & Pest Control	-	-	-	
Repairs	-	-	-	
Other Maintenance & Repairs & New Equipment	500	500	-	Added New Equipment to the description
Total Cemetery Maintenance	**2,688**	**2,520**	**168**	
Grass & Hedge Maintenance	1,854	1,548	306	See seperate calculations (25'26 prices + 20% and extra cuts) 20% due to cover possible price increases caused by re-tendering
Litter Bins Emptying & Collection	726	726	-	Based on monthly charge (£55) 25'26 prices +10%
Other Maintenance & Repairs & New Equipment	770	776	- 6	See seperate calculation (25'26 prices + 10%) plus additional £500 for unknowns. Added New Equipment to the description
Total Village Maintenance	**3,350**	**3,050**	**300**	
Grass & Hedge Maintenance	6,228	5,859	369	See seperate calculations (25'26 prices + 20% and extra cuts) 20% due to cover possible price increases caused by re-tendering
Weed & Pest Control inc MUGA	1,224	1,138	86	See seperate calculations (24'25 prices + 20%)
MUGA Maintenance & Repairs	1,000	1,000	-	Allowance for deep clean and repairs to MUGA
Rent	10	10	-	
Safety Inspections	374	348	26	ROSPA (£340) 25'26 price +10%
Repairs & Maintenance & New Equipment	2,000	2,000	-	Allowance for non-MUGA repairs and maintenance including £360 p/a to rake woodchip
Total Recreation Ground Maintenance	**10,836**	**10,355**	**481**	
GrandTotal Maintenance Costs	**16,874**	**15,925**	**949**	
Project Related Expenditure				
Projects	5,125	5,180	- 55	Consideration should be given to funding specific projects for this year or using this budget towards a large future project
Total Village Projects	**5,125**	**5,180**	**- 55**	
TOTAL BUDGET	**52,500**	**50,000**	**2,500**	

Overview of Reserves

Reserves

Based on current estimates the Parish may have approximately **£105,000** in reserve at the end 25'26 financial year. This is made up of **£22,405** estimated underspend (inc VAT repayment due) and **£82,864** in currently held in the reserves. The **£82,864** is currently allocated as follows: -

£ 5,000 Notice Boards
£ 35,000 Recreation Ground
£ 1,100 Cemetery - Maintenance/Improvements
£ 1,000 Defibrillator - Replacement/Future Maintenance
£ 5,000 Assets - Replacement/Future Maintenance
£ 5,000 Future Transport/Highway Related Projects
£ 2,000 Professional Fees
£ 2,500 Staffing - Emergency Cover
£ 26,264 General Reserve

The allocation of the reserves should be reviewed as part of the budgeting-setting process. As part of the allocations, the council should always identify a general reserve. The value for this should be 3 and 12 months of expenditure, and currently set at 50% of precept. A suggested reserve allocation has been provided seperately

Note:- The Good Councillor's Guide to Finance and Transparency contains the following information regarding reserves.

~ A council should typically hold between 3 and 12 months expenditure as a general reserve

~ Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept.

~ The council may have Earmarked Reserves for specific projects, where money is allocated for a specific purpose but may not be spent in that financial year. The level of, and continued justification for, Earmarked Reserves should be reviewed by council on a regular basis, and not less than annually.

~ If the amount of reserves at the year-end are above a certain level in relation to the annual precept then the council must advise the external auditor of why this level of reserves is required.

Proposed Budget for 2026/27

Brief Overview of Maintenace Related Costs

Grass Cutting 14 times per year, mainly between March to Nov - For Cemetery, Green, Lambs Lane Junction, School Lane, Rec Ground Orchard, Rec Ground General Areas
Grass Cutting 20 times per year, every 2 weeks approx between March & Novemeber - For Football Pitch
Meadow Cutting once per year, full cut and collection in Autumn for Rec Ground and twice a year for Cemetery meadow and School/War Memorial Meadow
Hedge Cutting once per year, Autumn - For Cemetery, School Lane, Rec Ground
Shrub Trimming once a year - For Cemetery
Weed Control/Spot Spraying (inc treating MUGA) 3 times a year - For Cemetery, Village, Rec Ground
Weed and Feed 2 times a year - For Rec Ground
Bin Emptying - 5 bins across the village emptied weekly

All cost related to above have been mainly based on current contract prices + 20% due to the expected re-tender and where unknown the cost has been estimated
Not Included Maintenance/treatment of Woodwork Benches, Rails, Notice Boards once a year - For Cemetery, Village

Precept

2025'26 - £50,000
2024'25 - £50,000
2023'24 - £40,000
2022'23 - £45,000

Using the 2025/26 Tax Base of 413.13 The following precept options would create the following % tax rise for a Band D property.
This is an estimate and the 413.13 figure may change as it is connected to the number of houses in Bladon

Possible Precept

£52,500 divided by 413.13 = Possible Band D charge of £127.07 which would be an 5% increase compared to last year Band D charge of £121.03
£55,000 divided by 413.13 = Possible Band D charge of £133.13 which would be approx 10% increase compared to last year Band D charge of £121.03

Bladon Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/12/2025			
	Cash in Hand 01/04/2025			90,064.07
	ADD			
	Receipts 01/04/2025 - 31/12/2025			60,580.00
				150,644.07
	SUBTRACT			
	Payments 01/04/2025 - 31/12/2025			39,848.92
A	**Cash in Hand 31/12/2025** (per Cash Book)			**110,795.15**
	Cash in hand per Bank Statements			
	Petty Cash	31/12/2025	0.00	
	Current Account Unity	31/12/2025	59,089.22	
	Instant Access Unity	31/12/2025	51,705.93	
	Premium Account Barclays	31/12/2025	0.00	
				110,795.15
	Less unpresented payments			
				110,795.15
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**110,795.15**
	A = B Checks out OK			

Created by Scribe

Bladon Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
					STARTING BALANCE					**90,064.07**	
1	09/04/2025	Current Account U	Memberships		OALC Annual Membership	OALC	-200.00	-40.00	-240.00	89,824.07	30/04/2025
1	10/04/2025	Current Account U	To be Reallocated		VAT Reclaim	HMRC VTR		8,671.78	8,671.78	98,495.85	30/04/2025
5	15/04/2025	Current Account U	Accounting Softwa		Software	Starboard Systems Lt	-345.60	-69.12	-414.72	98,081.13	30/04/2025
6	15/04/2025	Current Account U	Subscriptions & So		Software	Geoxphere Ltd	-70.00	-14.00	-84.00	97,997.13	30/04/2025
3	15/04/2025	Current Account U	Litter Bins Emptyin		Bin Emptying	Shield Maintenance Lt	-54.16	-10.83	-64.99	97,932.14	30/04/2025
4	15/04/2025	Current Account U	Memberships		ICCM Membership	ICCM	-105.00		-105.00	97,827.14	30/04/2025
2	15/04/2025	Current Account U	Sheds		Shed	Sixty Stores	-263.33	-52.67	-316.00	97,511.14	30/04/2025
7	16/04/2025	Current Account U	Woodchip Top Up		Woodchip	CPA Horticulture	-1,019.80	-203.96	-1,223.76	96,287.38	30/04/2025
8	16/04/2025	Current Account U	Sheds		Shed	Flexiform Business Fu	-749.17	-149.83	-899.00	95,388.38	30/04/2025
2	17/04/2025	Current Account U	Precept		Precept	West Oxfordshire Distı	25,000.00		25,000.00	120,388.38	30/04/2025
9	24/04/2025	Current Account U	Celebration/Event		Celebration/Event Costs	King Ride A Lit	-295.00		-295.00	120,093.38	30/04/2025
10	24/04/2025	Current Account U	Celebration/Event		Expenses Reclaim - Celebrations/Events	Snap Ltd t/a Celebrity	-43.91	-8.78	-52.69	120,040.69	30/04/2025
11	24/04/2025	Current Account U	Celebration/Event		Expenses Reclaim - Celebrations/Events	Sainsbury's Supermar	-25.00	-5.00	-30.00	120,010.69	30/04/2025
12	30/04/2025	Current Account U	Basic Pay		Salary	Karen Howe	-1,389.89		-1,389.89	118,620.80	30/04/2025
12	30/04/2025	Current Account U	National Insurance		Salary	Karen Howe	27.35		27.35	118,648.15	30/04/2025
12	30/04/2025	Current Account U	Pension		Salary	Karen Howe	76.44		76.44	118,724.59	30/04/2025
13	30/04/2025	Current Account U	Pension		Pension	Oxfordshire County Cc	-378.05		-378.05	118,346.54	30/04/2025
14	30/04/2025	Current Account U	Other		Bank Charges	Unity Trust Bank	-7.35		-7.35	118,339.19	30/04/2025
12	30/04/2025	Current Account U	PAYE		Salary	Karen Howe	32.00		32.00	118,371.19	30/04/2025
17	28/05/2025	Current Account U	Room Hire		Room Hire	Bladon CE Primary Sc	-45.00		-45.00	118,326.19	31/05/2025
20	28/05/2025	Current Account U	Subscriptions & So		Software	Microsoft Ireland Oper	-70.83	-14.16	-84.99	118,241.20	31/05/2025
21	28/05/2025	Current Account U	Audit		Internal Audit	J Olds	-260.00		-260.00	117,981.20	31/05/2025
25	28/05/2025	Current Account U	Training		Training	OALC	-275.00	-55.00	-330.00	117,651.20	31/05/2025
18	28/05/2025	Current Account U	Printing Costs		Expenses Reclaim - Ink	Argos Limited	-16.66	-3.33	-19.99	117,631.21	31/05/2025
19	28/05/2025	Current Account U	Printing Costs		Expenses Reclaim - Ink	Argos Limited	-16.66	-3.33	-19.99	117,611.22	31/05/2025
22	28/05/2025	Current Account U	Litter Bins Emptyin		Bin Emptying	Shield Maintenance Lt	-54.16	-10.83	-64.99	117,546.23	31/05/2025
24	28/05/2025	Current Account U	Printing Costs		Expenses Reclaim - Flyers	VistaPrint	-43.28	-8.66	-51.94	117,494.29	31/05/2025
15	28/05/2025	Current Account U	Celebration/Event		Celebration/Event Costs	N Rogan	-80.00		-80.00	117,414.29	31/05/2025
16	28/05/2025	Current Account U	Mobile Phone		Expenses Reclaim - Mobile	Lebera	-12.50	-2.50	-15.00	117,399.29	31/05/2025
23	28/05/2025	Current Account U	Sheds		Project Work	P Howe	-180.00		-180.00	117,219.29	31/05/2025
23	28/05/2025	Current Account U	Woodchip Top Up		Project Work	P Howe	-300.00		-300.00	116,919.29	31/05/2025
26	30/05/2025	Current Account U	Pension		Pension	Oxfordshire County Cc	-378.05		-378.05	116,541.24	31/05/2025
27	31/05/2025	Current Account U	Other		Bank Charges	Unity Trust Bank	-8.25		-8.25	116,532.99	31/05/2025

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Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
29	02/06/2025	Current Account U	Basic Pay		Salary	Karen Howe	-1,389.89		-1,389.89	115,143.10	30/06/2025
29	02/06/2025	Current Account U	National Insurance		Salary	Karen Howe	27.35		27.35	115,170.45	30/06/2025
29	02/06/2025	Current Account U	Pension		Salary	Karen Howe	76.44		76.44	115,246.89	30/06/2025
30	02/06/2025	Current Account U	Insurance		Insurance	Arthur J Gallagher Insu	-1,976.30		-1,976.30	113,270.59	30/06/2025
28	02/06/2025	Current Account U	VM - Grass & Hedg		Maintenance	P Howe	-130.00		-130.00	113,140.59	30/06/2025
28	02/06/2025	Current Account U	CM - Grass & Hedg		Maintenance	P Howe	-210.00		-210.00	112,930.59	30/06/2025
28	02/06/2025	Current Account U	RG - Grass & Hedg		Maintenance	P Howe	-305.00		-305.00	112,625.59	30/06/2025
29	02/06/2025	Current Account U	PAYE		Salary	Karen Howe	32.00		32.00	112,657.59	30/06/2025
31	17/06/2025	Current Account U	Payroll		Payroll	PATA (UK)	-37.35		-37.35	112,620.24	30/06/2025
33	17/06/2025	Current Account U	Printing Costs		Expenses Reclaim - Ink	Currys	-25.41	-5.08	-30.49	112,589.75	30/06/2025
34	17/06/2025	Current Account U	Printing Costs		Expenses Reclaim - Paper	The Midcounties Co-o	-6.66	-1.33	-7.99	112,581.76	30/06/2025
40	17/06/2025	Current Account U	Litter Bins Emptyin		Bin Emptying	Shield Maintenance Lt	-54.16	-10.83	-64.99	112,516.77	30/06/2025
32	17/06/2025	Current Account U	Green Borders		Expenses Reclaim - Hose Pipe	B&Q	-58.33	-11.67	-70.00	112,446.77	30/06/2025
35	17/06/2025	Current Account U	Green Borders		Expenses Reclaim - Plants	Dorest Perennials	-116.00		-116.00	112,330.77	30/06/2025
36	17/06/2025	Current Account U	Green Borders		Expenses Reclaim - Plants	Naturescape Wildflowe	-41.42	-8.28	-49.70	112,281.07	30/06/2025
37	17/06/2025	Current Account U	Green Borders		Expenses Reclaim - Plants	Ornamental Trees Ltd	-144.58	-28.92	-173.50	112,107.57	30/06/2025
38	17/06/2025	Current Account U	Green Borders		Expenses Reclaim - Plants	RHS Enterprise Ltd	-78.29	-15.66	-93.95	112,013.62	30/06/2025
39	17/06/2025	Current Account U	Celebration/Event		Donation	Bladon CE Primary Sc	-340.58		-340.58	111,673.04	30/06/2025
41	18/06/2025	Current Account U	CM - Grass & Hedg		Maintenance	P Howe	-70.00		-70.00	111,603.04	30/06/2025
41	18/06/2025	Current Account U	VM - Grass & Hedg		Maintenance	P Howe	-102.50		-102.50	111,500.54	30/06/2025
41	18/06/2025	Current Account U	RG - Grass & Hedg		Maintenance	P Howe	-705.00		-705.00	110,795.54	30/06/2025
41	18/06/2025	Current Account U	VM - Other Mainter		Maintenance	P Howe	-25.00		-25.00	110,770.54	30/06/2025
3	30/06/2025	Instant Access Uni	Bank Interest		Interest	Unity Trust Bank	297.35		297.35	111,067.89	30/06/2025
43	30/06/2025	Current Account U	Basic Pay		Salary	Karen Howe	-1,389.89		-1,389.89	109,678.00	30/06/2025
43	30/06/2025	Current Account U	National Insurance		Salary	Karen Howe	27.35		27.35	109,705.35	30/06/2025
42	30/06/2025	Current Account U	Pension		Pension	Oxfordshire County Cc	-378.05		-378.05	109,327.30	30/06/2025
43	30/06/2025	Current Account U	Pension		Salary	Karen Howe	76.44		76.44	109,403.74	30/06/2025
44	30/06/2025	Current Account U	Other		Bank Charges	Unity Trust Bank	-7.50		-7.50	109,396.24	30/06/2025
43	30/06/2025	Current Account U	PAYE		Salary	Karen Howe	32.00		32.00	109,428.24	30/06/2025
45	07/07/2025	Current Account U	National Insurance		PAYE	HMRC Cumbernauld	-519.84		-519.84	108,908.40	31/07/2025
45	07/07/2025	Current Account U	PAYE		PAYE	HMRC Cumbernauld	-96.00		-96.00	108,812.40	31/07/2025
46	08/07/2025	Current Account U	Training		Training	SLCC	-450.00		-450.00	108,362.40	31/07/2025
49	08/07/2025	Current Account U	Room Hire		Room Hire	Bladon CE Primary Sc	-45.00		-45.00	108,317.40	31/07/2025
47	08/07/2025	Current Account U	Litter Bins Emptyin		Bin Emptying	Shield Maintenance Lt	-54.16	-10.83	-64.99	108,252.41	31/07/2025

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48	08/07/2025	Current Account U	Memberships		SLCC Membership	SLCC	-190.00		-190.00	108,062.41	31/07/2025
52	08/07/2025	Current Account U	VM - Grass & Hedg		Maintenance	P Howe	-130.00		-130.00	107,932.41	31/07/2025
52	08/07/2025	Current Account U	CM - Grass & Hedg		Maintenance	P Howe	-315.00		-315.00	107,617.41	31/07/2025
52	08/07/2025	Current Account U	RG - Grass & Hedg		Maintenance	P Howe	-305.00		-305.00	107,312.41	31/07/2025
50	08/07/2025	Current Account U	Green Borders		Expenses Reclaim - Plants	Alchemy Ferns	-39.95	-7.99	-47.94	107,264.47	31/07/2025
51	08/07/2025	Current Account U	Equipment		Expenses Reclaim - Equipment	Net World Sports	-133.86	-26.77	-160.63	107,103.84	31/07/2025
53	08/07/2025	Current Account U	Green Borders		Project Related	P Howe	-650.00		-650.00	106,453.84	31/07/2025
53	08/07/2025	Current Account U	Woodchip Top Up		Project Related	P Howe	-600.00		-600.00	105,853.84	31/07/2025
53	08/07/2025	Current Account U	Sheds		Project Related	P Howe	-180.00		-180.00	105,673.84	31/07/2025
54	16/07/2025	Current Account U	MUGA Maintenanc		MUGA Repairs	Caloo Ltd	-772.75	-154.55	-927.30	104,746.54	31/07/2025
55	16/07/2025	Current Account U	Woodchip Top Up		Woodchip	CPA Horticulture	-1,019.80	-203.96	-1,223.76	103,522.78	31/07/2025
56	16/07/2025	Current Account U	Woodchip Top Up		Woodchip	CPA Horticulture	-1,019.80	-203.96	-1,223.76	102,299.02	31/07/2025
4	23/07/2025	Current Account U	Cemetery Fees		Funeral Fees	Peter Smith & Son	544.00		544.00	102,843.02	31/07/2025
58	28/07/2025	Current Account U	Training		Training	OALC	-360.00	-72.00	-432.00	102,411.02	31/07/2025
57	28/07/2025	Current Account U	Litter Bins Emptyin		Bin Emptying	Shield Maintenance Lt	-54.16	-10.83	-64.99	102,346.03	31/07/2025
59	28/07/2025	Current Account U	Room Hire		Room Hire	Bladon PCC	-330.00		-330.00	102,016.03	31/07/2025
60	28/07/2025	Current Account U	Play Equipment Ma		Inspections	Playsafety Ltd	-340.00	-68.00	-408.00	101,608.03	31/07/2025
61	28/07/2025	Current Account U	Green Borders		Project Related	Christian Aid	-25.00		-25.00	101,583.03	31/07/2025
63	31/07/2025	Current Account U	Basic Pay		Salary	Karen Howe	-1,389.89		-1,389.89	100,193.14	31/07/2025
63	31/07/2025	Current Account U	National Insurance		Salary	Karen Howe	27.35		27.35	100,220.49	31/07/2025
62	31/07/2025	Current Account U	Pension		Pension	Oxfordshire County Cc	-378.05		-378.05	99,842.44	31/07/2025
63	31/07/2025	Current Account U	Pension		Salary	Karen Howe	76.44		76.44	99,918.88	31/07/2025
64	31/07/2025	Current Account U	Other		Bank Charges	Unity Trust Bank	-7.80		-7.80	99,911.08	31/07/2025
63	31/07/2025	Current Account U	PAYE		Salary	Karen Howe	32.00		32.00	99,943.08	31/07/2025
65	27/08/2025	Current Account U	Audit		External Audit	Moore East Midlands	-341.25	-68.25	-409.50	99,533.58	31/08/2025
66	27/08/2025	Current Account U	CM - Weed & Pest		Maintenance	P Howe	-70.00		-70.00	99,463.58	31/08/2025
66	27/08/2025	Current Account U	RG - Grass & Hedg		Maintenance	P Howe	-205.00		-205.00	99,258.58	31/08/2025
66	27/08/2025	Current Account U	CM - Grass & Hedg		Maintenance	P Howe	-70.00		-70.00	99,188.58	31/08/2025
67	27/08/2025	Current Account U	Mobile Phone		Expenses Reclaim - Mobile	Lebera	-8.33	-1.67	-10.00	99,178.58	31/08/2025
68	29/08/2025	Current Account U	Basic Pay		Salary	Karen Howe	-1,389.89		-1,389.89	97,788.69	31/08/2025
68	29/08/2025	Current Account U	National Insurance		Salary	Karen Howe	27.35		27.35	97,816.04	31/08/2025
68	29/08/2025	Current Account U	Pension		Salary	Karen Howe	76.44		76.44	97,892.48	31/08/2025
69	29/08/2025	Current Account U	Pension		Pension	Oxfordshire County Cc	-378.05		-378.05	97,514.43	31/08/2025
68	29/08/2025	Current Account U	PAYE		Salary	Karen Howe	32.00		32.00	97,546.43	31/08/2025

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70	31/08/2025	Current Account U	Other		Bank Charges	Unity Trust Bank	-8.70		-8.70	97,537.73	31/08/2025
5	08/09/2025	Current Account U	Cemetery Fees		Funeral Fees	Dignity Funerals	52.00		52.00	97,589.73	30/09/2025
74	23/09/2025	Current Account U	Equipment		Expenses Reclaim - Equipment	Argos Limited	-239.99	-48.00	-287.99	97,301.74	30/09/2025
76	23/09/2025	Current Account U	Payroll		Payroll	PATA (UK)	-37.35		-37.35	97,264.39	30/09/2025
71	23/09/2025	Current Account U	Memberships		Open Spaces Membership	Open Spaces Society	-45.00		-45.00	97,219.39	30/09/2025
73	23/09/2025	Current Account U	VM - Grass & Hedg		Maintenance	C Probbitts	-110.00		-110.00	97,109.39	30/09/2025
75	23/09/2025	Current Account U	Litter Bins Emptyin		Bin Emptying	Shield Maintenance Lt	-54.16	-10.83	-64.99	97,044.40	30/09/2025
77	23/09/2025	Current Account U	Memberships		ICO	ICO	-52.00		-52.00	96,992.40	30/09/2025
78	23/09/2025	Current Account U	Memberships		OPFA Membership	OPFA	-49.00		-49.00	96,943.40	30/09/2025
72	23/09/2025	Current Account U	Mobile Phone		Expenses Reclaim - Mobile	Lebera	-4.17	-0.83	-5.00	96,938.40	30/09/2025
6	25/09/2025	Current Account U	Precept		Precept	West Oxfordshire Distı	25,000.00		25,000.00	121,938.40	30/09/2025
79	29/09/2025	Current Account U	RG - Grass & Hedg		Maintenance	C Probbitts	-675.00		-675.00	121,263.40	30/09/2025
7	30/09/2025	Instant Access Uni	Bank Interest		Interest	Unity Trust Bank	289.98		289.98	121,553.38	30/09/2025
81	30/09/2025	Current Account U	Basic Pay		Salary	Karen Howe	-1,389.89		-1,389.89	120,163.49	30/09/2025
80	30/09/2025	Current Account U	Pension		Pension	Oxfordshire County Cc	-378.05		-378.05	119,785.44	30/09/2025
81	30/09/2025	Current Account U	Pension		Salary	Karen Howe	76.44		76.44	119,861.88	30/09/2025
81	30/09/2025	Current Account U	National Insurance		Salary	Karen Howe	27.35		27.35	119,889.23	30/09/2025
82	30/09/2025	Current Account U	National Insurance		PAYE	HMRC Cumbernauld	-519.84		-519.84	119,369.39	30/09/2025
83	30/09/2025	Current Account U	Other		Bank Charges	Unity Trust Bank	-6.75		-6.75	119,362.64	30/09/2025
81	30/09/2025	Current Account U	PAYE		Salary	Karen Howe	32.20		32.20	119,394.84	30/09/2025
82	30/09/2025	Current Account U	PAYE		PAYE	HMRC Cumbernauld	-96.20		-96.20	119,298.64	30/09/2025
8	13/10/2025	Current Account U	Cemetery Fees		Memorial Fees	Carl Bowell Ltd	52.00		52.00	119,350.64	31/10/2025
9	16/10/2025	Current Account U	Cemetery Fees		Memorial Fees	Swindon Memorials	52.00		52.00	119,402.64	31/10/2025
84	17/10/2025	Current Account U	Website Domain &	Contract	Website	Cloud Next	-99.99	-19.99	-119.98	119,282.66	31/10/2025
94	17/10/2025	Current Account U	Website Domain &	Contract	Website	Cloud Next	-50.00	-10.00	-60.00	119,222.66	31/10/2025
85	17/10/2025	Current Account U	RG - Grass & Hedg	Cotract	Maintenance	P Howe	-30.00		-30.00	119,192.66	31/10/2025
85	17/10/2025	Current Account U	VM - Grass & Hedg	Cotract	Maintenance	P Howe	-107.50		-107.50	119,085.16	31/10/2025
85	17/10/2025	Current Account U	CM - Grass & Hedg	Cotract	Maintenance	P Howe	-70.00		-70.00	119,015.16	31/10/2025
86	17/10/2025	Current Account U	CM - Grass & Hedg	Contract	Maintenance	P Howe	-140.00		-140.00	118,875.16	31/10/2025
86	17/10/2025	Current Account U	VM - Grass & Hedg	Contract	Maintenance	P Howe	-155.00		-155.00	118,720.16	31/10/2025
86	17/10/2025	Current Account U	RG - Grass & Hedg	Contract	Maintenance	P Howe	-815.00		-815.00	117,905.16	31/10/2025
87	17/10/2025	Current Account U	VM - Grass & Hedg	Delagated Pow	Maintenance	C Probbitts	-110.00		-110.00	117,795.16	31/10/2025
88	17/10/2025	Current Account U	General Expenses	Delagated Pow	Expenses Reclaim - Signage	Sign Wizzard Ltd	-15.00	-3.00	-18.00	117,777.16	31/10/2025
89	17/10/2025	Current Account U	Litter Bins Emptyin	Contract	Bin Emptying	Shield Maintenance Lt	-54.16	-10.83	-64.99	117,712.17	31/10/2025

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93	17/10/2025	Current Account U	Speed Indicators D	Purc Approv - (	Speed Indicator Devices	Robelec Ltd	-955.50	-191.10	-1,146.60	116,565.57	31/10/2025
92	17/10/2025	Current Account U	Mobile Phone	Contract	Expenses Reclaim - Mobile	Lebera	-4.17	-0.83	-5.00	116,560.57	31/10/2025
91	31/10/2025	Current Account U	Basic Pay	Salary	Salary	Karen Howe	-1,705.03		-1,705.03	114,855.54	31/10/2025
91	31/10/2025	Current Account U	National Insurance	Salary	Salary	Karen Howe	52.56		52.56	114,908.10	31/10/2025
90	31/10/2025	Current Account U	Pension	Salary	Pension	Oxfordshire County Cc	-463.77		-463.77	114,444.33	31/10/2025
91	31/10/2025	Current Account U	Pension	Salary	Salary	Karen Howe	93.78		93.78	114,538.11	31/10/2025
95	31/10/2025	Current Account U	Other	Bank Charges	Bank Charges	Unity Trust Bank	-8.10		-8.10	114,530.01	31/10/2025
91	31/10/2025	Current Account U	PAYE	Salary	Salary	Karen Howe	91.60		91.60	114,621.61	31/10/2025
96	25/11/2025	Current Account U	Litter Bins Emptyin	Contract	Bin Emptying	Shield Maintenance Lt	-54.16	-10.83	-64.99	114,556.62	30/11/2025
99	25/11/2025	Current Account U	Mobile Phone	Contract	Expenses Reclaim - Mobile	Lebera	-4.17	-0.83	-5.00	114,551.62	30/11/2025
98	28/11/2025	Current Account U	Basic Pay	Salary	Salary	Karen Howe	-1,434.91		-1,434.91	113,116.71	30/11/2025
98	28/11/2025	Current Account U	National Insurance	Salary	Salary	Karen Howe	30.95		30.95	113,147.66	30/11/2025
97	28/11/2025	Current Account U	Pension	Salary	Pension	Oxfordshire County Cc	-390.30		-390.30	112,757.36	30/11/2025
98	28/11/2025	Current Account U	Pension	Salary	Salary	Karen Howe	78.92		78.92	112,836.28	30/11/2025
98	28/11/2025	Current Account U	PAYE	Salary	Salary	Karen Howe	40.40		40.40	112,876.68	30/11/2025
100	30/11/2025	Current Account U	Other	Bank Charges	Bank Charges	Unity Trust Bank	-7.95		-7.95	112,868.73	30/11/2025
10	01/12/2025	Current Account U	Contribution from 3		Contribution towards cost	BVHRC	337.50		337.50	113,206.23	31/12/2025
101	02/12/2025	Current Account U	Printing Costs	Delagated Pow	Expenses Reclaim - Paper	The Works Stores	-5.83	-1.17	-7.00	113,199.23	31/12/2025
102	02/12/2025	Current Account U	Donations	Delagated Pow	Remembrance Day	Royal British Legion	-100.00		-100.00	113,099.23	31/12/2025
103	02/12/2025	Current Account U	Green Borders	Purc Approv - x	Expenses Reclaim - Plants	B&Q	-8.33	-1.67	-10.00	113,089.23	31/12/2025
104	02/12/2025	Current Account U	Green Borders	Purc Approv - x	Expenses Reclaim - Plants	Farmer Gracy	-46.07	-9.21	-55.28	113,033.95	31/12/2025
105	05/12/2025	Current Account U	VM - Grass & Hedg	Contract	Maintenance	P Howe	-130.00		-130.00	112,903.95	31/12/2025
105	05/12/2025	Current Account U	CM - Grass & Hedg	Contract	Maintenance	P Howe	-140.00		-140.00	112,763.95	31/12/2025
105	05/12/2025	Current Account U	VM - Other Mainter	Contract	Maintenance	P Howe	-100.00		-100.00	112,663.95	31/12/2025
105	05/12/2025	Current Account U	RG - Grass & Hedg	Contract	Maintenance	P Howe	-775.00		-775.00	111,888.95	31/12/2025
106	05/12/2025	Current Account U	RG - Grass & Hedg	Contract	Maintenance	P Howe	-430.00		-430.00	111,458.95	31/12/2025
106	05/12/2025	Current Account U	CM - Grass & Hedg	Contract	Maintenance	P Howe	-315.00		-315.00	111,143.95	31/12/2025
106	05/12/2025	Current Account U	VM - Grass & Hedg	Contract	Maintenance	P Howe	-65.00		-65.00	111,078.95	31/12/2025
107	24/12/2025	Current Account U	Website Domain &	Contract	Website	Eyelid Productions	-100.00		-100.00	110,978.95	31/12/2025
108	24/12/2025	Current Account U	Litter Bins Emptyin	Contract	Bin Emptying	Shield Maintenance Lt	-54.16	-10.83	-64.99	110,913.96	31/12/2025
109	24/12/2025	Current Account U	Mobile Phone	Contract	Expenses Reclaim - Mobile	Lebera	-4.17	-0.83	-5.00	110,908.96	31/12/2025
11	31/12/2025	Instant Access Uni	Bank Interest		Interest	Unity Trust Bank	283.39		283.39	111,192.35	31/12/2025
110	31/12/2025	Current Account U	Pension	Salary	Pension	Oxfordshire County Cc	-390.30		-390.30	110,802.05	31/12/2025
111	31/12/2025	Current Account U	Other	Bank Charges	Bank Charges	Unity Trust Bank	-6.60		-6.60	110,795.45	31/12/2025

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Bladon Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
112	31/12/2025	Current Account U	Other	Bank Charges	Bank Charges	Unity Trust Bank	-0.30		-0.30	110,795.15	31/12/2025
					CLOSING BALANCE					**110,795.15**	
							13,952.66	**6,778.42**	**20,731.08**		

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unity trust bank

Key Features

Corporate Purchasing Card

Important information

LLOYDS BANK

For Businesses. **For Communities. For Good.**

www.unity.co.uk

Corporate Purchasing Card

This document explains the key features and provides important information about our Corporate Purchasing Card. You should read this document carefully so that you understand this product and then keep it safe for future reference.

What is the Corporate Purchasing Card?

Unity Trust Bank has partnered with Lloyds Bank to provide the Corporate Purchasing Card. This purchasing card enables the cardholder to make purchases and defer payment until the next billing date. The balance must be paid in full each month.

The main difference between a credit card and purchasing card is that you have to pay off a purchasing card's balance in full each month while you can carry a balance month-to-month on a credit card. No interest is applied to a purchasing card.

Important Information:

- Please be advised that provision of this facility is subject to credit approval, and we typically require evidence of 12 months account activity from existing customers.
- For customers who are new to Unity Trust Bank, you will need to provide us with the last 2 years of audited/ certified financial accounts.
- This facility is repayable on demand.
- The Corporate Purchasing Card can be managed online with Lloyds Bank Commercial Card Internet Servicing (CCIS), ongoing service and access to funds is directly managed by Lloyds Bank.
- Passwords provided for each Programme Administrator and Cardholder will be unique to that individual and used for telephony and CCIS.
- Unity Trust Bank will receive up to 33% of the Monthly Fee and between 0.15% and 0.6% of card spend. This does not impact the fee and charges that are offered.

Card Summary:

- Set single transaction, as well as monthly, spending limits for a greater level of control of individual card holders.
- Enhanced security with the option to block certain industry categories of sellers, at company and cardholder level (e.g. gambling etc).
- Greater visibility of spend across all cardholders by allowing you to view authorised/declined real time transactions.
- Reduced cost of capital – up to 45 days' interest free credit on purchases.
- Convenient and secure method of making payments at millions of locations worldwide that accept Visa.
- The ability to make contactless payments on transactions up to £100 at participating retailers.
- Cardholders, authorisers and programme administrators can easily view, edit and authorise expense claim forms, saving processing time and costs.



Key Features

Terminology	Summary Definition
Monthly Fee (per card)	£3 per month.
Credit Limit	To be confirmed following successful application.
Credit Balance	In the event of a credit balance on the account, this will be refunded to you. No interest will accrue or become due to you.
Cardholder Limit	The maximum amounts of spending permitted by the cardholder during a billing cycle (including any card transactions not yet debited and any authorisations the Bank has given in respect of prospective card transactions).
Card re-issue fee	£10 (excluding lost, stolen, damaged or expired).
Cash Advance fee	2.5% of Transaction (Minimum fee £2.50 & Minimum withdrawal £50).
Urgent card request*	£25 (excluding delivery).
Late payment fee	2% of the outstanding balance, or £10, whichever is greater.
Returned payment charge	£30.
Set up fee (one-off)	£50.

* An urgent card request is where a card is urgently couriered to you. Please note this may incur an additional delivery fee.

Please also refer to the Corporate Purchasing Card Terms and Conditions, our Standard Service Tariff and the Business Application Form for further details available on www.unity.co.uk

Key Features (continued)

Terminology	Summary Definition
Password	All passwords provided on the applications for each Programme Administrator and Cardholder will be unique to that individual and used for telephony and CCIS servicing (Commercial Card Internet Servicing). Please ensure selected users are aware of the password given. In the event the password given has been forgotten, please submit a letter signed in line with your Unity Trust Banking mandate including the name of the user and new password. Please then return via email to **BSO@unity.co.uk**
Non-sterling card transaction	Any transaction performed with the card in a currency other than Sterling. (This incurs a fee of 2.75%)
UK transaction fee	Free
Opening an Account	To open an account you can visit **www.unity.co.uk/corporate-purchasing-card/** and download and complete a business application form (this sets up the card account for your business), a cardholder application form (for each individual who requires a Unity Corporate Purchasing Card) and read and sign the indemnity agreement. To help us to process your application as quickly as possible, please make sure you provide all information requested. **All forms must be signed in accordance with your Unity Trust Bank Mandate.** Failure to do so will result in delays to the application process. Send all completed forms to us at: **Unity Trust Bank, PO Box 7193, Planetary Road, Willenhall, WV1 9DG** or via email to **BSO@unity.co.uk**. Once the verification process is complete, we will send your documents to Lloyds Bank to set up your account. Lloyds Bank will contact you directly to confirm receipt of your application. It takes around 15 working days to process applications from receipt of your documents by Unity Trust Bank. Please be advised all applications are subject to status and eligibility criteria. For existing customers, we typically require evidence of 12 months' account activity. For new customers, as part of the application process you will need to provide us with the last 2 years of audited/certified financial accounts. Please include this with your completed application form.

Key Features (continued)

Terminology	Summary Definition
Eligibility Criteria	The application must be made from a UK based organisation and the person processing this application/main account contact must be 18 years or older. Please note we cannot offer this product if your organisation is a Relevant Financial Institution (RFI), see below for more information on RFIs. All accounts are subject to our decision criteria and we reserve the right to decline any application. A Relevant Financial Institution (RFI) is a credit institution, investment firm, or bank that meets Ring Fencing' requirements imposed by The Financial Services and Markets Act 2000 (Excluded Activities and Prohibitions) Order 2014. Please note we cannot offer this product if your organisation is an entity type that is Consumer Credit Act 1974 (CCA) eligible e.g: • Sole traders • General or limited partnerships with two or three partners, where one or more of the partners are natural persons. • Trusts, where one or more of the trustees are natural persons. • Unincorporated associations (typically clubs and societies and unincorporated charities)
Cancellation Period	If you change your mind within one calendar month of entering into the agreement you must notify us in writing to the above address. The notice must be signed in accordance with the existing bank mandate. You must repay any outstanding balance within 30 days of giving notice. Any account fees already paid will be refunded to you. If you notify us later than one calendar month, or if you fail to pay the outstanding balance in time you will not be entitled to a refund of fees.

Key Features (continued)

Terminology	Summary Definition
Closing Account	To close a Corporate Purchasing Card Unity Trust Bank must receive written confirmation to the above address signed in accordance with the existing bank mandate. All cards will be blocked from the date upon which the notice is processed by Lloyds. Any outstanding balance must be paid in full in the next payment cycle. The account will be closed once final payment is received.
Changes to your account	An increase request or cardholder cancellation must be submitted in written format signed in accordance with the existing bank mandate or by an existing programme administrator (Please note any increase is subject to our credit review and approval process as well as an annual review. You may also ask us to decrease your credit limit subject to any minimum we require). To add a new cardholder, or to add/remove a programme administrator you can visit **www.unity.co.uk/corporate-purchasing-card/** and download and complete a cardholder application form or a programme administrator form. Please note that the declaration must be signed in accordance with your existing Unity Trust bank mandate.

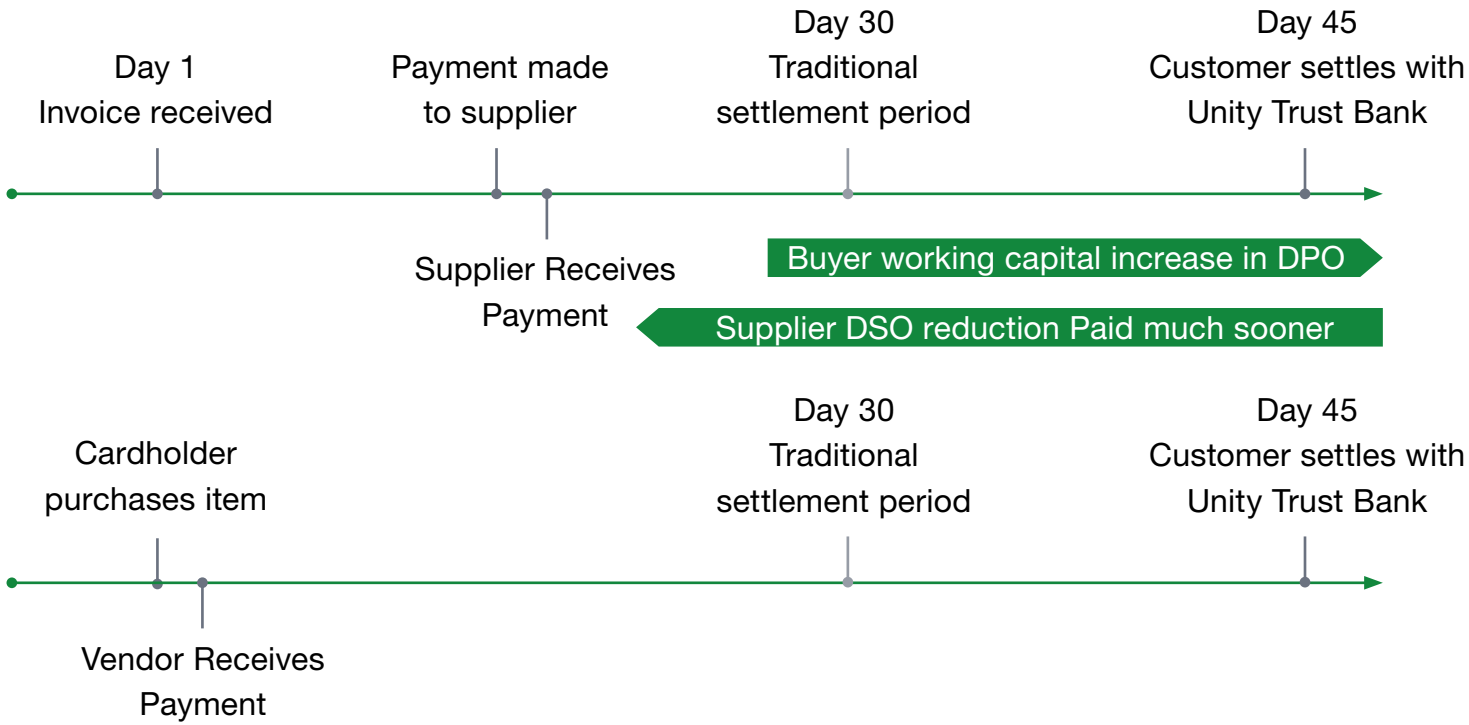
Explaining the payment cycle of the Corporate Purchasing Card

Using your Corporate Purchasing Card to pay suppliers provides cashflow benefits to you and supports the health of the supply chain by ensuring suppliers receive payment.

Corporate Purchasing Card are accepted by a number of suppliers and enable a cashflow benefit of up to 45 days.

The below diagram helps explain the payment cycle:





*Vendor - A person or company offering something for sale. *Settlement - The action of paying money to someone. *DSO – Days Sales Outstanding is a common measure for how long it takes a company to collect an invoice. *DPO – Days Payable Outstanding is a Financial ratio that indicates the average time that a company takes to pays its bills and invoices.

Managing your Corporate Purchasing Card

Commercial Card Internet Servicing (CCIS)

Manage your Corporate Purchasing Card programme with our Commercial Card Internet Servicing (CCIS) (Please note that CCIS is a separate system to your Unity internet banking).

The Programme Administrator (PA) is the point of contact between your organisation, it's cardholders and Unity Trust Bank and Lloyds Bank. The PA runs the card programme, via CCIS, on a day-to-day basis and is the first point of contact for cardholders.

Register at **www.commercialcards.co.uk/lloydsbank**

Roles	Summary Definition
Programme Administrator(s)	A representative or representatives nominated by the business from time to time.
Cardholder, you or your	The person identified on a card who is authorised by the business to use that card.
User (EPS only)	Any employee, contractor or agent of the business authorised by the business from time to time to use embedded card details that are in a cardholder's name to make purchases through a Supplier.



Managing your Corporate Purchasing Card (continued)



Your Programme Administrators will be able to:

- Onboard and train new cardholders
- View programme and cardholder information
- View cardholder contact details
- Ability to message within CCIS
- View and manage merchant blocking
- Amend monthly credit/ single transaction and cash limits for cardholders
- Request replacement card and/or pin



Reporting:

- All changes to an account
- Delinquent accounts
- Contact Lloyds and provide contact information
- Cardholders, credit limit, credit utilisation and personal details
- View and print statements for the past 12 months
- Card Data Feed can be set-up with 3rd party expense management endpoints who accept VISA (VCF4) file
- Commercial Cards Data Management (CCDM) Reporting Tool available, which allows transactional data report download in excel format



Your cardholders will be able to:

- Register and activate cards
- View real time transactions
- View statements for the past 12 months
- Ability to message within CCIS
- View available spend, credit limit and current balance
- Manage contact details
- Replace card and PIN

General Information



This information is available to you at any time on our website.
Please read this important information carefully and retain it for future reference.

Further information

For further Information and support with CCIS or payments or for a demonstration about how for a demonstration about how The Corporate Purchasing Card works you can contact Unity Trust Bank's relationship manager for Lloyds Bank:

Ateeque Chughtai
(Relationship Manager, Commercial Cards, Lloyds Bank)

Mobile: **+44 (0) 7775716023**

Email: **ateeque.chughtai1@lloydsbanking.com**

For further Information or support regarding any service queries you can contact Lloyds Bank Customer Service Centre:

Lloyds Bank Commercial Cards

Programme Administrators Customer Services:
+44 (0) 345 030 6270

Cardholder Customer Services: **0800 096 4496**

From Abroad: **+44 (0) 1908 544059**

Fax Number: **+44 (0) 1908 846470**

Email: **LloydsCorpCards@tsysmsemea.com**



If you would like to increase your corporate limit a written request must be submitted signed in accordance with the existing bank mandate or by an existing programme administrator (Please note any increase is subject to our credit review and approval process as well as an annual review. You may also ask us to decrease your credit limit subject to any minimum we require).

The request can be sent to us at:
Unity Trust Bank, PO Box 7193, Planetary Road, Willenhall, WV1 9DG or via email to **BSO@unity.co.uk**.

All Corporate Purchasing Card Accounts are subject to status and **Terms and Conditions** apply

Further information

If you have a query or would like to get in touch, we're happy to help you find the answers you need.

Financial difficulties

If you would like more information about managing your finances, please speak to your Relationship Manager or call us on **0345 140 1000***.

You can also find more information about financial difficulties in the Services section of our website, **www.unity.co.uk/debt-counselling**, or by calling Business Debit Line on **0800 197 6026.**

How and where to complain

If you are not satisfied with any aspect of our service or products, you can tell us about your concerns. To find out how, please read our **dedicated complaints page**.

Go Paperless!

You can choose to receive online statements and we'll notify you by email or SMS when they're available. **Contact us** to switch to paperless statements.

Unity Accounts are subject to status and Terms and Conditions apply.

Please see **www.unity.co.uk/terms-and-conditions** for more information.

Contact us:

Call us: **0345 140 1000***

Email us: **us@unity.co.uk**

Visit us: **www.unity.co.uk**

Start your application today by visiting **www.unity.co.uk**

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England or Scotland. Calls are charged at local rate.

What we ask of you:

That, prior to making an application you double check what information we will need to process an application. If you are unsure or have any questions, please contact us.	Yes ☐
That you have checked that you meet the eligibility criteria for the product. Please see page 6 for further information	Yes ☐
That all information you provide to us during our relationship is accurate and timely.	Yes ☐
We ask you to think carefully about whether the business can afford the product applied for and to be open in your dealings with us.	Yes ☐
To make sure that you understand the terms and conditions associated with your product.	Yes ☐
That you seek professional advice, where this is appropriate for the needs of your business and the type of product you are applying for.	Yes ☐
That the business maintains any commitments it has to us, for example providing information which we may reasonably request to monitor performance.	Yes ☐
Take care of any security information to help prevent fraud and protect your account(s).	Yes ☐
Tell us as soon as possible if someone is misusing confidential information.	Yes ☐
Carefully check your business' account statements/records to make sure they are accurate. If anything isn't right, please get in touch with us.	Yes ☐
Please let us know if	
Your contact details change or there is a change in how your business is run for example, ownership/directorships etc, so we can keep our records up to date;	Yes ☐
Your business may be about to experience, or is experiencing difficulties. The sooner you do this, the more likely it is we'll be able to find a way to help you	Yes ☐

unity trust bank

You can download our Key Features at: unity.co.uk

Unity Trust Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls are recorded and may be monitored for security, training and quality purposes.

U1181_0925

Bladon Parish Council Internal Financial Control Checklist

At least twice a year, in October and April/May (to align with year-end), a member of Bladon Parish Council shall use the attached checklist to review Bladon Parish Council's internal controls

It is suggested that for checking payments and receipts, around 10% of the transactions in the cash book are chosen to be checked using Annexe A to record transactions checked.

CHECKS	Comments
Accounting records, ie cash book: Is the cash book (Scribe Accounting Software) being kept up to date? Are the records cross referenced with the relevant minutes? Are invoices or other relevant documents attached to each payment and receipt?	
Payments: Do payments made correspond with the invoiced amounts? Have they all been properly authorised? Are all payments listed in the minutes?	
Receipts: Is income due to the council being collected promptly and in full? Is income properly controlled pending being paid into the bank?	
Cemetery fees and charges: Correctly calculated and collected?	
Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?	
Bank reconciliation: Is the council provided with a bank reconciliation quarterly? Are the reconciliations and bank statements signed by a member of the Council?	
VAT paid: Is it properly recorded in the cash book (Scribe)? Is the claim for a refund of VAT made annually after year-end?	
Tax and NI liabilities: Do salaries amounts paid agree with the external payroll report? Are PAYE Payments within the required timeframe (Quarterly)? Real Time Information reporting done on time?	

Names of persons carrying out the check:

....

Signatures:

....

Date check undertaken:

.....

Annexe A – Transaction Checklist

Payments Checks

Item for checking	Order approved by PC	Invoice agrees with the order	Payment within approved budget	Included on the Payment Schedule	Invoice entered correctly in the Cash Book	Payment on bank statement
	Date & Minute Reference	Yes / No	Yes / No	Date & Minute Reference	Yes / No	Yes / No

Receipts Checks

Item for checking	Receipt Reported to Council	Receipt agrees with remittance slip or invoice	Receipt entered correctly in the Cash Book	Receipt on bank statement
	Date & Minute Reference	Yes / No	Yes / No	Yes / No

Internal Financial Control Policy for Bladon Parish Council

Introduction

The purpose of this policy is to outline and establish the internal financial controls within Bladon Parish Council. The policy aims to ensure the proper management of the council's financial resources, safeguard its assets, and promote accountability and transparency in all financial dealings.

This policy applies to all members of the parish council, including councillors, employees, and any individuals acting on behalf of the council. It covers all financial transactions, including but not limited to budgeting, expenditure, income, banking, and financial reporting.

Responsibilities

Parish Council

The parish council holds ultimate responsibility for the financial management of the council. It is accountable for:

- Approving the annual budget
- Ensuring adherence to financial policies and procedures
- Reviewing periodic financial reports and statements
- Appointing an independent auditor

Clerk/RFO (Responsible Financial Officer)

The Clerk, acting as the RFO, is responsible for:

- Maintaining accurate financial records
- Preparing the annual budget
- Monitoring expenditure against the budget
- Authorising and recording all financial transactions
- Preparing and presenting financial reports to the parish council
- Ensuring compliance with statutory financial regulations

Budgeting and Financial Planning

Annual Budget

The parish council shall prepare an annual budget, reflecting anticipated income and expenditure for the forthcoming year. The budget will be reviewed and approved by the full council before the start of the financial year.

Financial Planning

Financial planning shall be aligned with the council's strategic objectives. The council shall consider long-term financial sustainability and make provisions for reserves and contingencies.

Income Management

Receipts

All income received by the council shall be recorded promptly and accurately. Receipts shall be issued for all cash received.

Banking

All income shall be deposited into the council's bank account. Bank deposits shall be made regularly, and no funds shall be retained as petty cash beyond the agreed limit.

Expenditure Management

Authorisation of Expenditure

All expenditure shall be authorised in accordance with the council's approved budget. No expenditure shall be incurred without prior approval from the parish council or designated authority.

Payments

Payments shall be made by electronic transfer, cheque or other agreed methods. All payments shall be supported by invoices or receipts and approved by authorised signatories.

Banking Arrangements

Bank Accounts

The council shall maintain bank accounts in its name, ensuring the separation of council funds from personal accounts. Bank accounts shall be reconciled quarterly and reviewed by the council.

Signatories

All bank accounts shall have at least two authorised signatories. Signatories shall not authorise payments to themselves. All transactions will be authorised in accordance with the Council's Financial Regulations.

Financial Reporting

Quarterly Reports

The Clerk/RFO shall present quarterly financial reports to the parish council, detailing income, expenditure, and budget variances.

Annual Report

The Clerk/RFO shall prepare an annual financial report, summarising the council's financial performance and position. This report shall be reviewed and approved by the parish council and made available to the public.

Internal Controls

Segregation of Duties

To prevent fraud and errors, financial responsibilities shall be divided among different individuals. No single person shall control all aspects of any significant financial transaction.

Audit and Review

A member of Bladon Parish Council shall conduct an internal financial process review at least twice annually—in October and April/May, aligning with the year-end. This review will be performed using the Internal Finance Control Checklist to ensure thorough and consistent evaluation.

The council shall appoint an independent auditor to conduct an annual audit of its financial statements and processes. The results of the audit shall be reviewed by the council, and any recommendations shall be implemented promptly.

Compliance and Review

Statutory Compliance

The council shall comply with all relevant statutory and regulatory requirements governing local government finance. The Clerk/RFO shall stay informed of changes in legislation and ensure the council's compliance.

Policy Review

This policy shall be reviewed annually by the parish council to ensure its continued relevance and effectiveness. Any amendments shall be approved by the council and documented.

Bladon Parish Council: Information Technology (IT) Policy

1. Introduction

Bladon Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Bladon Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email accounts

Bladon Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Bladon Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Bladon Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Bladon Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Bladon Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links

8. Password and account security

Bladon Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote work

Mobile devices provided by Bladon Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Bladon Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

Bladon Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk

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All staff and councillors are responsible for the safety and security of Bladon Parish Council's IT and email systems. By adhering to this IT and Email Policy, Bladon Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Name:

Role:

Date:

Signature:

Adopted by Bladon Parish Council 15/01/2026

Next review due: January 2027 [annually]

Contact: clerk@bladon-pc.gov.uk