

Woodhouse Parish Council Chair's Annual Report

It is with great pleasure that I can present the annual report for Woodhouse Parish Council and The King George's Field Charity.

Woodhouse Parish Council

We were pleased to welcome a new councillor, Tara Wood, to our team. I would like to take this opportunity in thanking all our Councillors for their dedication and hard work during the year. Each and every one of you put in such a lot of work.

Here are some of the projects we have completed and worked on over the last 12 months:

We have been actively working with Leicestershire County Council and Buzzing Routes on the refurbishment of the windmill at Broombriggs, which included a resident survey conducted in Woodhouse and Woodhouse Eaves.

One significant development has been the introduction of no-waiting-at-any-time restrictions on sections of roads in Woodhouse Eaves, particularly on Woodhouse Lane near the entrance to the Outwood's Country Park car park. These measures aim to enhance road safety and traffic management.

We decided that it would be beneficial to hold Parish meetings in Woodhouse as well as Woodhouse Eaves. These meetings are held at Woodhouse Community Hall in March, July, and November to ensure accessibility and engagement with all of the community.

We are working on a traffic calming project in Woodhouse with Cllr Taylor and Leicestershire Police. This has progressed well with a Mobile Police Speed Camera Van enforcement playing a key role in improving road safety and the white lines in the road being freshly painted.

A new Union Jack flag has been installed on the flagpole at the Village Hall.

We are delighted to have become a partner for Charnwood Forest Geopark. As part of this initiative, an information display board will be placed at Forest Rock Cave, and an information tower will be installed within the grounds of King George Field.

We have maintained regular dialogue with MOD Garats Hay, receiving valuable updates on the Afghan Relocation project. Our gratitude extends to the staff involved in Operation Lazurite for their dedication and informative sessions.

Community enhancements included the installation of a Christmas tree on Tuckett Road Green and the refurbishment of noticeboards in both Woodhouse and Woodhouse Eaves.

Additionally, the Parish Council has made a strategic decision to transition its website domain from .org to .gov, resulting in updating the staff email addresses.

To address flooding concerns, ditches along Maplewell Road are being inspected prior to clearance.

We are undertaking a review of the Neighbourhood Plan, securing a grant from Locality to fund the associated costs.

Grants Awarded

Over the past 12 months, the Parish Council has provided financial support for various community initiatives, including:

- A CPR and Defibrillator training course by East Midlands Ambulance Service at the Village Hall.
- Community Café funding to cover hall hire costs for the year.
- Hall hire for St Mary's Roman Catholic congregation's community walk with Garats Hay residents.

- Publicity and hall hire costs for the Horticultural Show.

Charity Activities

When it comes to King George's Field Charity, we are delighted to share the latest updates over the past year.

A long-standing project of creating a village green in Woodhouse Eaves is now underway and should be completed by the end of April. We hope this space will become a central spot for the community.

Other works which have taken place are:

- The installation of three new benches along the K6 footpath.
- Acoustic panels fitted in the Youth and Community Hall to improve sound quality.
- Major drainage works undertaken on King George Field to prevent flooding.
- A tree guard placed around the Elm tree in memory of those lost to COVID-19.
- Construction of a new storage garage along the K6 footpath in preparation for the refurbishment of the Pavilion.
- Addressing subsidence issues at the Village Hall/KGV Hall, including the re-rendering of exterior walls.
- Refurbishment of the Village Hall foyer floor and the KGV floor.
- Installation of new hand dryers in the KGV and Village Hall toilets.
- Renewal of the contract with Woodhouse Imperial Football Club for another year.
- Integration of the heating system in KGV and the Village Hall with the Planyo booking system, ensuring that halls are adequately warmed for users.
- The creation of the Village Green to enhance communal spaces for residents.

I am sure you will understand that all of these matters could not be dealt with without the support and commitment of our staff Emma our Clerk, Emily our Finance Officer, Alan our Facilities Officer and Jan our Bookings Administrator to whom I on behalf of the Council and the community say a very big thank you.

We should remember and say thanks to the many volunteers who give their time to keeping our Parish its great place to live that it is. The work they do is extensive e.g. from litter picking, allotment management – tree inspections. Etc. etc. on behalf of the community a big thank you to all of you.

And finally,

My thanks to Deborha Taylor, County Councillor and David Snartt, Borough Councillor who regularly attend our parish meetings bringing their experience and knowledge to our proceedings and assisting with on projects valuable to the Parish Council.

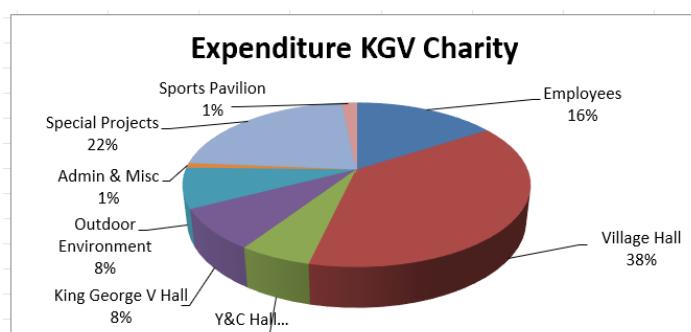
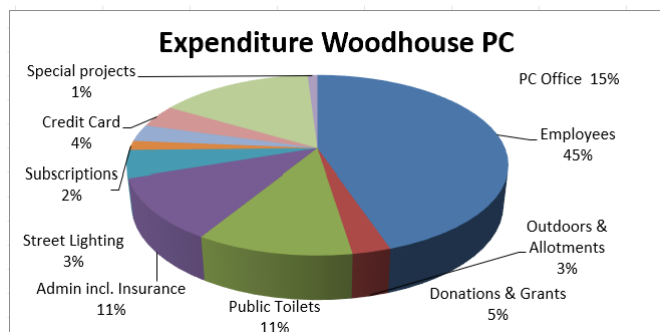
Peter Ince, Chair 2024-2025

Annual Financial Report 2024/25

These figures are to 22nd February 2025 and the current combined bank balance is £148,490. In order to achieve its ambitions, the Parish Council has agreed to set its precept (part of the Council Tax) for 2025/26 at £102507. This represents an increase of 4.8% to residents based on a Band D property (an increase of £4.67 per year or 9p per week). The increase is to maintain and improve the assets of the village: the 3 village halls, sports pavilion, field, play area & new village green.

The following is a summary of the unaudited accounts for Woodhouse Parish Council and King George's Field Charity. This shows income and expenditure for 2024/25 and includes the sum of £97812 raised as part of the Council Tax for 2024/25.

Area	Income	Expenditure
Administration (incl. staff costs & insurance)	100746	44256
Public Toilets	0	5071
Open Spaces (incl. allotments & street lights)	1720	10288
Donations & Grants (S106)	7000	2206
Parish Council Office	7040	7040
Special Projects (incl.garage, field drain, hall floors)	0	21793
Village Hall (incl.rendering)	28269	36187
KGV Hall	13567	7821
Y&C Hall	5670	5507
VH House	11300	363
Sports Pavilion	0	1561
Total	175312	142093



Emily Rowley, Responsible Financial Officer

www.woodhouseparishcouncil.gov.uk

Email: clerk@woodhouseparishcouncil.gov.uk

**KING GEORGES FIELD CHARITY
BALANCE SHEET AT 31 MARCH 2025**

2023/2024			2024/2025	
	3,067,137	LONG TERM FIXED ASSETS		3,067,137
8131.32	33,125.11	CURRENT ASSETS	11,633.33	40,229.91
1741.66		Debtors	3006.22	
23252.13		Payments in Advance	<u>25590.36</u>	
		Cash in Hand		
		TOTAL ASSETS		
250.00		CURRENT LIABILITIES	400.00	
		Creditors		
		TOTAL LIABILITIES		
	<u>250.00</u>	NET CURRENT ASSETS		<u>400.00</u>
	32,875.11	Represented by Fund Balance		39,829.91

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

Approved by Woodhouse Parish Council, as Sole Trustee, on

Signed Chairman

Signed Responsible Financial Officer

**KING GEORGES FIELD CHARITY
SUPPORTING NOTES FOR BALANCE SHEET 31 MARCH 2025**

1. LONG TERM FIXED ASSETS

ITEM	Insurance Value in 2023	Sum Insured in 2024
Village Hall, VH House & King George V Hall	2,135,618	2,642,186
Playground Equipment	142,495	172,702
Hall Contents – chairs, tables, etc	47,788	57,918
Youth & Community Hall	427,200	528,531
Other – ground surfaces	36,260	43,946
KGV Field oak gates, walls & fences	30,000	36,000
Grounds Equipment – mowers & machinery	29,882	36,216
Sports Pavilion	190,964	236,259
Sports Equipment – football goals, cricket screen	15,000	18,000
Garage	6468	8001
Storage Unit	4745	5870
Timber Shed	717	886
TOTAL	<u>£3,067,137</u>	

NOTES:

- 1) New Youth & Community Hall built & opened September 2023

2. **DEBTS OUTSTANDING**
At year-end, a VAT refund of £9156.29 is due. Also, debts of £1777 are due, comprising of invoices mostly less than 3 months old in respect of Village Hall and KGV Hall lettings for the last quarter of the financial year. Also, ground rent for the car park and tennis courts is also outstanding.
3. **ADVERTISING AND PUBLICITY**
As at 31 March 2025 there were no funds used for advertising and publicity.
4. **OUTSTANDING LOANS**
None
5. **CAPITAL RESERVE**
No Capital Reserve Fund is held.
6. **EARMARKED RESERVES**
£28,547 of earmarked reserves has been spent on landscaping & decking.
7. **BORROWINGS**
At 31 March 2025 there were no loans outstanding to the Charity.
8. **LEASES**
No current leases in operation.
9. **TENANCIES**
A tenancy agreement for the rental of the Village Hall House continues at £1250 per month.
10. **AGENCY WORK**
The Council has undertaken no agency work on behalf of other authorities.
11. **PENSIONS** – paid by Woodhouse Parish Council.
12. **CONTINGENT LIABILITIES** - There are no liabilities other than those referred to under the heading 'Creditors'.

KING GEORGES FIELD CHARITY
CUMULATIVE FUND BALANCE 2024 - 2025

Opening Fund Balance at 1 April 2024	32,875.11
Income 2024-2025	142,252.66
TOTAL	175,127.77
Expenditure 2024-2025	135,297.86
Fund Balance at 31 March 2025	39,829.91

KING GEORGES FIELD CHARITY

INCOME AND EXPENDITURE YEAR ENDED 31 MARCH 2025

2023/2024		2024/2025
	INCOME	
9468.00	VH House Rental	13800.00
24,823.29	Village Hall Lettings	30,223.18
3794.42	Youth & Community Hall Lettings	6063.69
15,716.58	King George V Hall Lettings	16,909.90
0.00	Car Park	200.00
7200.00	PC Office Rent	7680.00
2240.00	Sports Field	1883.89
143,006.56	Grant Aid / Contributions / Donations	22138.00
1176.00	Miscellaneous – seven trent water leak refund & VH rendering insurance claim	3149.00
66,833.48	Subsidiary payment from council	40,547.00
	Total	142,594.66
	EXPENDITURE	
17,483.00	Administration – salaries, planyo, audit, stripe & bank charges	18,448.34
9346.96	Special Items – garage, drainage, tennis courts,soundboards	16,511.50
290,313.02	Youth & Community Hall Project / Village Green	30,000.00
	Running Costs	
30,955.30	Village Hall	42,115.42
7785.38	Youth & Community Hall	6243.85
7882.24	King George V Hall	11,152.36
1726.04	VH House	590.23
2480.39	Sports Pavilion	2094.56
11,652.47	Parks & Open Spaces – tree works, handyman, grounds maintenance	8106.61
326.47	Miscellaneous & Subscriptions – website video tour, keys, batteries, skip	34.99
379,951.27	Total	135,297.86
-105,692.94	Income minus expenditure	7296.80

Name of Authority:	King George's Field Charity - Woodhouse Eaves		
Report Author:	Keith Read	Year ending:	31 March 2025
Date audit carried out:	12 May 2025 to 02 June 2025	Date of report:	02 June 2025

The information contained within this report is based on scrutiny as part of a parish council independent audit. LRALC will provide no further correspondence relating to this report and won't get involved in any communication with the Charity Commission.

To the Chair of King George's Field Charity - Woodhouse Eaves – Charity no. 1087237

In accordance with the terms of my engagement I have undertaken a review of the King George's Field Charity - Woodhouse Eave's records, policies and procedures for the financial year ending 31st March 2025 as part of a wider internal audit for Woodhouse Parish Council.

The exercise was compiled following independent tests/checks being undertaken using various financial records, documents, agendas, minutes etc both through the official website and during a meeting with your Clerk Emma Crowe and RFO Emily Rowley on 15th May 2025.

LRALC
Internal Audit Service

The following topics were reviewed with the following outcomes and audit trails:

- The King George's Field, Woodhouse Eaves, is a registered charity [no. 1087237] for which the Parish Council is the sole corporate trustee. It is named after King George V and is one of many playing fields established as a national memorial after the King's death in 1936. The area covered by the charity runs from Main Street down to the end of the playing field - and all the property that sits on the land. There are two monthly meetings, one each for the Parish Council and Charity; and two separate bank accounts. Minutes can be found alongside parish council minutes on the website.
- Income for the charity comes mainly from lettings fees for users of the field and all the buildings. Both income streams (PC and Charity) can be supplemented by grants and donations. The charity has no reserves as income never covers expenditure. The Parish Council transfers an annual sum to the charity accounts to help it to cover its costs.
- Checks showed that meetings are correctly called, see agendas 13/05/24, 03/06/24, 01/07/24, 02/09/24, 30/09/24 (EOM), 07/10/24, 04/11/24, 02/12/24, 03/02/25 & 03/03/25 and are supported by additional documents where appropriate. Scan of minutes covering the same dates as agendas did not reveal anything unusual. It is normal practice for the King George's Field Charity meetings to take place immediately following the Parish Council meeting.
- The minutes are signed off by the Chair at the next meeting and the signed copies are retained. The signing and approving of the minutes are minuted at the following meeting.
- The Chair and Vice Chair for the charity are as per the Parish Council and their election took place at the annual PC meeting on 13/05/24 under items 24/1 and 24/2.
- All details were satisfactorily recorded in the financial accounts and duly covered in minutes, and all appeared to be in order.
- This Charity/Parish Council has a separate RFO in Emily Rowley who is responsible for all financial matters for both the Charity and the Parish Council.

- Payments in the accounts/ledger were generally covered by invoices which were correctly authorised at the relevant Trust meetings and well documented in the minutes i.e. minutes 08/04/24 item 5b and 02/12/24 item 5b which are authorised and listed as a series of payments to be made.
- Financial reports and bank reconciliation details were presented to the Trust for each meeting, all items are minuted i.e. minutes of 08/04/24 item 5a and 02/12/24 item 5a and bank reconciliation, with all payments listed. The financial reports are also available on the website.
- Transactions/payments are made by BACS by the RFO although the RFO does have a cheque book should it be required.
- All payments are either previously approved or delegated expenditure and are all recorded in the minutes and supporting accounts documents and bank reconciliation.
- Year-end bank reconciliation and accounts for 2023-2024 was reviewed and unanimously accepted at annual meeting 13/05/24 under item 6.
- All payments are duly listed and approved at full Trustees meetings and are duly minuted and listed. The Charity uses Unity Trust Bank which works with two-person online approval of payments making the process easier and more secure. Payments are prepared and loaded online for approval by the designated Councillors to review and approve.
- There is evidence of adequate internal controls and records of invoices.
- There is good evidence of recording and detailing of VAT and the applicable reclaiming of VAT as can be seen in the minutes.
- Risk Management is covered under two separate risk assessments or RA's. There is a Fire RA which covers the three main village hall buildings owned by the Charity and managed by the PC. • The second RA is referred to as the Finance RA, but its full title is 'Woodhouse Parish Council & King George Charity Risk Assessment', this is based on a High/Medium/Low risk matrix and seems suitable for the needs of the PC and Charity.
- Both Public Liability and Employers Liability insurance was placed with Clear Councils (Clear Insurance Management - broker) for the 2024-25 year on a 3-year deal covering both the Parish Council and the Charity which was approved at the EOM on 30/09/24 item 24/69, cover starts from 01.10.24. Insurance cover is split 75% to Charity and 25% to PC. The policies are with Aviva and seem adequate to cover the needs and responsibilities of the PC and the Charity.
- The PC/charity obtains quotes for appropriate works. When looking to renew the PC insurance cover they received a 3 year rate from Clear Council and despite attempts to get alternative quotes from Came and Company and Gallagher these were not forthcoming (noted as item 8 in Finance Committee minutes 24/09/24 to it was agreed to call an Extra Ordinary meeting on 30/09/24 to propose accepting the Clear Council quote, this was duly approved. There was further evidence and another good example of the tendering process, in this case for a three-year Grounds Maintenance Contract where three companies (Roma Landscapes, Shed Grounds Maintenance and NH Horticultural Services) formerly tendered in writing which were presented to the PC for consideration before the contract was awarded to NH Horticultural Services and duly minuted.
- There are formal play areas with play equipment and sports pitches managed by the Charity and PC. There is an inspection report by The Play Inspection Company dated 07/10/24 which is extremely well detailed and utilises a risk assessment to help assess risk for each area or piece of equipment which resulted in a 'Low Risk' or 'Very Low Risk' rating. This covered in the Facilities Officer's report together with any works carried out.

LRALC
Internal Audit Service

- The RFO monitors spend and budget and reports back to the Trustees at every meeting supported by bank accounts and bank reconciliation. There are copies available on the website and the Auditor has viewed these with no concerns.
- The Charity income comes from a variety of sources such as village hall lettings, sports clubs, annexe lettings, King George V Hall, VH house rental, PC office rent and occasional donations and grants. • All salaries are recorded as required in the ledger and is managed by DCK Payroll Solutions, all salary payments are covered and minuted.
- Quarterly payments to HMRC witnessed in the bank reconciliation ledger/accounts and are minuted. • There is an Asset register on the website which also forms part of the balance sheet. Asset value as at 31/03/24 was £3,067,137.
- There is a Finance Committee which supports both the Charity and the Parish Council and meets at least three times per year (minuted) and makes recommendations to full Council and Charity. There was strong evidence of a financial trail through records and on the website.
- On the sample payments taken there was good evidence of control with all being approved and minuted and paid accordingly. Examples included (but not exhaustive) Dusters Cleaners, Resonics, Birstall Garden & Leisure and Roma Landscapes.
- Checks carried out on financial records, agendas and minutes for Trustees and the Finance Committee demonstrated good financial control and from the evidence viewed showed good financial management for the Charity.

The following were displayed/published and available on the website:

- End of year accounts.
- Internal Audit Reports.
- External Audit Reports
- Asset Register.
- Agendas and minutes of meetings.
- The website is regularly updated and maintained.
- Various policies and procedures are available on the website and easy to find.
- Supporting financial reports, bank reconciliations, etc are sent out to Trustees with the agenda and are always minuted and available on the website or from contacting the RFO or Clerk.
- The Parish Council is sole trustee for the King George's Field Charity (Charity No. 1087237), a Trustees meeting (made up of the Parish Councillors) is held after every PC meeting has closed, plus additional Extra Ordinary Meetings (EOM) as required.
- The PC and Charity are also supported by the Finance Committee who meet three times a year to consider all financial matter for both bodies. There are separate accounts, agendas and minutes for the Charity which are all recorded and available on the website.
- At year end the Charity had a carry forward figure of £39,830.
- Charity Commission Annual Return and Trustees Annual Report and Accounts 2024 - confirmation of receipt CRM:0523082 from the Charity Commission.
- The Charity is correctly registered with the Charity Commission, originally registered on 29th June 2001. Financial report was received on time.
- Conveyance dated 18th March 1937, and Deed of Dedication dated 12th May 1938 with the objective of providing a recreation and playing field, to be preserved in perpetuity as a memorial to King George V, under the provisions of The King George's Field Foundation for which the PC and Trustees are acting in accordance with.

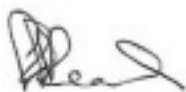


LRALC
Internal Audit Service

- The PC is internally audited by LRALC and also externally audited by Moore and annual accounts are submitted to the Charity Commission.
- The current website provider Cuttlefish have a backup process in place and the Clerk and RFO have cloud and stick backup as well as anti-virus protection.
- Arrangements for public inspection of Council and Charity records is covered under the Freedom of Information Act for which there is a policy in place. The public has access to all records on the PC or CBC websites and can contact the Clerk or RFO if any clarification is required.
- The PC and Charity have an excellent team of employees, Councillors, committee members, wardens and helpers who all help to manage this busy community.
- Members interests are declared and minuted at each meeting and if applicable then they are excluded from participation and voting. There was evidence of conflicting members interests or exclusions in the minutes viewed and these were correctly identified. It is good practice to then minute that they did not take part in the discussion or vote.
- Agendas are correctly signed, informative and displayed and are backed up with supporting documents if/where required.
- All minutes are declared as "DRAFT" until signed by the Chair at the next meeting, it is the unsigned draft documents that are posted on the website, the Clerk & RFO keep the signed copies.

In conclusion, King George's Field Charity - Woodhouse Eaves has 9 Trustees made up from the Parish Councillors and between them employ four members of staff, Emma Crowe who is the Clerk, Emily Rowley who is the Responsible Financial Officer, a Facilities Officer and a Bookings Administrator. I would like to thank Clerk Emma Crowe and RFO Emily Rowley for their valuable support throughout this auditing process and the Clerk, RFO and Trustees have worked well together to ensure proper control and governance of the charity. After detailed testing of evidence and discussions with the Clerk and RFO I am satisfied that the charity is operating sound policies and procedures in order to fulfil their objectives and the duties required of them.

Yours sincerely,



LRALC

Internal Audit Service Keith Read

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