

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 1 JUNE 2017

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Prepared by Helen Sandhu
26 May 2017

Correspondence sent since 4 May 2017

- a) Letter to St Mary's Church, Shifford, enclosing donation towards grass cutting
- b) Letter to Aston & Cote Community Trust, enclosing donation towards cost of playground maintenance
- c) Email to WODC Planning with responses to planning applications for The Old Dairy Barn, Cote and 35 Woodbridge Close, Aston.

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

SMALL GRANT SCHEME

GUIDELINES

Aston, Cote, Shifford & Chimney Parish Council is keen to support local causes and amenities and will do all it can to support fundraising for specific projects or charitable causes.

Any expenditure has to be within the constraints of the legal powers limited to Parish Councils and within the bounds of “Best Practice” as ultimately the funds come from the pockets of council tax payers in the Parish. In addition, the Council is subjected to internal and external audits that examine the grants that are awarded, so the Council must demonstrate that it aware of the issues involved and has taken care in its funding award criteria.

This application document outlines the background to the grants scheme. Application forms should be completed as far as is possible and practicable – do not worry if there is some information that your organisation can’t supply, just fill in what you can. The more information there is, the better, but please be assured that you will not be turned down simply because more information is required before a decision is made.

Please bear in mind the following guidelines when completing your application:

- All grant applications must be submitted on the official grant funding application form, with supporting documentary evidence.
- In general, the Parish Council will try to support organisations promoting the following initiatives:
 - Promoting local recreational facilities
 - Combating rural isolation
 - Promoting sports, health & fitness
 - Promoting the village or rural affairs
 - Supporting the local economy
 - Providing opportunities to promote educational advancement
 - Projects for children and young people
 - Projects specifically aimed towards senior citizens
- Grant applications will be assessed on the following criteria, which are in no priority order –
 - The benefit to all or part of the parish of Aston, Cote, Shifford & Chimney
 - The benefit to all or some of the residents of Aston, Cote, Shifford & Chimney
 - What proportion of the residents will benefit from the grant
 - The assessment of the viability and robustness of the application
 - The availability of Parish Council funds for grants

- The Council is limited in how much it can grant and to whom grants can be made. Generally speaking, the more tangible the project or scheme and the greater number of people in the Parish that it benefits, the stronger the case
- Grants for assistance in the running (revenue) costs of an organisation will be considered but in a way as to encourage self-sustainable funding.
- The Parish Council reserves the right to refuse applications or to provide a lower grant than that requested.
- Awards will not be made to:
 - Commercial enterprises set up to generate profit
 - Those supporting party political issues / parties
 - Projects with campaigning objectives
 - Individuals
 - Health, education or welfare organisations whose services should be provided by statutory funding.
- Awards will not normally be made:
 - To bodies that could be funded by their national or umbrella body (unless for a specific project or exceptional reason)
 - For buildings that are uninsured.
 - For buildings or property not owned by the applicant
- Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated.
- The organisation must have clearly stated aims and objectives.
- The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation a similar written document.
- Aston, Cote, Shifford & Chimney Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- Organisations that receive a grant are required to acknowledge the contribution from Aston, Cote, Shifford & Chimney Parish Council on publicity and printed material.
- Please be advised that representatives of the Council may visit the site or project in pursuance of their decision making process or after award of funding
- Grants must be formally applied for using the Aston, Cote, Shifford & Chimney Parish Council Grant Application Form together with all supporting documentation as requested in that form.
- Payment will be made to an organisation, not an individual – only applications from organisations with a bank account in the organisation's name can be considered.

- An organisation can only apply for one grant during each Council financial year (1 April to 31 March).
- The timing of the application and consideration thereof will be in accordance with the timetable below, provided always that in case of exceptional urgency grants may be submitted and considered at any other time during the year.

Timetable

| | |
|--|---------------------------|
| Opening date for grant applications: | 1 st September |
| Final submission date for applications: | 23 rd December |
| Month in which the application will be considered (check with the Parish Clerk for the precise date of the meeting): | January |
| Date by which grant decision letters will be circulated | 31 st March |

Grant applicants if they wish can address the meeting at which their grant is considered. For further details please contact the Parish Council Clerk

This process is designed to be fair and open to all parties. The Council will as far as it is able treat all applications equally and will not discriminate on the grounds of gender, racial or ethnic origin, religion or belief, ethical beliefs, disability, age or sexual orientation.

If there are any points that are unclear or you would like any assistance with completing your form, please contact the Clerk on astonpc@live.co.uk. You are strongly advised to keep a copy of your completed form for your records

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
SMALL GRANT SCHEME
APPLICATION FORM - 2017/18

| ABOUT YOUR ORGANISATION: | | |
|--------------------------|---------------|----------------|
| Name | | |
| Address | | |
| Email address: | | |
| Website: | | |
| Contact Details: | First Contact | Second Contact |
| Name: | | |
| Position: | | |
| Address: | | |
| Phone Number: | | |
| Mobile Number: | | |
| Email Address: | | |

| DETAILS OF ORGANISATION STRUCTURE : | | | | |
|---|--|---------------------------------|---------------------------------|----------------------|
| Constitution | Do you have a constitution?: Please indicate: YES (Please attach) NO | | | |
| Status: Are you one of the following? (If not, it does not prevent you from applying for a grant) | | | | |
| Please indicate: | A registered charity? | A company limited by guarantee? | Applying for charitable status? | Other: Please state: |
| When did your group/organisation start? | | | | |
| What does your organisation do? | | | | |
| Who does your group /organisation serve mainly? | <i>e.g. children, young people, senior citizens, rurally isolated people etc</i> | | | |
| DETAILS OF ORGANISATION FINANCES : Please attach a copy of your most recent accounts | | | | |
| Total income in the last financial year including date of year end: | | | | |
| Total amount spent in the last financial year: | | | | |
| Current unrestricted reserve or savings as at date of application: | | | | |
| Current restricted reserve or savings as at date of application. | | | | |
| From what sources does your organisation raise its income? | Income Source | Amount £ | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| DETAILS OF MANAGEMENT STRUCTURE : | |
|---|--|
| How many people are there on your management committee? | |
| How many staff do you employ? | |
| How many volunteers do you have? | |

PROJECT SPECIFIC INFORMATION :

Please give more details about the project for which you are applying for this grant:

Please justify the need for this project?

How will you monitor the progress of the project?

How do you plan to judge the success of the project?

TIMESCALE :

Start Date

Finish Date

Ongoing, give details

FINANCIAL INFORMATION ABOUT THE PROJECT :

Please provide a break down of the total cost of this project including VAT (please provide details on a separate sheet if necessary)

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

How much funding is your organisation requesting from Aston, Cote, Shifford & Chimney Parish Council via this form?

Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves

DECLARATION:

I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Aston, Cote, Shifford & Chimney Parish Council at the earliest opportunity. I give permission for Aston, Cote, Shifford & Chimney Parish Council to record the information on this form electronically.

Signed:

Dated:

Please include the following:

- Up to date accounts/financial statements & latest report (if available)
- Constitution or a set of rules, if available
- Copies of written estimates or catalogue pages if grant for equipment or capital costs

Please post the signed application together with all supporting papers to: Helen Sandhu, Clerk, Aston, Cote, Shifford & Chimney Parish Council. 1 Manor Road, Aston, Bampton, OX18 2DD.

Financial Matters

1. Cash Balances

| | |
|---|--------------------------|
| | £ |
| <i>SANTANDER CURRENT ACCOUNT</i> | |
| Balance at 30 April 2017 | 235.69 |
| Transactions in month | NIL |
| Balance at 31 May 2017 | <u>235.69</u> |
| <i>UNITY TRUST CURRENT ACCOUNT</i> | |
| Balance at 30 April 2017 | 7,588.35 |
| 1 st half Precept received | 13,070.50 |
| April payments | (2,817.96) |
| Balance at 31 May 2017 | <u>17,840.89</u> |
| <i>NATIONWIDE DEPOSIT ACCOUNT</i> | |
| Balance at 30 April 2017 | 39,106.79 |
| Transactions in month | NIL |
| Balance at 31 May 2017 | <u>£39,106.79</u> |
| <i>SANTANDER BUSINESS DEPOSIT ACCOUNT</i> | |
| Balance at 30 April 2017 | 534.83 |
| Transactions in month: interest received | 0.09 |
| Balance at 31 May 2017 | <u>£534.92</u> |
| TOTAL CASH HOLDING AT 31 MAY 2017 | <u>£57,718.29</u> |

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
ANNUAL GOVERNANCE STATEMENT 2017**

1.0 Introduction

The Annual Governance Statement that must be completed by the Parish Council and submitted to the external auditor is attached.

2.0 The Clerk offers her advice on the Parish Council's completion of the Statement as follows:

2.1 Assertion 1 – effective financial management & preparation of accounts

The accounts have been properly prepared in accordance with current Accounts and Audit Regulations and proper practices.

2.2 Assertion 2 – system of internal control

The Parish Council's Statement of Internal Control and Annual Review of Effectiveness of Internal Control were reviewed and approved at the meeting on 2 March 2017.

2.3 Assertion 3 – legal powers, codes of practice

Legal powers for activities and expenditure are noted at every meeting on the Agenda and Minutes.

2.4 Assertion 4 – exercise of electors' rights

Current Freedom of Information regulations adopted. Proper display of notices about annual accounts and audit put on Noticeboard.

2.5 Assertion 5 – risk assessment

Risk assessment reviewed and readopted at the Parish Council meeting on 2 February 2017.

2.6 Assertion 6 – internal audit

Independent internal auditor retained. Review of the effectiveness of internal audit carried out as part of the review of the effectiveness of the system of internal control at the Parish Council meeting on 2 March 2017.

2.7 Assertion 7 – response to internal and external audit

No matters arising requiring action at the external or internal audits for 2016.

2.8 Assertion 8 – matters arising after the year end

The Clerk reports that there are no such matters arising.

3.0 Recommendation

That the Parish Council considers and completes the Annual Governance Statement in conjunction with the Clerk's comments as given in section 2 above.

Prepared by Helen Sandhu, Clerk & RFO
26 May 2017

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

| | Agreed | | 'Yes' means that this smaller authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. | | | has only done what it has the legal power to do and has complied with proper practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | considered the financial and other risks it faces and has dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements. | | | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | NA |
| | | | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2016 £ | 31 March 2017 £ | |
| 1. Balances brought forward | 23926 | 36346 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 24386 | 25055 | Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 1809 | 3767 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 4242 | 4358 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | NIL | NIL | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). |
| 6. (-) All other payments | 9533 | 12248 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 36346 | 48562 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6) |
| 8. Total value of cash and short term investments | 36346 | 48562 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 12992 | 12992 | This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments. |
| 10. Total borrowings | NIL | NIL | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes – | No NO | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

**"Wyvern"
COTE
Near Bampton
Oxfordshire OX18 2EG**

11 May 2017

To the Members of the Aston, Cote, Shifford and Chimney Parish Council

I have completed the Internal Audit once again in accordance with the "Practitioners' Guide"
and no matters have arisen which require your attention.

Nick Hoskins, FCA
Hon Internal Auditor