

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 10 June 2021

Page *Contents*

2	Correspondence (Agenda Item 9)
3	Clamping at Cote Chapel (Agenda Item 8b)
4-8	St James Church – Grant Request (Agenda Item 11b)
9-27	Governance – Policies for Review (Agenda Item 11c)
28	Account Balances (Agenda Item 14a)
29 - 31	Clean Slate (Agenda Item 14b)
32	Revised budget for 21/22 (agenda Item 14c)
33 - 34	Clerk's Hours (Agenda Item 15)
35	Monthly (Year to Date) Financial Report – For Information

Prepared by E Anstee on 5th June 2021

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

Ltr – K Stay, Aston Brownies re Grant – 29 May 2021

All other correspondence by email.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 8b

Clamping at Cote Chapel

The trustees of the Cote Chapel are looking into innovative ways of raising funds and have asked if the Parish Council has any comments or reactions to the proposal to 'champing' in the chapel buildings during the summer.

Champing™ is the unique concept of camping overnight in historic churches, brought to the world by The Churches Conservation Trust, the national charity protecting historic churches at risk. Thousands of happy Changers have stayed in our churches and have delighted in having exclusive use of an ancient space for the night. (Champing™ - The simple concept of camping in ancient churches)

Champing : In raising the possibility, the Chapel committee is responding to suggestions from the Historic Churches Trust, who own the premises, and who advocate champing as a useful activity ; but it is not to be seen as a major enterprise, in any sense - rather, it would be a small means of giving life to otherwise unused buildings, and raising a little money to help with the costs of maintenance. The answers to your specific questions are as follows :

Numbers : not more than four or five people at one time - mostly one or two.

Length of stay : one to three nights.

Cars : only one at a time, on the verge of the lane.

Parties, loud noise : absolutely forbidden !

Facilities : there are two toilets, and two small kitchens - we would envisage using the outbuilding for the most part. Cote is actually better equipped in this respect than many churches where champing is carried on.

Income : if the activity produced no benefit it would not be worthwhile, but we do not expect it ever to be more than modest.

Having said all that, there is not much likelihood of our attempting anything at all in the way of champing this summer. We may return to the idea in 2022.

Clerk's Briefing Notes – 10 June 2021
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11a

St James Church – Grant Request – Grass Cutting

St James' Community Church Council

On behalf of St James Church, Aston, Oxfordshire.

Mrs Elaine Anstey
Clerk to the Aston, Cote, Shifford & Chimney Parish Council
Foxwood
Aston
Bampton
Oxfordshire

04th June 2021

Dear Mrs Anstey

Re: St James' Church – Grant for the Maintenance of the Churchyard - 2020

I am writing to you in regard to the maintenance of the churchyard of St James' in Aston, and to ask whether the grant, which the Parish Council has very kindly made available in the past, will be available for the costs which were incurred during 2020.

As with previous years we continue to suffer from higher running costs. This has resulted in there being a fine balancing act between our income and expenditure.

We have continued with our contractor, and he is providing us with an excellent and reliable service, charging a pay per cut fee. During 2020 we spent £616 (see accounts page 2)

With this figure in mind I would like to ask if the Parish Council would continue with a grant. Last year's grant was £720.

I am sure you will agree that keeping the graveyard tidy has an important role in the overall appearance of the Village and is important to those who have relatives buried in the graveyard.

I have included a copy of our accounts and highlighted our expenditure on the churchyard for 2018 and hope that the Parish Council will be able to continue its support for which we are very grateful.

Yours sincerely

John Ordish
Honorary Treasurer

Please address all correspondence to :
15 Woodbridge Close, Aston, Nr Bampton, Oxfordshire. OX18 2DB Tel: 01993 850 923

Clerk's Briefing Notes – 10 June 2021
Aston, Cote, Shifford and Chimney Parish Council

ANNUAL ACCOUNTS FOR ST JAMES' CHURCH, ASTON - 2020

Page 1

	2020	2019	
	£	£	£
INCOME (General Funds)			
Collections			
Collections	2379.12	2874.83	3740.46 includes baptisms
Carol service		153.94	
TOTAL Collections	2379.12		3028.77
Planned Giving			
Envelopes Gift Aid	6888.00		
Envelopes Non Gift Aid			
Direct debit		4063.00	
TOTAL Planned Giving	6888.00		4063.00
General Fund Raising			
Christmas Concert		152	
Sale		20.00	
Mary's Conv	300.00		
Fete	199.00	94.20	
Soup Lunch		531.41	
Afternoon Tea		287.50	
trail		57.00	
Quiz	126.00		
Gnomes	625.00		
General fund raising			
Christmas sale			
TOTAL Fund Raising	625.00		1142.11
Other Income			
Electric rebate		809.67	
Donations	1304.00	1215.23	
Share		565.73	
Fire rebate		100.00	
Bible donation	251.79		Visiting clergy during interegnam
Bellringers		12.50	
transfers	766.00	1761.25	
OHCT - Cycle Ride Returned		4464.38	
TOTAL Other Income	2321.79		4464.38
Interest Income			
Tax reclaimed - Gift Aid(General)	3580.25	1788.20	
TOTAL Interest Income	3580.25		1788.20
Fees Received			
Grave reservation	200		
Fee for St. Marys'	165		
Marrage and Funerals	4369	636	
TOTAL Fees Received	4734.00		636.00
TOTAL INCOME (General Funds)			15766.30
INCOME (Restricted Funds)			
Trading Income			
Contact Sales	116.00	204.00	
TOTAL Trading Income (R)	116.00		204.00
Other Income			
Field rent	150.00	150.00	
Closed school acct	2250.83		
Total other income	2400.83		150.00
Fund Raising (Restricted)			
Childrens Society		95.00	
Christian aid			95.00

Clerk's Briefing Notes – 10 June 2021
Aston, Cote, Shifford and Chimney Parish Council

ANNUAL ACCOUNTS FOR ST JAMES' CHURCH, ASTON - 2020

Page 2

Church Army (R) 44.22

TOTAL Fund Raising (R)	0.00	44.22
-------------------------------	-------------	--------------

TOTAL Restricted Funds	2516.83	
-------------------------------	----------------	--

Grants		
BVCS	500	
Historic Churches Trust		
Parish Council 700.00	700.00	
TOTAL Grants (R)	700.00	1200.00

TOTAL INCOME	23744.99	
---------------------	-----------------	--

Total into bank 23744.99

EXPENDITURE (General Funds)

Administration		
music licence 78.98	77.28	
Audit costs		
Contact magazine 42.00	249.00	
TOTAL Administration	120.98	326.28

Charitable Giving

Childrens Soc. 94.50	78.00	
Church Army	95.52	
Embrace(Bible Lands)	216.00	
Sobell House		
TOTAL Charitable Giving	94.50	389.52

Honoraria

Organist 135.00	135.00	
90.00		

TOTAL Honoraria	225.00	135.00
------------------------	---------------	---------------

Ministry

Parish Share 7902.75	7748.68	
TOTAL Ministry	7902.75	7748.68

Fund Raising Costs

Harvest supper	89.00	89.00
Bells	69.00	69.00
TOTAL Fund Raising Costs	0.00	158.00

Clerk's Briefing Notes – 10 June 2021
Aston, Cote, Shifford and Chimney Parish Council

ANNUAL ACCOUNTS FOR ST JAMES' CHURCH, ASTON - 2020

Page 3

2020			
£			
EXPENDITURE (General Funds) Cont..			
Maintenance			
Church general	1449.07	2067.65	
Fire Protection	59.74	384.32	
chairs			
Lightening Coudctor			
TOTAL Maintenance		1508.81	2451.97
Special cost. Closed acct.	2250.83		
Transfers	1199.00	1114.20	
Conta cheque	55.00		
Wedding refund	530.00		
HMRC refund	1555.94		
Books			
School Bibles	251.79	299.75	
Special Items		5842.56	299.75
TOTAL Items			
Running costs			
Drainage Board			
Electricity	1050.00	1680.00	
Grass	528.00	616.00	
Ministry Supply cover			
Insurance	2407.69	2414.40	
TOTAL Running costs		3985.69	4710.40
EXPENDITURE (Restricted Funds)			
Fees Paid Out			
Funerals - ODBF	870.00	311.31	
organist Shifford		403.00	
TOTAL Fees Paid Out (R)		870.00	714.31
Trading Costs			
TOTAL Trading Costs (R)		0.00	
Miscellaneous			
TOTAL EXPENDITURE			
		20550.29	16266.3
Starting balance Jan 2020	£1921.53		
Income for 2020	£23744.99	Total	25666.52
Less expenditure	20550.29		743.25
Closing Balance.		5116.23	

Clerk's Briefing Notes – 10 June 2021

Aston, Cote, Shifford and Chimney Parish Council

Page 4

ANNUAL ACCOUNTS FOR ST JAMES' CHURCH, ASTON - 2020

INCOME / EXPENDITURE

Account Balances	31/12/2020	31/12/2019
Closing Balance - Year End 2020		
Amenity Fund - HSBC	1157.28	
Bell Fund - HSBC	2280.11	
Choir Fund - HSBC		
Current Account - HSBC	5116.23	
TOTAL 'Cash in Bank' at Year End	8553.62	5552.8 All Accounts

Hon Treasurer

February 8th 2021

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11b

Governance – Policies for Review

Aston, Cote, Shifford & Chimney Parish Council

Data Security Policy

The transmission, storage and processing of information by the Parish Council is integral to the working of the Council. If there is a loss of confidentiality, integrity or availability, or the use and storage of information does not comply with legal requirements, then this can have a serious effect on the operation of the Council and could damage the reputation of the Council. Ensuring the appropriate level of security of information is therefore essential.

Policy application

This Policy applies to all employees, whose compliance is secured via the employment contract, and all councillors, whose compliance is secured by the Council's Code of Conduct.

The Policy applies at all locations from where information held by the Parish Council is accessed, including at home, mobile communications, and use whilst in transit.

The Policy applies to all systems and all information in any format.

Data Security Measures – physical

Where data is held in the form of a physical record it must be kept physically secure.

The Parish Council's primary records are maintained by the Clerk who is responsible for ensuring that they are kept secure.

The majority of the Parish Council's physical records are kept at the Village Hall in a locked cupboard and locked filing cabinet. The more current records are kept securely by the Clerk at her home office.

Data Security Measures – electronic

Any device used to access Parish Council records, including emails, must require a log-on password.

The email system used by employees and councillors to access Parish Council emails must require a password which is not shared with anyone who is not an employee or councillor.

Employees and councillors must only use an email address which is private to them only (not shared with a family member/anyone else) to receive and send Parish Council emails.

Passwords must be changed regularly and should be sufficiently complex to make them hard to guess.

Virus and Malware Protection

Any computer used to access Parish Council information, including emails, must be protected with anti-virus and anti-malware software which is kept up to date.

Aston, Cote, Shifford and Chimney Parish Council

Electronic data back-up – Business Interruption and continuity

The preservation and protection of the Parish Council's electronic records is of paramount importance. The Parish Council's electronic files are stored on the hard drive of the Parish Council's computer retained at the Clerk's home address.

The Clerk stores a back-up of the electronic records on an encrypted memory stick in a locked cabinet at the Village Hall.

The back-up is updated on a monthly basis as a minimum and more frequently when significant changes have been made to the electronic records.

Use of Third-Party Data Processors

The Parish Council uses several external organisations to process personal data:

- HMRC Basic Tools software for payroll processing;
- Unity Trust Bank for processing receipts and payments;
- Weebly for website hosting and Contact Form processing.

The Parish Council only uses third parties after ensuring that the levels of data security they operate is the equivalent of that operated by the Parish Council on its own systems.

Date Policy reviewed, amended and readopted: 1 July 2021.

Aston, Cote, Shifford & Chimney Parish Council

Data Retention Policy

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a prescribed period in accordance with this policy) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with the overall responsibility for the implementation of this policy is the Clerk to the Parish Council and the Clerk is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriate and in a timely manner.

Retention Periods

Document	Retention Period	Reason
Minute Books	Indefinite	Archive – legal requirement under the Local Government

Aston, Cote, Shifford and Chimney Parish Council

		Act 1972
Minute Books of Annual Parish Meeting	Indefinite	Archive – legal requirement under the Local Government Act 1972
Draft Minutes/Clerk's notes of meeting used to prepare minutes	Until the Minutes are approved	Management
Meeting Agendas and Supporting Papers	4 years	Management
Leases	Indefinite	Audit
Title Deeds	Indefinite	Audit
Asset registers	Indefinite	Audit
Byelaws and orders	Indefinite	Management/Archive
Policies and Procedures	Indefinite (archive after superseded)	Management/Archive
Risk Assessments	7 years	Management/Insurance
Financial Records		
Annual Accounts	Indefinite	Archive
Annual Returns	Indefinite	Archive
Annual Budget	7 years	Audit/HMRC
Precept Demands	7 years	Audit/HMRC
Bank Statements	7 years	Audit/HMRC/management
Cheque book stubs	7 years	Audit/HMRC
Paying in books	7 years	Audit/HMRC
Paid invoices	7 years	Audit/HMRC
Receipt books	7 years	Audit/HMRC
VAT records	7 years	Audit/HMRC
Tax & NI records	7 years	Audit/HMRC
Salary records	7 years	Audit/HMRC
Quotations and tenders (successful)	12 years	Statute of Limitation
Quotations and tenders (unsuccessful)	2 years	Audit/Management/Legal challenges
Contracts	12 years	Statute of Limitation
Accident Books/reports	3 years or if a child/young adult, until that person reaches the age of 21	RIDDOR (SI.1995/3163)
Insurance		
Insurance policy	Whilst valid	Audit/legal
Certificate of employer's liability	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI.2753)
Certificate of public liability	21 years	Legal
Planning applications		
Minor applications with no strategic relevance	Until decided by the Planning Authority	Management
Significant/controversial applications or those with strategic relevance	Indefinite	Management/archive
Councillor information		
Declarations of acceptance	Term of Office + 1 year	Management/legal
Declarations of Interest	Term of Office + 1 year	Management/legal
Correspondence and other information		

Aston, Cote, Shifford and Chimney Parish Council

Complaints	1 year	Management
Routine correspondence & emails with private individuals to which the Parish Council/Clerk provided a response	6 months	Management
Correspondence & emails with the County Council and District Council	Until issue is no longer of ongoing relevance	Management
Trivial correspondence/emails/circulars/ not requiring a decision/response from the Parish Council	Not retained	Not required
Human Resources		
Personnel files	6 years after ceasing employment	Management/references
Recruitment information (not appointed)	6 months	Management/for claims of unfair process
Disciplinary records	Period of employment	Management

Website		
Information relating to local organisations independent from the Council	Annual confirmation sought from each organisation that data remains accurate	Management
Completed contact forms (general)	Automatically transferred to Clerk's Parish Council email address. Copy on website deleted within one month of receipt	Management
Completed contact forms (sewerage problems)	6 years	Management – for purposes of having a record of local sewerage issues
Parish Council information – minutes, agendas, meeting papers, financial information	4 years	Guidance from Information Commissioner

Records not in the Retention Schedule

The Clerk will be responsible for reviewing any records not specifically covered by the retention schedule and for deciding when they can be destroyed or whether they should be archived for indefinite preservation.

Requests made under the Freedom of Information Act (FOIA) and Environmental Information Regulations (EIR)

As a matter of good practice, and as recommended by the Information Commissioner's Office, any requested information will be kept for at least 6 months after the date of the last communications about the request, to allow for appeals to the Information Commissioner.

Anonymous Communications

Any communication received anonymously will be reported to the Council or a relevant Committee and action taken, if appropriate. Any anonymous letter or email received will then be destroyed.

Aston, Cote, Shifford and Chimney Parish Council

Significant Local Events and Issues

Sometimes documents are of such local significance that they are worth preserving for archive purposes even though they would normally have a shorter retention in accordance with the above retention policy. Before any records are disposed of the Clerk should consider whether they are of such local significance that they should be preserved. The Clerk will bring such records to the attention of the Parish Council in order that councillors can decide whether the records should be retained for archive purposes.

Disposal of Documents

The Parish Council is corporately responsible for ensuring that records which are no longer required are disposed of in a timely manner. The Clerk is responsible for ensuring that this disposal policy is complied with.

Unless the records contain data on an individual/s or personal data, they will be disposed of by recycling. Any records that contain data on individual/s or personal data must be disposed of by shredding (with a cross-cutting shredder).

Councillor Responsibilities

The Clerk is responsible for storing the records of the Parish Council in accordance with this Policy. Councillors are provided with agendas, supporting papers for meetings (the Clerk's Briefing Notes) and minutes. These documents must be treated as confidential - whilst much of the information on these documents are in the public domain, certain elements, relating in particular to employees and commercial decisions may not be in the public domain and should be retained securely and disposed of at the earliest opportunity.

After a councillor has left office, they must either securely dispose of all Parish Council records that they hold by shredding them (with a crosscut shredder) or must return them to the Clerk for disposal. All electronic files must similarly be securely deleted. Councillors may be required to provide formal written confirmation that the records they have held have been securely destroyed.

Archive

The Parish Council archive is held by the Aston History Group. The Clerk maintains a record of the documentation held by the History Group. These documents remain the property of the Parish Council and the Parish Council can request that they are returned at any time.

Date Policy adopted: 7 June 2018 and reviewed on 1 July 2021.

Aston, Cote, Shifford and Chimney Parish Council

Aston, Cote, Shifford & Chimney Parish Council

Data Breach Policy and Procedure

Aston, Cote, Shifford & Chimney Parish Council is a Data Controller. The Parish Council is required to keep the personal data it holds secure, to identify when a breach has occurred and to know how to deal with a breach should one occur.

The Clerk is Mrs Elaine Anstee.

What is a personal data breach?

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable, for example, when it has been encrypted by ransomware, or accidentally lost or destroyed.

What to do when a breach occurs

The Clerk must be notified as soon as an officer or councillor becomes aware that it has occurred. This includes evenings, weekends, and holidays.

The Clerk will obtain as much information as possible from the person reporting the breach.

The Clerk will establish the likelihood and severity of the risk to people's rights and freedoms, referring to the guidance published by the Information Commissioner's Office. If it is likely that there will be risk, the Clerk will notify the Information Commissioner's Office via their website without undue delay and certainly within 72 hours of the time that the officer or councillor became aware that the breach occurred.

If the Clerk concludes that there is unlikely to be a risk to people's rights and freedoms, then the breach will not be reported. The Clerk will make a clear record of the reasons for not reporting the breach. The Clerk will ensure that any and all steps are immediately taken to contain the breach and minimise the potential risk of harm to the people whose data has been breached.

If the Clerk concludes that the breach is likely to result in a high risk to the rights and freedoms of individuals, the Clerk will consider whether the individuals affected should be informed directly, applying

Aston, Cote, Shifford and Chimney Parish Council

the assessment guidance published by the Information Commissioner's Office. Where necessary the Clerk will ensure that these individuals are informed directly and without undue delay to enable them to take steps to protect themselves from the potential effects of the breach.

The Clerk will also consider whether it would be appropriate to notify third parties such as the police, insurers, professional bodies, or bank or credit card companies who can help reduce the risk of financial loss to individuals.

When assessing how to deal with a breach the Clerk will ensure that the decision-making process is fully documented in accordance with the principle of accountability in data processing.

The Clerk will then carry out an investigation to determine how the breach occurred, whether any Council policies were breached and by whom, and what measures can be put in place to reduce the risk of a similar breach occurring in the future.

If the breach is deemed to be due to any action or inaction by a councillor or officer, then there will be an assessment of whether it will be appropriate to invoke the Parish Council's Disciplinary Policy (for staff) or the Code of Conduct Policy (for councillors).

The role of external Data Processors

The Parish Council uses the following external organisations to store personal data:

- Dropbox to store the Parish Councils computerised documents;
- HMRC to store the Parish Council's payroll data;
- Unity Trust Bank and Santander Bank for payment processing

If an external processor suffers a breach, it is required to inform the Parish Council without undue delay as soon as it becomes aware. This requirement enables the Parish Council to take steps to address the breach and meet its reporting obligations under the GDPR.

.

Record Keeping

A record of all breaches will be maintained. The record will include the facts relating to the breach, its effects, the reasons why the breach was/was not reported to the Information Commissioner's Office and/or the individuals affected, and the remedial action taken.

Aston, Cote, Shifford and Chimney Parish Council**Appendix 1 - Data Security Breach Reporting Form**

Date and time of Notification of Breach	
Notification of Breach to whom Name Contact Details	
Details of Breach	
Nature and content of Data Involved	
Number of individuals affected:	
Name of person investigating breach Name Job Title Contact details Email Phone number Address	
Information Commissioner informed Time and method of contact https://report.ico.org.uk/security-breach/	
Police Informed if relevant Time and method of contact Name of person contacted Contact details	

Aston, Cote, Shifford and Chimney Parish Council

<p>Individuals contacted</p> <p>How many individuals contacted?</p> <p>Method of contact used to contact?</p> <p>Does the breach affect individuals in other EU member states?</p> <p>What are the potential consequences and adverse effects on those individuals?</p> <p>Confirm that details of the nature of the risk to the individuals affected: any measures they can take to safeguard against it; and the likely cost to them of taking those measures is relayed to the individuals involved.</p>	
<p>Staff briefed</p>	
<p>Assessment of ongoing risk</p>	
<p>Containment Actions: technical and organisational security measures have you applied (or were to be applied) to the affected personal data</p>	
<p>Recovery Plan</p>	
<p>Evaluation and response</p>	

Aston, Cote, Shifford and Chimney Parish Council

Aston, Cote, Shifford & Chimney Parish Council

Data Subject Access Requests

You are entitled to know what personal information Aston, Cote, Shifford & Chimney Parish Council holds about you and how that information is processed. Aston, Cote, Shifford & Chimney Parish Council is the Data Controller for all data covered by this policy.

How to make a Data Access Request

In order for us to properly understand your request you need to make it in writing, either by email or in the form of a letter.

Emails should be sent to clerk@astonoxon-pc.gov.uk.

Letters should be sent to: Mrs Elaine Anstee, Clerk
Aston, Cote, Shifford & Chimney Parish Council
16 Foxwood, Aston, Bampton, OX18 2DZ

What we do when we receive a request

It is important that we only disclose personal data to the correct person. When you submit a request we will first check that we have enough information to be sure of your identity. Often we will have no reason be uncertain, for example, if we have regularly corresponded with you. However, if we have good cause to be uncertain of your identity we can ask you to provide any evidence we reasonably need to confirm your identity. For example, we may ask you for a piece of information held in your records that we would expect you to know, a witnessed copy of your signature or proof of your address.

If the person requesting the information is a relative/representative of the individual concerned, then the relative/representative is entitled to personal data about themselves but must supply the individual's consent for the release of their personal data. If you have been appointed to act for someone under the Mental Capacity Act 2005, you must confirm your capacity to act their behalf and explain how you are entitled to access their information. If you are the parent/guardian of a child under 13, we will need to consider whether the child can provide their consent to you acting on their behalf.

Should you make a data subject access request but you are not the data subject, you must stipulate the basis under the Data Protection Act that you consider makes you entitled to the information.

Where the records containing your personal information also contain personal information about a third party, this will be removed from any information provided unless that person has agreed to it being included.

Fees

Information you have requested will be provided free of charge unless the request is considered to be "manifestly unfounded or excessive" (see further information below), in which case a reasonable fee may be charged. A reasonable fee may be charged for supplying further copies of the same information that you have previously been supplied with. Any fee charged will be based on the actual administrative cost of providing the information.

Aston, Cote, Shifford and Chimney Parish Council

When can you expect a response?

We will aim to provide you with the information you have requested as soon as possible and at the latest within one month of the receipt of the request. This timescale can be extended by up to three months if the information requested is complex or numerous, and in this case you will be told within one month how much extra time is required and why.

How will I receive the response?

If you have submitted your request electronically, we will respond electronically wherever possible, unless you advise us that you wish to receive the response by another means. If you have submitted your response as a printed letter, we will respond in writing to the address provided.

Your rights in relation to your data

You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council. You are entitled to ask for your personal data to be deleted.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We may also have a lawful reason why we need to continue processing your data. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Subject access requests which are “manifestly unfounded or excessive”

If we consider your request to be “manifestly unfounded or excessive”, we can charge a reasonable fee or refuse to provide the information requested. We will only apply this provision in exceptional circumstances and if we think it is applicable we will inform you within one month of the date of the request why we believe your request to be unfounded or excessive. You will have the right to complain to the Information Commissioner's Office and/or to apply to the courts to force disclosure and for compensation.

Complaints

Complaints about the way your request has been handled should be addressed to:

The Clerk: Mrs Elaine Anstee
Aston, Cote, Shifford & Chimney Parish Council
16 Foxwood, Aston, Bampton, OX18 2DZ
Email – clerk@astonoxon-pc.gov.uk
Telephone – 01993 851847

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. The contact details are:

The Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Email – casework@ico.gov.uk
Telephone – 01625 545745 or 0303 123 1113 (local rate)

Aston, Cote, Shifford and Chimney Parish Council

Aston, Cote, Shifford & Chimney Parish Council Privacy Notice

This Notice sets out the type of information Aston, Cote, Shifford & Chimney Parish Council collects (or is supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

The data controller for all information covered by this Privacy Notice is Aston, Cote, Shifford & Chimney Parish Council.

What information do we collect and what information are we supplied with?

When you contact us, we create a record in your name. To that record we add information that you give us. We keep records when you contact us. We collect and use information about our councillors and our employees. We are supplied with a copy of the register of electors by the district council. We are supplied with a copy of planning applications in our parish by the district council.

How do we use your information?

We use your personal information in the following ways:

- To process and respond to enquiries;
- To include contact details for local organisations on the parish website

Who might we share your information with?

We might share information with the district or county council or with the emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing is considered necessary in an emergency or for health and safety reasons.

If you contact us your letter and/or email will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement organisations for crime prevention and detection purposes if required to do so.

We do not sell personal information to other organisations.

Automated Decision Making and Profiling

We do not use any form of automated decision making or the profiling of individual personal data.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Transfer of data outside the European Economic Area (EEA)

We will only transfer your personal information outside the EEA where necessary safeguards have been secured by contract.

Aston, Cote, Shifford and Chimney Parish Council

How long do we keep data?

We only keep data for as long as necessary and in accordance with our Data Retention Policy, a copy of which is available on our website or from the Clerk via the contact details below.

We publish on our website any changes we make to our data protection/information management policies and will notify you by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data (name, address and email address) to ensure that we do not contact you inadvertently in the future.

How can I access the information you hold about me?

You are entitled to know what personal information Aston, Cote, Shifford & Chimney Parish Council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council. You are entitled to ask for your personal data to be deleted.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We may also have a lawful reason why we need to continue processing your data. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to:

The Clerk:

Mrs Elaine Anstee
Aston, Cote, Shifford & Chimney Parish Council
16 Foxwood Close, Aston, Bampton, OX18 2DZ
Email – clerk@astonoxon-pc.gov.uk
Telephone – 01993 851847

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. The contact details are:

The Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Email – casework@ico.gov.uk
Telephone – 01625 545745 or 0303 123 1113 (local rate)

Aston, Cote, Shifford and Chimney Parish Council

Aston, Cote, Shifford & Chimney Parish Council

Privacy Notice – Staff*, Councillors and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former councillors. This also includes applicants or candidates for any of these roles.

This Notice sets out the type of information Aston, Cote, Shifford & Chimney Parish Council collects (or is supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

The data controller for all information covered by this Privacy Notice is Aston, Cote, Shifford & Chimney Parish Council.

What information do we collect and what information are we supplied with?

In relation to your involvement with us as a staff member, councillor or role holder, we collect the following information:

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licenses/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- Information about your use of our information and communications systems.

Aston, Cote, Shifford and Chimney Parish Council

How do we use your information?

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillor's interests
- To provide a reference.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

Aston, Cote, Shifford and Chimney Parish Council

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's

Aston, Cote, Shifford and Chimney Parish Council

interests) and you are not capable of giving your consent, or where you have already made the information public.

- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.
- Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

Who might we share your information with?

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within the local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

We do not sell personal information to other organisations.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

Aston, Cote, Shifford and Chimney Parish Council

1. ***The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. ***The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. ***The right to have your personal data erased***

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. ***The right to object to processing of your personal data or to restrict it to certain purposes only***

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. ***The right to data portability***

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. ***The right to lodge a complaint with the Information Commissioner's Office.***

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of data outside the European Economic Area (EEA)

We will only transfer your personal information outside the EEA where necessary safeguards have been secured by contract. Our website is accessible from overseas so on occasion some personal data may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will provide you with any updates. This Notice was last updated in July 2021.

Aston, Cote, Shifford and Chimney Parish Council

Contact Details

Please make any requests or complaints to:

The Clerk:

Mrs Elaine Anstee

Aston, Cote, Shifford & Chimney Parish Council

16 Foxwood, Aston, Bampton, OX18 2DZ

Email – clerk@astonoxon-pc.gov.uk

Telephone – 07368466413

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. The contact details are:

The Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email – casework@ico.gov.uk

Telephone – 01625 545745 or 0303 123 1113 (local rate)

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 15a*****Financial Matters*****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance on 30 April 2021	36,955.73
May payments	(1,817.98)
OCC Grass Cutting Grant	1048.60

Balance on 31 May 2021	36,186.35
-------------------------------	------------------

CCLA INVESTMENT ACCOUNT

Balance on 31 March 2021	48,694.20
Transactions in month of April	1.93

Balance on 30 April 2021	48,696.13
---------------------------------	------------------

TOTAL CASH HOLDING AT 31 May 2021	<u>£84,882.48</u>
--	--------------------------

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15b

Clean Slate Grant Request

Dear Parish Clerk or Chairperson

The purpose of Clean Slate is to provide long term emotional support for survivors of abuse in Oxfordshire. We aim to encourage individuals to explore their own mental health needs and adopt coping strategies for long term recovery.

Firstly, I would like to thank the following Parish and Town Councils for supporting us.

Abingdon Town Council, Ambrosden Parish Council, Appleton with Easton Parish Council, Aston, Cote, Shifford & Chimney Parish Council, Benson Parish Council, Caversfield Parish Council, Cherwell Parish Council, Cumnor Parish Council, Drayton Parish Council, Eynsham Parish Council, Great Milton Parish Council, Horley Parish Council, Kennington Parish Council, Milton Under Wychwood Parish Council, North Leigh Parish Council, Sonning Common Parish Council, Tetsworth Parish Council, Wallingford Town Council & Wheatley Parish Council

Last year we wrote to over 300 Parish and Town councils requesting support. You helped us raise £3725. This money was used to provide almost 90 hours of counselling and support.

We are requesting a contribution of **£100.00** towards the continuation of our long-term service. This does not sound like a lot of money these days but if each Town Council and Parish Council make this contribution then this will certainly help change people's lives for the better.

Why support us you make ask:

We provide long-term emotional support which makes us different to other organisations working in this field. In rural communities' victims can very often feel that they do not get access to as many services as in the city, so it is important that we continue to provide local services.

We are not statutory funded and rely on small grants, donations and personal giving to continue this vital service.

Achievements and performance:

This financial year we have provided, via zoom, 3 x Freedom programmes which has benefited 36 clients.

On average we have provided 26 hours a week of 1-1 support to male and female victims of abuse.

Last year we raised £ through fundraising and donations.

We have 26 volunteers contributing their time each week which equates to £68,682.00 contribution in kind per annum. This means the overall running costs of this service has remained low.

Almost 300 people accessed our service for support.

**We would be happy to come and talk to your group or you can visit our website
www.cleanslate.org.uk**

We would be hugely grateful if you could consider our proposal. I have tried to keep the summary of the project as succinct as possible so if you require further information or detail's please do not

Aston, Cote, Shifford and Chimney Parish Council

hesitate to contact me. I have enclosed a brief overview of the Charity's work and then more specific details about the proposed project.

Mission:

The purpose of Clean Slate is to provide long-term emotional support for survivors of abuse in Oxfordshire. We aim to encourage individuals to explore their own mental health needs and adopt coping strategies for long term recovery.

Needs:

Sexual, domestic and emotional abuse tends to hide in the shadows of our communities. The NSPCC reported 57,000 children requiring protection in 2015. Last year, in Oxfordshire alone there were 4312?? reports of sexual violence, and over 46,000?? cases of domestic abuse. The abuse can vary in duration, but the emotional scarring tends to last a lifetime and many problems do not surface until later-on in life. These problems arise in many forms such as mental health issues, unemployment, difficulty forming relationships, and drug & alcohol abuse. In effect, these people can easily drop out of our communities. We have been providing this service for 11 years in Oxfordshire and the service has developed as it had become more apparent that it is the individual's mental health that is the worst effected as a result of the abuse. We see in excess of 290 clients a year (with a 70/30 split between women and men) and this is growing due to the need for long-term support.

Issues:

These psychological problems are often deeply ingrained. Every week, 1 in 6 adults experiences a common mental health problem, such as anxiety or depression and 1 in 5 adults has considered taking their own life at some point. Currently the NHS will offer a set number of free counselling appointments and these often only scratch the surface. There is a huge demand for free longer-term support. Dealing with the mental health side of the problem is vital.

Our Overall Aims:

A. Improved health & wellbeing:

1. Improvement in mental health.
2. Reduction of suicidal thoughts.
3. Reduction of drug and alcohol intake and admissions to rehab.
4. Reduction in domestic violence incidents/anger management.
5. Able to deal with shame, guilt, fear reducing anxiety and depression and insomnia.
6. Able to cope better with everyday life.
7. Owning their experience and not comparing the affects with that of others.

B. Integration:

1. Volunteering as appropriate – so giving back.
2. Socialising.
3. Return to work.
4. Engaging with life again – hence reducing isolation.
5. Feeling understood and valued – no longer feeling alone.

C. Increased safety and perception of safety:

1. Engaging in social set-ups without fear.
2. Comfortable in their own communities.
3. Ability to rationalise haunting thought.
4. Trusting others often for the first time.
5. More articulate and able to express themselves in social settings.

Aston, Cote, Shifford and Chimney Parish Council

6. Reduction or abstinence of drugs and alcohol increases sense of personal safety and ability to experience reality.
7. Able to recognise risks and minimize anxiety when out.

Approach:

At Clean Slate we aim to provide an eclectic approach. (*Different approaches appropriate to the client's needs. This is based on the theory that there is no proof that any one theoretical approach works better than all others for a specific problem*). Each client has an initial assessment. A personal pathway is drawn up, which sets achievable goals, and this is then continually assessed throughout the process.

Experience:

Our team has been working with victims of abuse now for over 11 years. Due to our narrow line of work/support we have become very experienced in dealing with the aftermath of abuse. The team is hugely dedicated, many having suffered abuse personally and being able to draw on that experience. Continued professional development is a key part to keeping the team up to date and moving forward.

Outcomes:

Progress is often slow with such complex emotional issues and takes time for results to be seen. We saw over 232 people last year who all received support and counselling. We helped 9 people get back into paid work and another 9 start volunteering posts. 32 women left abusive relationships and 24 completed a confidence-building course. Many of our achievements are hard to box into a simple statistic. Small steps like the relief given by being believed should never be underestimated on the road to progress.

Value for Money:

The majority of our support comes from in-kind work carried out by our volunteers which equates to about £58,116.00 per year time given freely to provide a professional service and we only pay a peppercorn rent of £900 to cover accommodation, gas and electric. This means the overall cost to run this service has remained low.

Summary:

Clean Slate has a huge passion for empowering people who have suffered at the hands of abusers. We believe these individuals deserve support and not to be shunned by society into the corner. Mental health is everyone's business. We all have times when we feel down or stressed or frightened. Most of the time those feelings pass. But sometimes they develop into a more serious problem and that could happen to any one of us.

Nadia Brown

Project Manager

www.cleanslate.org.uk

Tel: 01869 232461

Email: office@cleanslate.org.uk

<https://www.kindlink.com/charity/Clean-Slate>

<http://www.kindlink.com/charity/Clean-Slate/profile>

Clerk's Briefing Notes – 10 June 2021
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15c Revised Budget for 21/22

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

FINANCIAL YEAR 2021/22

Revised Budget 2021/22 - June 2021

	Budget 2020/21	Actual outturn 2020/21	Budget 2021/22	Revised Budget 2021/22	
RECEIPTS					
Precept	28,988	28,988	28,988	29,319	Half Received April 2021
WODC Grant	436	436	436		Council Tax Support Grant has been removed by WODC as no longer supported by central government.
OCC grass cutting grant	1,049	2,299	1,049	1,049	Received May 2021
Interest	360	96		100	CCLA
S106 - Traffic Calming/OCC Cllr Priority Fund		10,000			
Sundry - VAT Refund		2,570			
	<u>30,833</u>	<u>44,389</u>	<u>30,473</u>	<u>30,468</u>	
EXPENDITURE					
Recurrent Expenditure					
<u>Ordinary Expenditure</u>					
Clerk's Salary	4,640	4,888	5,040	5,040	Agreed in Dec 2021
Office equipment	2,000	693		250	NEW
Office running costs	500	649	600	600	Increased to cover Microsoft 365
Bank charges	72	72	72	72	£6 per month
Website costs	150	144	150	150	Based on 2020/21 actuals
Insurance	361	307	379	347	This year actual paid May 21
Audit	240	240	240	240	New provider, assumed remains as prior
Village Hall Rental/Cost APM	40	0	40	40	As existing budget
Subscriptions	371	128	506	506	Increased in Original Budget
Election Expenses	0	0	0	0	From Precept Cal - WODC
Chairman's Allowance	100	0	100	100	As existing budget
Grass Cutting - verges & WM	6,339	3,691	7,607	7,607	14 cuts - prior actual +4% infl.
Grass Cutting - playing field	1,591	1,190	1,909	1,909	18 cuts - prior actual + 4% infl.
Grants paid under statute	4,235	4,385	4,235	4,235	
Dog & Litter Bin Emptying	249	360	261	400	NEW - Increased to cover Great Brook bin and Ham Lane bin
Training & Travel	527	450	527	527	
Clock Maintenance	229	150	229	229	1call-out. Servicing in long term contract
Bus Shelter Cleaning	732	384	747	747	3 year contract from Nov2019
Defibrillator pads/batteries	100	0	200	200	Due for replacement in 2021/22
Repairs	500	0	500	500	General round budget
VAT Paid		2,860			
Village maintenance (Lengthsman)	1,500	345	1,500	1,500	No Change
Small Grants - See Separate Analysis	1,115	1,000	1,115	1,115	No Change
Total Recurrent Expenditure	<u>25,591</u>	<u>21,936</u>	<u>25,957</u>	<u>26,314</u>	
<u>Projects</u>					
Defib in Cote Phone Box (3.5K)	3,500	2,590	0	550	Refurbishment of Phone Box
Aston History Project (£5K)	2,950	0		1,280	£1250 - reprint costs for 100 books
Traffic Calming	764	5,206		7,210	20pmh lights/gates and installation
VE 75 Bench - 8 May 2020		946			
New Dog Bin - Great Brook Road		224			
New Reserve - North Farm				5,000	Proposed - so funding available to support any consultations
New Reserve - Office Equipment				500	Proposed
New Dog Bin - Ham Lane				287	Agreed
Chimney Defibrillator				7,000	Working Balance
Total Project Spend	<u>7,214</u>	<u>8,966</u>	<u>0</u>	<u>21,827</u>	
Contingency Budget	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	
OVERALL EXPENDITURE	<u>37,805</u>	<u>35,902</u>	<u>30,957</u>	<u>53,141</u>	
SURPLUS/(DEFICIT) FOR THE YEAR	(6,972)	8,487	(484)	(22,673)	
Reserves					
Opening at 1 April	52,556	52,556	72,451	72,451	
Closing at 31 March	<u>45,583</u>	<u>72,451</u>	<u>71,967</u>	<u>49,778</u>	
Closing reserves analysis:					
Working day to day balance	2,745	25,613	25,129	7,328	
Contingency reserve	5,000	5,000	5,000	5,000	
Recreation reserve	34,476	34,476	34,476	34,476	
Traffic Calming Reserve	<u>3,362</u>	<u>7,362</u>	<u>7,362</u>	<u>2,974</u>	
	<u>45,583</u>	<u>72,451</u>	<u>71,967</u>	<u>49,778</u>	

Aston, Cote, Shifford and Chimney Parish Council

CONFIDENTIAL

Agenda Item 16 – Review of Clerk's Hours

Aston, Cote, Shifford and Chimney Parish Council

Clerk's Briefing Notes – 10 June 2021
Aston, Cote, Shifford and Chimney Parish Council

Financial Report – For Information

2021-22 Budget	£	As at 31/05/2021	Performance Against Budget	%	Commentary
RECEIPTS					
Precept	29319	14660	14660	50%	505 received in April - remainder due in September
WODC Grant CTSG	0	0	0	0%	505 received in April - remainder due in September
OCC grass cutting grant	1049	1049	0	0%	Recieved in Full against Grass Cutting Verges and WM plus Cllr PG for Lights and defibrillator
Interest	100	2	98	98%	CCLA Investment Account
VAT Refund	0	539	-539	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	S106 for Traffic Calming in Aston
Total Receipts	30468	16249	14219	47%	
EXPENDITURE					
Clerk's salary	4,073	631	3442	-15%	
Working from home allowance	216	36	180	-17%	
HMRC	967	158	810	-16%	
Bank charges	72	0	72	0%	£6 per month due quarterly.
Office equipment	250	0	250	0%	
Office running costs	384	166	218	-43%	Photocopying/Printing/Stamps plus sundries
Website costs	150	0	150	0%	Renewed for 2 years in 2020
Insurance	347	310	37	-89%	This has been paid in full so £37 surplus
Audit	240	0	240	0%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	294	212	-58%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WS	7607	357	7250	-5%	Ubico - Renewal due 2021
Grass Cutting - playing field & WM	1909	600	1309	-31%	DJ - renewal due 2021
Grants paid under statute	4235	810	3425	-19%	
Dog & Litter Bin Emptying	400	124	276	-31%	WODC - plus new bin from Feb 2020
Fete Bins	0	0	0	0%	
Training & Travel	527	0	527	0%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	747	0	747	0%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	200	0	0	-100%	
Repairs	500	0	500	0%	
VAT Paid	0	331	-331	0%	
Village maintenance (Lengthsman)	1500	0	1500	0%	VE/VJ Bench Installation
Small Grants	1115	0	1115	0%	
Total Expenditure	26314	3817	22497	-15%	
Projects					
Aston History Project (£5K)	1280	0	1280	0%	Unspent - Carry forward
Traffic Calming Reserve	7210	0	7210	0%	Section 106 funding received £10k
Defib in Cote Phone Box (3.5K)	550	0	550	0%	Refurb of Telephone box.
VE 75 Bench - 8 May 2020	0	0	0	0%	Funded from Village Maintenance Budget
New Dog Bin - Great Brook Road	0	0	0	0%	Funded from repairs budget
					Proposed - so funding available to support
New Reserve - North Farm	5000	0	5000	0%	any consultations
New Reserve - Office Equipment	500	0	500	0%	Proposed
New Dog Bin - Ham Lane	287	0	287	0%	Agreed
Chimney Defibrillator	7000	0	7000	0%	Working Balance
Total Project Spend	21827	0	21827	0%	
Contingency Budget	5000	0	5000	0%	
			0		
OVERALL EXPENDITURE	37916	3817	34099	-10%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7448	12432	-19880	0%	
Reserves					
Opening at 1 April	72451	0	72451	0%	
Closing at 31 March	44965	0	44965	0%	
Closing reserves analysis:					
Working day to day balance	1363	0	1363	0%	
Contingency reserve	5000	0	5000	0%	
Recreation reserve	34476	0	34476	0%	
Traffic Calming Reserve	4126	-11264	15390	273%	
	44965	-11264	56229	25%	