

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 1 September 2022

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Prepared by Elaine Anstee
25th August 2022

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

All correspondence by email

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11 a) - MyVision Oxfordshire – Grant Request

Dear Mrs E Anstee,

There are 4,370 blind or visually impaired people in West Oxfordshire (RNIB Sight Loss Data Tool, 2021). **MyVision Oxfordshire** (formerly known as Oxfordshire Association for the Blind, more information here: <https://www.oxeyes.org.uk/were-changing-our-name/>) aims to provide any person with a visual impairment with the tools and skills they need to live independent and active lives. The only way we can do this is with your help.

An initial diagnosis of visual impairment or deterioration can be devastating and overwhelming. Many people who receive a diagnosis of visual impairment have no prior experience with visual impairment and are unsure where to turn. MyVision Oxfordshire provides a well-established and respected information and advice service, which aims to provide visually impaired people in Oxfordshire with the information they need to access services available to them. This is delivered in the following forms:

- A dedicated helpline available Monday-Friday 10am-3pm, which acts as a friendly signpost to the right place. The types of queries we receive can range from how to apply for benefits to information on daily living aids and equipment that might help them to live independently.
- Information leaflets, website, social media, and other forms of communication, for people to inform themselves at their leisure.
- Support and training at our well-equipped resource centre. Individuals can visit the resource centre and discuss their needs with our Client Advice Officer, who offers guidance on a wide range of daily living aids and technology. Equipment at the resource centre is available for purchase and, when available, we can offer some pieces on loan.

?

"Can't thank you both enough for the time you spent with us both today. S is absolutely blown away with the advice, support and practical solutions you had to offer her. It has been an absolutely invaluable visit and I know very reassuring for her future. What an amazing resource and team you are!"*

**name removed*

- The companion of a lady who visited our resource centre in 2021

Through these services, MyVision Oxfordshire aims to ensure that blind and visually impaired people across Oxfordshire can access the resources they need to live independently.

The information and advice service acts as an invaluable resource for visually impaired people in regaining their independence and confidence. I understand that Aston Cote Shifford and Chimney Parish Council must be inundated with requests for donations, but we would be extremely grateful for any support you could provide. If you have any questions, or require any further information, please let me know.

Aston, Cote, Shifford and Chimney Parish Council

Thank you for your consideration.

Best wishes,

Fundraising Assistant

MyVision Oxfordshire

Bradbury Lodge, Gordon Woodward Way, Oxford, OX1 4XL

Charity Number: 1140556 Company Number: 07465300

Tel: 01865 725 595 **Email:** Margaret.Hart@myvision.org.uk

Website: www.myvision.org.uk

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11 b) - Cleanslate Grant Request

Mental Health needs a great deal of attention, and it needs to be faced and dealt with.



Tuesday, 12 July 2022

Dear Parish Clerk,

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 all the Parish and Town Councils for supporting us last year, it does make a difference.

Last year we wrote to over 350 Parish and Town councils requesting support. You helped us raise £2919.

We are requesting a contribution of £150.00 towards the continuation of our service. This may not sound like a lot of money but if each Town Council and Parish Council make this contribution then this will certainly help change people's lives for the better.

In the current climate with the cost-of-living crisis and so many families struggling, this increases the numbers at risk of domestic abuse, this includes children witnessing or experiencing domestic abuse. It is vital that continued support is available and with your help we can provide this.

Why support us?

- 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

- We currently have 53 volunteers providing counselling and support
- We received £94,500 in kind contributions from our volunteer counsellors and peer support workers
- In 2019/20 we delivered 930 hours of counselling and last year we increased this to 2201 hours. We have only been able to do this with your continued support.
- 174 Clients accessed counselling

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

We would be hugely grateful if you could consider our proposal.

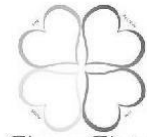
Registered charity No: 1197726

Clean Slate, The Chapel, Brice Road, Upper Heyford, Bicester, Oxon, OX25 5TE
Tel: 01869 232461, E-mail: office@cleanslate.org.uk Website: www.cleanslate.org.uk



Aston, Cote, Shifford and Chimney Parish Council

Mental Health needs a great deal of attention, and it needs to be faced and dealt with.



Clean Slate

We have 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.

If you require any further information, please feel free to contact us.

Many thanks

Anji Hall
Co-Founder

www.cleanslate.org.uk

Tel: 01869 232461

Email: chair@cleanslate.org.uk

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

Registered charity No: 1197726

Clean Slate, The Chapel, Brice Road, Upper Heyford, Bicester, Oxon, OX25 5TE
Tel: 01869 232461, E-mail: office@cleanslate.org.uk, Website: www.cleanslate.org.uk



Clerk's Briefing Notes – 1 September 2022

Aston, Cote, Shifford and Chimney Parish Council

Annual Return 2021, Trustees Annual Report and Accounts - confirmation of receipt CRM:0049671

digitalservices1 <digitalservices1@charitycommission.gov.uk>

Fri 04/02/2022 20:08

To: Nadia Brown <office@cleanslate.org.uk>

Annual Return 2021, Trustees Annual Report and Accounts - confirmation of receipt

Charity registration number: 1132281

Charity name: CLEAN SLATE

Thank you for submitting the Annual Return ,Trustees Annual Report and Accounts for the financial period ended on 31/10/2021.

The public register of charities will be updated in 24hrs to record submission of the annual return. If your charity is a charitable incorporated organisation (CIO) or the income is over £25,000 the accounts will also be available on the register in 24 hrs.

To print a copy of your Annual Return, please log in to the [Annual Return](#) service.

This email is an acknowledgement of receipt, it does not signify the Charity Commission's approval or acceptance of the content of the Annual Return, Trustees Annual Report and Accounts submitted or confirmation of compliance with the requirements of Part 8 of the Charities Act 2011. It is the trustees' responsibility to ensure that the information provided is correct and that the Accounts meet the requirements.

If this was an unauthorised submission please complete our [enquiry form](#).

We are interested to hear how easy you found it to complete the Annual Return 2021. Please let us know by completing our short survey https://www.smartsurvey.co.uk/s/AR21_survey/

Thank you

Charity Commission for England and Wales

Please note that this is a system generated message, please do not reply to this email.

You can update important charity details, such as the correspondent and trustees, easily and securely online using our [digital services](#) and choosing 'Update Charity Details'

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11 c) South Central UPW Consultation Survey

To whom it may concern,

Unpaid work (UPW), also known as 'community payback', is often added to community orders and suspended sentence orders in England and Wales.

The main purpose of unpaid work is to provide punishment and reparation – with individuals working on projects that benefit the community. There are also potential rehabilitative benefits, as unpaid work can develop life and vocational skills which reduce reoffending.

We are keen to gather the views of local partners to understand how UPW could deliver more effectively for our communities and would be grateful if you could complete the short survey below.

Please [Click Here](#) to Access Survey

More information about UPW is given below. You may find it useful to read this prior to responding.

A summary of Unpaid Work in the South-Central Region:

- a. More than 250,000 hrs of UPW were delivered across the South-Central region in the past 12 months
- b. Of these, approximately 60,000 hours were supervised by external partners
- c. All individuals on UPW are risk assessed prior to being placed to work in the community.
- d. Those engaged in one of our work groups are supervised at all times by our trained staff
- e. UPW encourages participants to complete some hours by undertaking education and training activities to improve their employability.
- f. We monitor progress of each individual and provide support should any issues arise.
- g. We draw up agreements with partners who provide placements, stating clearly what you can expect from the UPW team.
- h. Our IOSH trained team will conduct Risk Assessments of worksites and tasks before delivery commences.

What work do we do?

- Painting and decorating
- Grounds work – mowing, strimming, clearance.
- Small construction projects such as shed building, water systems for allotments (where mains water is present already)
- Environmental and sustainability support, including flood defence, litter picking, dealing with fly tipping and recycling.
- Charity/Community Shop work
- Clerical tasks.

If your required activity falls outside of these tasks, we would be happy to discuss it with you to see if we can accommodate your request.

We already work in partnership with NHS, Local and County Councils, Zoos, National Trust, Regional park authorities, schools, safer neighbourhood groups, major national and local charities and groups supporting minorities, faith, health issues, and those in need.

☐

Kind Regards

Diary Manager to Sue Gale, Head of Community Integration – South Central
Project Manager for South Central "Going Forward into Employment"
Lucy.clark1@justice.gov.uk

Aston, Cote, Shifford and Chimney Parish Council

☎ 023 9431 0044 📠 07526987822

✉ Fareham Civic Offices, Civic Way, Fareham, PO16 7AZ

Find me on [People Finder](#)



Preventing victims by changing lives

**Going Forward
into Employment**

[Going Forward into Employment - Do you have barriers to employment and want to work for The Civil Service? \(ctp.org.uk\)](https://www.ctp.org.uk/)

**HMPPS
'Think
Child'
Campaign**

**Find details of
the campaign by
clicking below**

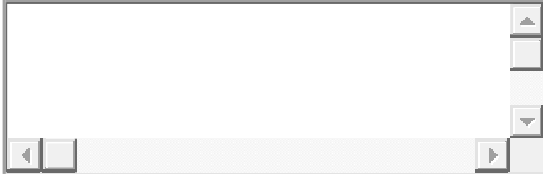


Cambsidn

Aston, Cote, Shifford and Chimney Parish Council

Survey Questions

1. What is your organisation name? *

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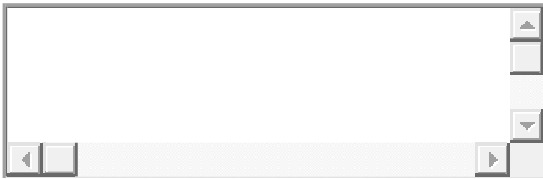
2. Before this survey, were you aware of Unpaid Work in your area?

- ☐ No
- ☐ Aware but not used
- ☐ Aware and have previously used

3. If you have previously used UPW, was your experience

- ☐ Positive
- ☐ Negative
- ☐ No View

4. Please provide more detail below to support your answer

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5. What strategic priorities does your organisation/local area have that UPW might support?

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6. What specific projects in your organisation/local area might UPW support?


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7. Are there any barriers and/or concerns about using UPW in these activities?

- ☐ Yes
- ☐ No

8. If yes, please give details below

Aston, Cote, Shifford and Chimney Parish Council



9. Would you be interested in exploring more formal arrangements with UPW, such as commissioning delivery from us, or supervising your own placements?

- ☐ Yes
- ☐ No
- ☐ Maybe in the future

10. If you would like a member of UPW staff to contact you to discuss UPW in more detail, please provide your contact details below.

Contact Name

Email

Telephone



Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11 d) – SAAA 2022 Opt-out Communication

Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

-Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Regards, admin@saaa.co.uk www.saaa.co.uk • SAAA Ltd, 77 Mansell Street, London E1 8AN

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12 – Governance – Financial Regulations

The following are the sections that have been updated since the last review of the Financial Regulations in 2021.

To decide on the parts in brackets and agree the wording for the highlighted parts.

Section 1. General - Point 1.14

In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and – **To decide on the amount.**
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

Section 2. Accounting and audit - Point 2.2

On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].

Section 4. Budgetary control and authority to spend - Point 4.1 to 4.8

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£5,000];
- a duly delegated committee of the council for items over [£500]; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of

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Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of [£100] or [15%] of the budget.

Section 5. Banking Arrangement and authorisation of payments - Points 5.5 to 5.8

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or

c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

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5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

Section 6. Instructions for the making of payments - Points 6.4 to 6.20

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members

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immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO] [a member]. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

Section 7. Payments of salaries - Points 7.4 to 7.8

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;

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b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

Section 8. Loans and Investments Point 8.3

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

Section 10. Orders for work, goods and services Point 10.2

10.2. Order books shall be controlled by the RFO.

Section 11. Contracts Points b) to j)

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

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course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[],³[insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Section 13. Assets, properties and estates Point 13.2

13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

Section 14. Insurance Point 14.4

14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

³ Based on NALC's Model Standing Order 18d ©NALC 2018

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 14 b) Asset Check**

REVIEW OF EXISTENCE AND CONDITION OF PARISH ASSETS – Exterior Assets				
2022				
Asset	Location	Existence confirmed	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
		Y/N		
War Memorial, posts & chains	Aston village square			
Bus Shelters				
1	High Street, Aston			
2	Near Cote crossroads, Cote			
3	End of Saxel Close, Cote Road, Aston			
Notice Boards				
General	Corner of Southlands			
Parish Council	Cote Road, corner with Bull Street			
Parish Council	By the allotments in Cote			
Benches & Seats				
Cote				
War Memorial Green Aston	Centre of Aston			
VE/VJ Day seat	Playing field, corner next to Cote Road			
Golden Jubilee Bench QE II	Corner of Southlands/Bull Street			
Silver Jubilee Bench GV	Corner of lane running from Bull Street towards Chimney			
Litter & Dog Bins (funded by Parish Council)				
Litter Bin	Cote Allotments			
Litter bin	Bridge on Great Brook Road leading to Ham Lane			
Litter bin	Ham Lane, Aston			

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Asset	Location	Existence confirmed	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
		Y/N		
Telephone kiosk				
Red phone box	Cote			
Defibrillators (funded by the Parish Council)				
91001 DefibSafe 2 External Cabinet, Locked, Standard	Village Hall, Recreation Ground, Aston			
cPAD Zoll AED 3 Semi Auto Defib+ Defibsafe 2 Stainless Steel Thermal Bag Unheated Cabinet Box	Telephone Box, Cote			
cPAD Zoll AED 3 Semi Auto Defib+ Stainless Steel Cabinet No Power c/w Thermal Bag	Chimney - By entrance to BBOWT			
?	Aston Depot, Aston			
Office Equipment				
Filing cabinet – 4 drawer	Meeting room Village Hall			
Two door metal cabinet	Meeting room Village Hall			
Shredder	Stored by Clerk at private address			
HP Laptop with Norton Anti Virus and Microsoft 365 and Windows 10	Stored by Clerk at private address			

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Agenda Item 15a

Financial Matters

Cash Balances

£

UNITY TRUST CURRENT ACCOUNT

Balance at 31 July 2022	31,398.47
August payments	(2,009.91)

Balance at 31 August 2022	<u>£29,388.56</u>
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CCLA INVESTMENT ACCOUNT

Balance at 30 June 2022	48,807.81
Transactions in month of July	38.43

Balance at 31 July 2022	<u>48,846.24</u>
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TOTAL CASH HOLDING AT 31 August 2022	<u>£78,234.80</u>
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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15b Monthly (Year to Date) Financial Report – For Information

	£	31/08/2022	Performance Against Budget	%	Commentary
2022-23 Budget					
RECEIPTS					
Precept	29715	14858	14858	50%	Complete
WODC Grant CTSG	0	0	0	0%	No longer paid
OCC grass cutting grant	1049	1049	0	0%	Received in Full against Grass Cutting Verges and WM
Interest	50	118	-68	-136%	CCLA Investment Account
VAT Refund	0	683	-683	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
Total Receipts	30814	16707	14107	46%	
EXPENDITURE					
Clerk's salary	4,404	2583	1821	-59%	Add Hours Paid in May
Working from home allowance	216	90	126	-42%	
HMRC	1,155	720	435	-62%	Add Hours Paid in May
Bank charges	72	18	54	-25%	£6 per month due quarterly.
Office equipment	150	0	150	0%	
Office running costs	650	238	412	-37%	Photocopying/Printing/Stamps plus sundries/Norton/Microsoft
Website costs	150	130	20	-87%	Renewal due for 2 years in 2022
Insurance	364	341	23	-94%	
Audit	240	0	240	0%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	70	436	-14%	
Chairman's Allowance	100	15	85	-15%	
Grass Cutting - verges & WS	5000	1326	3674	-27%	
Grass Cutting - playing field & WM	3000	1147	1853	-38%	
Grants paid under statute	5435	1209	4226	-22%	
Dog & Litter Bin Emptying	420	121	299	-29%	
Fete Bins	0	0	0	0%	
Training & Travel	527	222	305	-42%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	550	280	270	-51%	Bus Shelter cleaning due for Renewal - Nov 2022
Defibrillator pads/batteries	200	0	200	0%	
Repairs	0	0	0	0%	Included in VMB
VAT Paid	0	1103	-1103	0%	
Village maintenance (Lengthsman)	1500	75	1425	-5%	
Small Grants	1115	0	1115	0%	
Total Expenditure	26023	9687	16336	-37%	
Projects					
Aston History Project (£5K)	1000	0	1000	0%	History Boards
Cote Noticeboard	1000	910	90	0%	
					Proposed - so funding available to support
New Reserve - North Farm	3800	0	3800	0%	any consultations
New Reserve - Office Equipment	1000	0	1000	0%	Proposed
Chimney Defibrillator	6105	2455	3650	0%	Awaiting Installation Invoice - ID
Total Project Spend	12905	910	11995	0%	
Contingency Budget	5000	0	5000	0%	
			0		
OVERALL EXPENDITURE	37916	13052	24864	-34%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7102	7019	-14121	0%	
Reserves					
Opening at 1 April	74580	0	74580	0%	
Closing at 31 March	67478	0	67478	0%	
Closing reserves analysis:					
Working day to day balance	18323	0	18323	0%	
Contingency reserve	5000	0	5000	0%	
Recreation Reserve	33476	0	33476	0%	
Traffic Calming	4876	0	4876	0%	
Defibrillator Maintenance	0	0	0	0%	To be populated with remaining from Chimney Defib project once complete.
Office Equipment	1000	0	1000	0%	
	62675	0	62675	0%	