

**Blackbird Leys Parish Council**  
**Statement of Variance for the Year Ending 31 March 2024**

| <b>Receipts and Payments Account</b> |   |                  |
|--------------------------------------|---|------------------|
| Yr 2022-23                           | Receipts  | Yr 2023-24       |
| <b>£54,389</b>                       | <b>Precept</b>  | <b>£54,389</b>   |
|                                      | There was no increase in the precept request for 2023-24  |                  |
| <b>£3,678</b>                        | <b>CIL</b>  | <b>£34,043</b>   |
|                                      | There were two payments of CIL fund money 2022-23<br>There were two payments of CIL Fund money for 2023-24,<br>21/02503/FUL - The Bungalow, Garsington Rd<br>22/00949/FUL Gas Holder Station, Watlington Rd |                  |
| <b>£1,430.48</b>                     | <b>Other Income</b>   | <b>£6,963</b>    |
| £132.00                              | Refund OALC Training Course - non attendance  | £0.00            |
| £285.00                              | County Councillor Fund - Jubilee  | £0.00            |
| £1,000.00                            | Catalyst donation for Jubilee and Christmas event   | £0.00            |
| £13.48                               | Refund from the clerk on wages overpayment  | £0.00            |
| £0.00                                | Oxford City Council Events Grant  | £250.00          |
| £0.00                                | Leys Fete Raffle  | £60.00           |
| £0.00                                | Leys Fete Income  | £297.00          |
| £0.00                                | Meet Santa Income   | £212.00          |
| £0.00                                | Vat Return  | £6,144.49        |
| <b>£59,497.00</b>                    | <b>Total Receipts</b>   | <b>£41,006</b>   |
| Yr 2022-23                           | Payments  | Yr 2023-24       |
| <b>£25,667</b>                       | <b>Staff Costs, Chairman's Allowance, HMRC &amp; Pension.</b>   | <b>£29,163</b>   |
|                                      | There are been a significant increase in the payments made to the HMRC, this figure was calculated by the HMRC and taken via direct debit.  |                  |
| £17,965.15                           | The clerks' working hours are 25 hours per week.  | £18,482.72       |
| £2,937.38                            | Payments to the HMRC were made.   | £5,809.37        |
| £4,764.96                            | The Clerk Pension was paid  | £4,871.17        |
| <b>£340.80</b>                       | <b>Hall Hire</b>  | <b>£951.70</b>   |
|                                      | Due to the community centre being rebuilt the parish council has had to find a new venue to hold its meetings.  |                  |
| £340.80                              | Cost to hire the Jack Agent room.   | £164.20          |
|                                      | Cost to hire the Bowls Club.  | £787.50          |
| <b>£749.67</b>                       | <b>Insurance</b>  | <b>£764.96</b>   |
|                                      | This is the annual cost for insurance for 2023 - 2024, there were no claims and we remained with our current provider.  |                  |
| <b>£2,461.57</b>                     | <b>Memberships</b>  | <b>£2,286.68</b> |
| <b>£2,227.57</b>                     | <b>Oxford Association of Local Councils</b>   | <b>£2,175.68</b> |
|                                      | Provide essential support and guidance for the parish council and run training sessions at a reduced rate for members.  |                  |
| £234.00                              | <b>SLCC Annual Membership</b>   | £111.00          |
|                                      | SLCC membership cost  |                  |
|                                      | This is the annual cost for the Society of Local Council Clerk, they provide essential resource and advice for the clerk on all topics to do with the parish council.                                       |                  |
| <b>£40.00</b>                        | <b>Information Commissioner Fee</b>   | <b>£40.00</b>    |
|                                      | It is a statutory requirement to obtain this certificate annually.  |                  |
| <b>£590.00</b>                       | <b>Audit Fee</b>  | <b>£753.00</b>   |
| £230.00                              | We receive an invoice from our internal auditor with a late submission charge due to a staffing issue.  | £375.00          |
| £360.00                              | We received an annual invoice from our external auditor.  | £378.00          |
| <b>£622.42</b>                       | <b>Equipment (not budgeted for).</b>  | <b>£0.00</b>     |
|                                      | There was no equipment purchased this year.   |                  |
| £138.42                              | Locum Clerk fee to attend to cover the Clerk  |                  |
| £0.00                                | Cat 5 cable required so the old laptop can connect to the internet.   |                  |
| £115.00                              | Desk for the clerk  |                  |
| £369.00                              | Laptop of the clerk   |                  |

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|                  |   |                  |
|------------------|---|------------------|
| <b>£143.19</b>   | <b>Printing Costs</b>   | <b>£57.30</b>    |
|                  | The new printer is more cost effective.   |                  |
| £100.20          | The clerks printer cost with the new printer  | £57.30           |
| £42.99           | This is the cost of ink for a councillor who prints the notices for the noticeboards.   |                  |
| <b>£0.00</b>     | <b>Postage</b>  | <b>£0.00</b>     |
|                  | No postage cost   |                  |
| <b>£84.00</b>    | <b>Telephone</b>  | <b>£154.64</b>   |
| £84.00           | Up front initial cost of the mobile phone handset billed March  |                  |
|                  | The annual cost of the mobile phone contract  | £150.00          |
| <b>£36.08</b>    | <b>Stationery</b>   | <b>£60.50</b>    |
|                  | Extra paper was needed to maintain the noticeboards in 2023-24.   |                  |
|                  | The clerk purchased plastic wallets, pens, post it notes and paper.   |                  |
| <b>£846.99</b>   | <b>Training</b>   | <b>£1,034.00</b> |
|                  | There are more councillors attending training in 2023-24 year than the previous year.   |                  |
| £396.00          | The parish council resolved that all councillors should attend the 'Roles and Responsibilities' course as a baseline. As most of the councillors had received this training last year there was less of a cost this year.   | £528.00          |
| £138.99          | Copy of the Arnold Baker was purchased  |                  |
| £132.00          | A councillor attended 'Chairmanship' training.  |                  |
| £66.00           | A councillor attended 'Internal Controls' training.   |                  |
| £66.00           | A councillor attended 'Conduct Issues & Employee Relations' training.   |                  |
| £48.00           | The council was charged a late payment fee by the OALC.   |                  |
| £0.00            | A councillor has enrolled to do their Certificate in Town Planning.   | £110.00          |
| £0.00            | Councillors on the planning committee attended planning training.   | £396.00          |
| <b>£553.85</b>   | <b>Email Addresses</b>  | <b>£799.48</b>   |
| 60.04            | The renewal of the .GOV email address was paid.   |                  |
| £493.81          | The cost of 11 parish council email addresses from Oct 2022- June 2023 at a cost of £37.41 per mail box.  |                  |
|                  | The cost of 12 parish council email addresses from June 2023- June 2024 at a cost of £55. per mail box.   | £799.48          |
| <b>£3,339.67</b> | <b>CIL Fund</b>   | <b>£328.80</b>   |
|                  | There were less requests for items to be payment via the CIL fund for 2023-24.  |                  |
| £136.80          | Annual cost for the website host account with Wix, without the discount   | £136.80          |
| £545.92          | Repairing of the noticeboards.  | £0.00            |
| £196.80          | 2 Year renewal of the website domain name.  | £0.00            |
| £2,348.40        | The council resolved to donate outside furniture for the flats at Linnet Close, the items were a bird house, a bug hotel, a planter and a bench. This items were made by RAW and gifted to the tenants by the parish council.<br><br>This is the first payment and 50% of the total cost.<br>(FC00101/21) | £0.00            |
| £111.75          | The website provider took the renewal fee of the old website from a former councillors, this cost was reimburse.  | £0.00            |
| £0.00            | A defibrillator battery was purchased   | £192.00          |
| <b>£374.99</b>   | <b>Subscriptions</b>  | <b>£199.00</b>   |
|                  | The only subscription purchased for 2023-24 was Dropbox.  | £199.00          |
| £199.00          | Purchase of business Dropbox to storage documents.  | £0.00            |
| £79.99           | Purchase of Office 365  | £0.00            |
| £96.00           | Purchase of Prime   | £0.00            |

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|                   |   |                   |
|-------------------|---|-------------------|
| <b>£5,867.15</b>  | <b>Events</b>   | <b>£2,137.78</b>  |
|                   | The parish council co hosted 2 events in 2023-24, the Leys Festival the summer 2023, and also a Meet Santa in December 2023 for the children on the estate.   |                   |
|                   | The parish council held 4 events this year a Jubilee party, Leys Fete, Meet Santa and a cost of living day.   |                   |
| <b>£12,750.00</b> | <b>Grants</b>   | <b>£6,750.00</b>  |
|                   | The grant policy was revised as the same community groups were being awarded most of the grant allocation, and new groups were being overlooked. As the maximum award for a large grant was £5,000 per application, it was considered this was not proportionate to the amount of precept or level of local government that the parish council works at. The council lowered the maximum award to £2,500 for large grant awards, to support more groups.<br><br>The large grants are still run annually but now paid in two instalments, 70% in April and the remaining 30% in September on receipt of a satisfactory monitoring form. Applicants can now only reapply if they submit an evaluation report, updating on the success of the project. |                   |
|                   | It was resolved to cease paying large grants awards 30th May 2023 (FC031/23), the second instalment of the large grants already awarded was paid.   | £4,250.00         |
|                   | A small grant awarding scheme for up to £500 was set-up. This is open all year round and paid in one instalment, with an evaluation report required at the end of the project to be eligible to reapply, this is hoped to encourage smaller projects.   | £2,500.00         |
| <b>£243.80</b>    | <b>Historical Grants</b>  | <b>£0.00</b>      |
| £243.80           | The Credit Union on the estate closed, this was a service used by many including local groups. This meant some did not have a functioning bank account so their grant award could not be paid. The council resolved to pay the rent directly to the City Council while another bank account was obtained, this was slowed down due to the pandemic. (FC0049/21 iii)   |                   |
| <b>£143.00</b>    | <b>Bank Charges</b>   | <b>£108.00</b>    |
| £72.00            | There is a £6 per month service charge as a quarterly charge.   | £72.00            |
| £0.19             | There was also debit interest of 19p added this financial year.   | £0.00             |
| £50.00            | The fee to set up a multi card.   | £0.00             |
| £21.00            | There is a £3 per month fee for the multi card.   | £36.00            |
| <b>£0.00</b>      | <b>Expenses</b>   | <b>£91.68</b>     |
|                   | Screens were purchased as a partition for parish council meetings.  | £53.98            |
|                   | Light refreshments for the Annual meeting   | £17.75            |
|                   | Light refreshments for the Christmas meeting.   | £14.30            |
|                   | The clerk claimed mileage to attend additional meetings   | £23.40            |
| <b>£0.00</b>      | <b>Planning Consultant</b>  | <b>£7,620.00</b>  |
|                   | The parish council appointed an independent consultant to review the regeneration planning application and advise what was in the communities best interest.  |                   |
|                   | 4 days @£750 + vat for advice on the Blackbird Leys District Centre planning application  | £3,600.00         |
|                   | 2 days @£750 + vat for advice on the Blackbird Leys District Centre planning application  | £1,860.00         |
|                   | 1.5 days @ £750 for advice on the Blackbird Leys District Centre planning application   | £1,380.00         |
|                   | 1 day @ £650 + vat day for drafting representations on Oxford Local Plan 2040   | £780.00           |
|                   | <b>Travel</b>   |                   |
|                   | Travel to Witney for Planning Training  | £36.40            |
|                   | Travel to Garsington PC for a meeting   | £44.80            |
| <b>£29,199.00</b> |   | <b>£24,236.47</b> |

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| Supporting Statement to the Receipt and Payment Account for the<br>Year Ending 31 March 2024 |   |            |
|--|---|------------|
| <b>Bank Account</b>  |   |            |
| Yr 2022-23   |   | Yr 2024-25 |
| £47,827  | Bank Account Balance 1 April 2024                     | £52,464    |
| £59,497  | Total Receipts  | £95,395    |
| £54,860  | Total Payments  | £53,400    |
| £52,464  | Total Holdings  | £94,459    |
| <b>CIL Fund</b>  |   |            |
| Yr 2022-23   |   | Yr 2023-24 |
| £3,677.69  | Total CIL Income                                      | £34,042.92 |
| £3,339.67  | Total Expenditure                                     | £192.00    |
| £17,268.00   | Balance   | £51,119.00 |
| <b>Reserves</b>  |   |            |
| Yr 2022-23   |   | Yr 2022-23 |
| £5,990   | 3 months running costs.                               | £5,990     |
| <b>Available Funds</b>   |   |            |
| Yr 2022-23   |   | Yr 2023-24 |
| £53,122.25   | Unity Trust Bank Account Balance 1 April 2024         | £94,460.59 |
| £657.67  | Less Unpresented cheques 2023-24                      | £2,133.11  |
| £17,268.00   | Less CIL Fund   | £51,119.00 |
| £5,989.87  | Less Reserves   | £5,989.87  |
| £29,207  | Total Available to Spend                              | £35,219    |
| <b>Assets</b>  |   |            |
| Yr 2022-23   |   | Yr 2023-24 |
| £318.51  | Additional Laptop purchased 11/12/2010                | £318.51    |
| £1,912.76  | Large Printer/Copier purchased 29/03/2011             | £1,912.76  |
| £3,316.20  | 2 x Defibrillators and cases purchased 27/10/2015     | £3,316.20  |
| £4,200.00  | 3 x Memorial Garden Benches purchase 31/01/2016       | £4,200.00  |
| £228.00  | 12 x Dog Fouling signs purchased 28/06/2016           | £228.00    |
| £100.00  | 20 x 'Keep Britian Tidy' Dog Fouling signs 13/12/2016 | £100.00    |
| £1,260.00  | 3 Litter Bins purchased 13/12/2016                    | £1,260.00  |
| £10.00   | Hi - Visibility Jackets purchased 28/03/2017          | £10.00     |
| £104.45  | Sundries & Colouring Comp purchased 25/07/2017        | £104.45    |
| £174.00  | Board of Ideas purchased 05/12/2017                   | £174.00    |
| £378.00  | Clerk Laptop purchased 11/05/2018                     | £378.00    |
| £205.93  | Gazebo purchased 31/07/2019                           | £205.93    |
| £2,936.27  | 3 x Noticeboards 26/04/2019                           | £2,936.27  |
| £229.97  | Epson Workforce printer, scanner & copier 26/01/2021  | £229.97    |
| £0.00  | Clerk Laptop purchased 28/04/2022                     | £369.00    |
| £0.00  | A copy of Arnold Baker 13th Edition                   | £138.99    |
| £0.00  | Mobile phone handset                                  | £145.00    |
| £0.00  | Office desk   | £115.00    |
| £0.00  | Defibrillator battery                                 | £192.00    |
| £15,374.09   | Total Asset Value                                     | £16,334.08 |
| <b>Borrowing</b>   |   |            |
| Yr 2022-23   |   | Yr 2023-24 |
| £0.00  | The Parish Council does not have any borrowings.      | £0.00      |
| <b>Leases</b>  |   |            |
| Yr 2022-23   |   | Yr 2023-24 |
| £0.00  | The Parish Council does not have any leases.          | £0.00      |
| <b>Tenancies</b>   |   |            |
| Yr 2022-23   |   | Yr 2023-24 |
| £0.00  | The Parish Council does not have any tenancies        | £0.00      |

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| Leases     |  |            |
|------------|--|------------|
| Yr 2022-23 |  | Yr 2023-24 |
| £0.00      | The Parish Council does not have any leases. | £0.00      |

| Tenancies  |  |            |
|------------|--|------------|
| Yr 2022-23 |  | Yr 2023-24 |
| £0.00      | The Parish Council does not have any tenancies | £0.00      |

| Yr 2022-23  | LGA (1972) S137 Grants | Yr 2023-24  |
|-------------|------------------------|-------------|
| £8.41       | Allowance per elector  | £8.82       |
| 13,000      | Number electors        | 13,000      |
| £109,330.00 | Total amount available | £114,660.00 |

| Yr 2022-23 | Spent                                | Yr 2023-24 |
|------------|--------------------------------------|------------|
| £2,500.00  | Agnes Smith Advice Centre            | £2,500.00  |
| £0.00      | Blackbird Leys Adventure Playground  | £1,725.00  |
| £500.00    | Dovecote                             | £500.00    |
| £2,000.00  | Leys CDI                             | £0.00      |
| £1,750.00  | Oxford Community Action              | £0.00      |
| £2,000.00  | Oxford Play Association              | £0.00      |
| £2,000.00  | Thrive T/a Oxford Community Churches | £0.00      |
| £500.00    | Active-on-8                          | £0.00      |
| £500.00    | Oxford Mutual Aid                    | £0.00      |
| £500.00    | Oxford Science                       | £0.00      |
| £500.00    | Blackbird Leys Community Larder      | £0.00      |
| £0.00      | Oxford Hub                           | £500.00    |
| £0.00      | Syrian                               | £500.00    |
| £0.00      | Proud to be me                       | £500.00    |
| £0.00      | Bowls Club                           | £500.00    |
| £12,750.00 |                                      | £6,725.00  |

|         |                               |
|---------|-------------------------------|
| Signed: | <i>T Eposomwan</i>            |
|         | Chairman                      |
| Date:   | <i>25/06/2024</i>             |
| Signed: | <i>E Kearney</i>              |
|         | Responsible Financial Officer |
| Date:   | <i>25/06/2024</i>             |