

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 20 April 2023

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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

All correspondence by email

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12a - Councillor's Travelling Allowances Scheme 2023-24

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL COUNCILLORS' TRAVELLING ALLOWANCES SCHEME FINANCIAL YEAR 2023/24

Aston, Cote, Shifford & Chimney Parish Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. Name and Duration

- 1.1. This scheme may be cited as the Aston, Cote, Shifford & Chimney Parish Council Councillors' Travelling Allowances Scheme.
- 1.2. This scheme shall have effect for the period 1 April 2023 to 31 March 2024.

2. Travel and other Expenses

- 2.1. The duties and activities in respect of which travel and related expenses will be payable, are:
 - (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body, subject to the meeting taking place outside the parish boundary, in accordance with clause 2.9 ;
 - (b) the attendance at a meeting of any association of authorities of which the authority is a member;
 - (c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened, subject to the venue being outside the parish boundary, in accordance with clause 2.9;
 - (d) attendance at training events and information seminars either organised by the Council or where attendance has been authorised; and
 - (e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.
- 2.2. The approval for members to carry out additional duties falling within 2.1(e) above will in general be granted at a previous Parish Council meeting. Where that is not possible, the Clerk, after consultation with the Chairman, has the authority to approve additional duties falling within 2.1(e) above.
- 2.3. A Councillor may be reimbursed for travel and other expenses incurred in connection with or relating to the duties specified in 2.1 above.
- 2.4. Notwithstanding 2.3 above, the following shall be excluded from the scheme in relation to travel and other expenses:
 - (a) attendance at social events unless this is attendance at such functions as the Parish Council deems it proper for the member to attend as representative of the Council ;
 - (b) attendance at a meeting of an outside body for which travel and other expenses are paid for by that body

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2.5. The rates of the allowances in respect of travel shall be as follows:

All Vehicles	Inland Revenue non profit making rate (currently 45p per mile plus 5p with a passenger)
Cycles	Inland Revenue non profit making rate (Currently 12p per mile).

2.6. Taxis should be used, and payment will be made, only where travel by other forms of public transport or by car is not possible.

2.7. Standard class fares only will be reimbursed.

2.8. Related travel expenses, including car parking and road tolls will be reimbursed.

2.9. Travel allowances and related expenses will only be reimbursed for travel or duties undertaken outside the parish boundary.

2.10. In respect of all the claims for travel allowances and related expenses, it is expected that members exercise economy and efficiency, to minimise claims.

3. Claims and Payments

3.1. A claim for travel or other expenses under this scheme shall be made on the claim form designed for the purpose, a copy of which can be obtained from the Clerk.

3.2. A claim for travel or the reimbursement of expenses shall include details of the duty/activity in respect of which the claim has arisen, and a travel claim shall specify the total number of miles travelled.

3.3. A claim for the reimbursement of expenses, shall be supported by a receipt.

4. Publicity

4.1 The Travelling Allowances Scheme will be publicised on the noticeboards in the parish for 14 days after its adoption and will be published on the Parish Council website.

4.2 After the end of each financial year the total amount paid to each member of the Parish Council under the Travelling Allowances Scheme will be publicised on the noticeboards in the parish for 14 days and will be published on the Parish Council website.

4.3 Reports of the Parish Remuneration Panel, a body of the District Council, will be published on the noticeboards and on the Parish Council website.

This allowances scheme was adopted by
Aston, Cote, Shifford & Chimney Parish Council
on 20 Apr 2023

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12b – Small Grant Application Form 2023-24

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 must 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 taxpayers 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 is 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 cannot 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
 - The proportion of the residents that 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. The more tangible the project or scheme and the greater number of people in the Parish that it benefits, the stronger the case

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- 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.
- Grants will not be given for expenditure which has already been occurred or committed via a purchase order and applicants will be required to confirm that their application meets this condition in their application.
- The grant shall be used for the purposes given on the application form and will be subject to any conditions sent in writing when notifying the applicant of their award. If the project for which Aston, Cote, Shifford & Chimney Parish Council offers funding is altered, curtailed, postponed, or cancelled in whole or in part the recipients shall notify Aston, Cote, Shifford & Chimney Parish Council immediately in writing and the grant may be reconsidered, reduced or recalled at the Parish Council's discretion.
- If expenditure on the event, project or activity for which Aston, Cote, Shifford & Chimney Parish Council provides funding is ultimately less than the funding provided, the recipients shall notify Aston, Cote, Shifford & Chimney Parish Council immediately in writing and the excess funding returned by cheque payable to Aston, Cote, Shifford & Chimney Parish Council within 30 days.
- Projects must commence within 12 months of notification of the funds being provided. If this cannot be achieved applicants can apply in writing for a six-month extension clearly stating the reasons for the delay and giving a new start date. Should the project fail to meet a revised deadline, or the extension not be granted the offer of grant funding will be withdrawn and the recipients will be required to return the funding by cheque payable to Aston, Cote, Shifford & Chimney Parish Council within 30 days. ⁶

Aston, Cote, Shifford and Chimney Parish Council

- All organisations which are successful in their grant applications must provide in writing further information once the application has been completed, to include the date the project was completed, the total final cost of the project, and the total of the Parish Council grant funding applied to the project. A copy of the paid invoices verifying the expenditure must be supplied at the same time.
- 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, always provided 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 July
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

Applicants for grants 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 clerk@astonoxon-pc.gov.uk. You are strongly advised to keep a copy of your completed form for your records.

Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
SMALL GRANT SCHEME
APPLICATION FORM – 2022/23

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?				

Aston, Cote, Shifford and Chimney Parish Council

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 £
Bank Details	Acc No:	Sort Code:
	Bank Name:	Bank Address:

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?	

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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			
Please confirm that the expenditure has not yet been occurred nor the order placed by	<input type="checkbox"/>		
FINANCIAL INFORMATION ABOUT THE PROJECT :			
Please provide a breakdown 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?			

Aston, Cote, Shifford and Chimney Parish Council

<p>Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves</p>	
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DECLARATION:	
<p>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.</p>	
Signed:	
Dated:	
Please include the following:	<ul style="list-style-type: none"> 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
<p>Please either email to the Clerk at clerk@astonoxon-pc.gv.uk or post the signed application together with all supporting papers to: Elaine Anstee, Clerk, Aston, Cote, Shifford & Chimney Parish Council. 16 Foxwood, Aston, Bampton, OX18 2DZ.</p>	

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

£

UNITY TRUST CURRENT ACCOUNT

Balance at 21 March 2023

32,839.45

Bank Charges

(18.00)

Balance at 31 March 2023**£32,821.45***CCLA INVESTMENT ACCOUNT*

Balance at 28 February 2023

49,497.96

Transactions in month of March

146.13

Balance at 31 March 2023**49,644.09****TOTAL CASH HOLDING AT 31 March 2023****£82,465.54**

Aston, Cote, Shifford and Chimney Parish Council

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

	£	31/03/2023	Performance Against Budget	%
2022-23 Budget				
RECEIPTS				
Precept	29715	29715	0	0%
WODC Grant CTSG	0	0	0	0%
OCC grass cutting grant	1049	1049	0	0%
Interest	50	916	-866	-1732%
VAT Refund	0	2054	-2054	0%
INVESTMENTS IN	0	0	0	0%
Sundry	0	0	0	0%
Total Receipts	30814	33733	-2919	-9%
EXPENDITURE				
Clerk's salary	4,404	5469	-1065	-124%
Working from home allowance	216	216	0	-100%
HMRC	1,155	1441	-286	-125%
Bank charges	72	72	0	-100%
Office equipment	150	0	150	0%
Office running costs	650	783	-133	-120%
Website costs	150	190	-40	-127%
Insurance	364	341	23	-94%
Audit	240	200	40	-83%
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	2332	2668	-47%
Grass Cutting - playing field & WM	3000	1748	1252	-58%
Grants paid under statute	5435	3309	2126	-61%
Dog & Litter Bin Emptying	420	346	74	-82%
Fete Bins	0	0	0	0%
Training & Travel	527	552	-25	-105%
Clock Maintenance	229	462	-233	-202%
Bus Shelter Cleaning	550	443	107	-81%
Defibrillator pads/batteries	200	165	35	-83%
Repairs	0	0	0	0%
VAT Paid	0	1947	-1947	0%
Village maintenance (Lengthsman)	1500	1127	373	-75%
Small Grants	1115	750	365	-67%
Total Expenditure	26023	21978	4045	-84%
Projects				
Aston History Project	1000	0	1000	0%
Cote Noticeboard	1000	910	90	0%
New Reserve - North Farm	3800	0	3800	0%
New Reserve - Office Equipment	1000	0	1000	0%
Chimney Defibrillator	6105	2960	3145	0%
Total Project Spend	12905	3870	9035	0%
Contingency Budget	5000	0	5000	0%
OVERALL EXPENDITURE	37916	25848	12068	-68%
SURPLUS/(DEFICIT) FOR THE YEAR	-7102	11755	4653	0%
Reserves				
Opening at 1 April	74580		74580	0%
Closing at 31 March	67478	14987	82465	22%
Closing reserves analysis:				
Working day to day balance	18323	7042	25365	38%
Contingency reserve	5000	0	5000	0%
Recreation Reserve	33476	0	33476	0%
North Farm	0	3800	3800	
Aston History Boards	0	1000	1000	
Traffic Calming	9679	0	9679	0%
Defibrillator Maintenance	0	3145	3145	0%
Office Equipment	1000	0	1000	0%
	67478	14987	82465	22%

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 15c – Bank Reconciliation – 31 March 2023****ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL****BANK RECONCILIATIONS AT****31 March 2023**

	£ Receipts	£ Payments	£
<u>Unity Trust Current Account</u>			
<i>Balance per Cash Book:</i>			
Balance b/f at 1/4/22			<u>25,852.19</u>
Total receipts in year	32817.25		
Total expenditure in year		<u>25847.99</u>	
	<u>32,817.25</u>	<u>25,847.99</u>	6,969.26
<i>Closing balance per Cash Book</i>			<u>32,821.45</u>
RECONCILIATION			
Balance per Bank Statement			32821.45
<i>Reconciling Items</i>			
	0.00	0.00	
	<u>0.00</u>	<u>0.00</u>	0.00
Balance per Cash Book			<u>32,821.45</u>

<u>CCLA</u>			
Balance per Bank Statement (no new statement)			49,644.09
Less: uncleared transactions			
NONE		<u>0.00</u>	
Balance per Cash Book			<u>49,644.09</u>

TOTAL CASH BALANCES**82,465.54**Prepared by: E AnsteeDate: 31.03.2023

Reviewed by: _____

Date: _____