

**Mrs Elizabeth Griffiths**  
**Chief Finance Officer**  
**West Oxfordshire District Council**

**Council Offices**  
Woodgreen  
WITNEY  
Oxfordshire OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



Mrs A Ogilvie  
Clerk of Sandford St Martin Parish Council  
Long Barn  
6 Manor Court  
Chadlington  
Oxon  
OX7 3LW

**Please ask for:** Paul Lelliott  
**Tel:** 01993 861180  
**Date:** 18 November 2022

Dear Mrs Ogilvie

**RE: PARISH PRECEPTS AND COUNCIL TAX 2023/24**

I am writing to inform your parish/town of the estimated Tax Base for the 2023/24 financial year. It is:-

137.50

The District Council is preparing its budget for the next financial year and will need to include your precept requirement for 2023/24.

The setting of the Taxbase is a complex process, which involves forecasting the impact on the Taxbase of various elements such as exemptions, discounts, Local Council Tax Support and the addition of new properties. The starting point of working out the Taxbase is to establish how many dwellings are in that parish each year. The calculation takes into account exemptions, discounts and Local Council Tax Support. It also includes the forecast on the number of new properties completing within the coming year.

Taxbase can go down by a small amount by there simply being one or two properties that have become exempt, more people receiving a reduction for living on their own or a higher adjustment to take into account eligibility for Local Council Tax Support. Where the Parish Councils / Meetings have a larger decreased amount, the major contributors can be as following:

- higher adjustment in council tax support
- increasing in number for exemption properties
- increasing in number for empty properties

Please complete the attached precept form and return it to Paul Lelliott, in Accountancy Services, WODC Accountancy Office, Woodgreen, Witney, OX28 1NB, **not later than Friday 6th January 2023**, keeping a copy for your own records. If you wish it may alternatively be sent as a scanned email attachment to [paul.elliott@publicagroup.uk](mailto:paul.elliott@publicagroup.uk).

I must emphasise that where there is **no** parish/town expenditure and therefore **no** precept requirement a NIL return is still required, and **must** be completed and returned by the above date.

I trust that this is all clear, but please do not hesitate to contact Paul Lelliott ([paul.elliott@publicagroup.uk](mailto:paul.elliott@publicagroup.uk); 01993 861180) if you have any queries.

Yours sincerely

Elizabeth Griffiths  
Chief Finance Officer

WEST OXFORDSHIRE DISTRICT COUNCIL

**Sandford St Martin Parish Council**

**PRECEPT 2023/24**

The amount required to be raised by way of Council Tax to meet the expenditure of this Town/Parish during the year 2023/24 will be:-

(Please note your total precept amount must be rounded up to the nearest £1)

1	Town/Parish general expense (Budget)	£
2	Town/Parish council election expenses	NA
3	Town/Parish precept for tax setting purpose (line 3 = line 1 + line 2)	£
4	Proposed precept 2023/24 (from line 3)	£
5	Tax base for 2023/24	137.50
6	Band D Tax - Please divide line 4 by line 5 (line 6 = line 4 / line 5)	£
7	Previous Year Band D Tax	£50.20
8	Tax rise ( line 6 – line 7) / line 7 x 100	

----- DATE -----

CLERK/CHAIRMAN

(FOR THE ATTENTION OF PAUL LELLIOTT – ACCOUNTANCY)

**PLEASE RETURN BY FRIDAY 6th JANUARY 2023**  
**THIS FORM MUST BE RETURNED EVEN FOR A NIL PRECEPT**  
**SEE COVERING LETTER FOR HOW TO RETURN**

## Sandford St Martin Parish Council

The Council's preferred method of payment is by direct BACS payment into your bank account. Please confirm the bank, branch, sort code and account number of your account and where you would like the remittance details sent.

**Account Number:**

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**Bank Name:**

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**Sort Code:**

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**Branch:**

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Remittance to :


**PLEASE RETURN BY FRIDAY 6th JANUARY 2023**  
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