

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 20 May 2021

Page *Contents*

2	Correspondence (Agenda Item 10)
3	Annual Parish Council Meeting – Portfolios (Agenda Item 4)
4-8	Traffic Calming – Glasdon Quote – (Agenda Item 9a)
9-13	Small Grant Application – Aston Brownies (Agenda Item 9c)
14	Ownership of land by Parish Councils (Agenda Item 9e)
15	Account Balances (Agenda Item 15a)
16 -20	Insurance Renewal (Agenda Item 15b)
21-22	Receipts and Payments Account to 31 March 2021 (Agenda Item 15c)
23	Bank Reconciliation as at 31 March 2021 (Agenda Item 15d)
24-29	Annual Return for 2020/21 (Agenda Item 15e)
30	Internal Audit Letter for 2020/21 (Agenda Item 15f)
26-27	Monthly (Year to Date) Financial Report – For Information
28-29	

Prepared by E Anstee on 15th May 2021

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10

Correspondence

Ltr to Cote Chapel – Grass cutting grant - 3 April 2021

Ltr to St Mary's Shifford – Grass cutting grant – 3 April 2021

Ltr to Buckingham Palace re condolences for Duke of Edinburgh – 13 April 2021

Ltr to R Williams – Appointment as Allotment Trustee – 13 April 2021

Ltr to BBOWT – Siting of Cote Defibrillator – 13 April 2021

Ltr to N Hoskins – Internal Audit – 16 April 2021

Ltr to Welch and Stammers – Dog Poo Bin, Ham Lane – 7 May 2021

All other correspondence by email.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 4

Annual Meeting of the Parish Council - Portfolios

COUNCILLOR PORTFOLIOS - WEF 5 SEP19

Portfolio and Name (WODC Model)	Areas of Responsibility	Comments
Chairman ('Leader the Council') Russell La Forte (Deputy – John Ordish) (WODC James Mills)	Policy and Strategy Framework Governance Official Representation Public Relations Protocol Parish Clerk 'Line Manager'	Outgoing Chairman to become Deputy Chairman
Resources Ben Lings Gill Ball (WODC Toby Morris)	Finance and Management Precept IT Council Archives Asset Management	
Environment Phil West* Paul Sparrowhawk (WODC Norman MacRae)	Flooding and Drainage Waste Collection and Recycling Grounds Maintenance Traffic Calming/Issues Environmental and Regulatory Conservation Area Champion *Rural Economy/Local Business	
Health and Leisure Paul Sparrowhawk Jane West* (WODC Michele Mead)	Sports and Leisure Parish Clubs/Societies Community Trust Liaison Community and Public Health Public Events Heritage *Chimney Champion *Cote Champion	
Communities [and Housing?] Gill Ball Ben Lings (WODC Steve Good)	Vulnerable Residents Champion Neighbourhood Policing Assets of Community Value Voluntary Sector Engagement Liaison with Neighbouring Parishes (and RAF BzN?) Liaison with Parochial Council Broadband	
Strategic Planning Russell La Forte John Ordish* (WODC Jeff Haine)	Local Plan Neighbourhood Plan TBC Planning and Development Sect 106 and CIL Community Emergency Plan *Shifford Champion	

Clerk's Briefing Notes – 20 May 2021
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9A

Traffic Calming – Glasdon's Quote for Gates - Shifford and Chimney

Quote

Ms Elaine Anstee

Aston, Cote, Shifford & Chimney Parish Council

16 Foxwood

Aston

Bampton

Oxfordshire

OX18 2DZ

Account Code: 590109167

05/05/2021

EQ70048907

Email: charlotte.whiteside@glasdon-uk.co.uk

LiveChat with us!

Request a callback

		Qty	Unit Price	Total Price
	<div> <div>Glasdon Gateway</div> <div>manufactured from rigid Everwood, wood effect material in white, 1.8m height (1.3m above ground) and 960mm width complete with two horizontal slats and crossbar with sign.</div> <div> <div>Sign to read -</div> <div>Welcome to Shifford Please drive carefully</div> </div> <div> <div>Please see visual attached</div> <div> <div>Product Information</div> <div>Product News</div> <div>Product Videos</div> <div>Product Warranty</div> </div> </div> </div>	1	£638.60	£638.60
	<div> <div>Glasdon Gateway</div> <div>manufactured from rigid Everwood, wood effect material in white, 1.8m height (1.3m above ground) and 960mm width complete with two horizontal slats and crossbar with sign.</div> <div> <div>Sign to read -</div> <div>Welcome to Shifford Doomsday Manor 1085</div> </div> <div> <div>Please see visual attached</div> <div> <div>Product Information</div> <div>Product News</div> <div>Product Videos</div> <div>Product Warranty</div> </div> </div> </div>	1	£638.60	£638.60
	<div> <div>Glasdon Gateway</div> <div>manufactured from rigid Everwood, wood effect material in white, 1.8m height (1.3m above ground) and 960mm width complete with two horizontal slats and crossbar with sign.</div> <div> <div>Sign to read -</div> <div>Welcome to Aston Please drive carefully</div> </div> <div> <div>Please see visual attached</div> <div> <div>Product Information</div> <div>Product News</div> <div>Product Videos</div> <div>Product Warranty</div> </div> </div> </div>	1	£641.56	£641.56
	<div> <div>Glasdon Gateway</div> <div>manufactured from rigid Everwood, wood effect material in white, 1.8m height (1.3m above ground) and 960mm width complete with two horizontal slats and crossbar with sign.</div> <div> <div>Sign to read -</div> <div>Chimney No through road</div> </div> <div> <div>Please see visual attached</div> <div> <div>Product Information</div> <div>Product News</div> <div>Product Videos</div> <div>Product Warranty</div> </div> </div> </div>	1	£633.94	£633.94
	<div> <div>Glasdon Gateway</div> <div>manufactured from rigid Everwood, wood effect material in white, 1.8m height (1.3m above ground) and 960mm width complete with two horizontal slats and crossbar with sign.</div> <div> <div>Sign to read -</div> <div>Welcome to Cote Please drive carefully</div> </div> <div> <div>Please see visual attached</div> <div> <div>Product Information</div> <div>Product News</div> <div>Product Videos</div> <div>Product Warranty</div> </div> </div> </div>	2	£641.56	£1,283.12

Clerk's Briefing Notes – 20 May 2021

Aston, Cote, Shifford and Chimney Parish Council

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 04/06/2021

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to OXFORDSHIRE	£0.00
Total (excluding VAT)	£3,835.82

[Click here to proceed with this quote using a credit card or by paying on account](#)

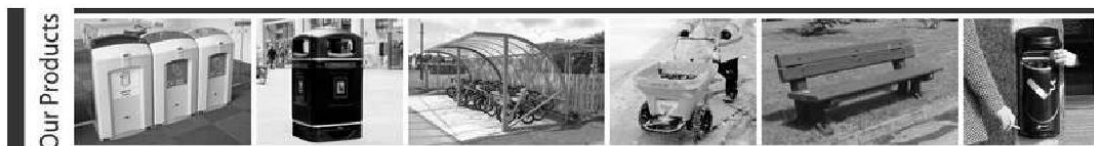
Company Reviews

As part of Glasdon's commitment to exceptional customer service, as well as our responsibilities as an ISO9001 certified company, we invite customers to complete a Customer Satisfaction review.

We ask customers to rate our performance on a scale of 1-5: how we handled their initial enquiry, delivery performance, product quality, after sales service and overall satisfaction with the process.

Please read some of our reviews here...

Brochures



Follow us on :



www.glasdon.com

Glasdon UK Limited, Preston New Road, Blackpool, Lancashire, FY4 4UL

Aston, Cote, Shifford and Chimney Parish Council

Scale 1:14



Gateway overall dimensions:

Height: 1800mm

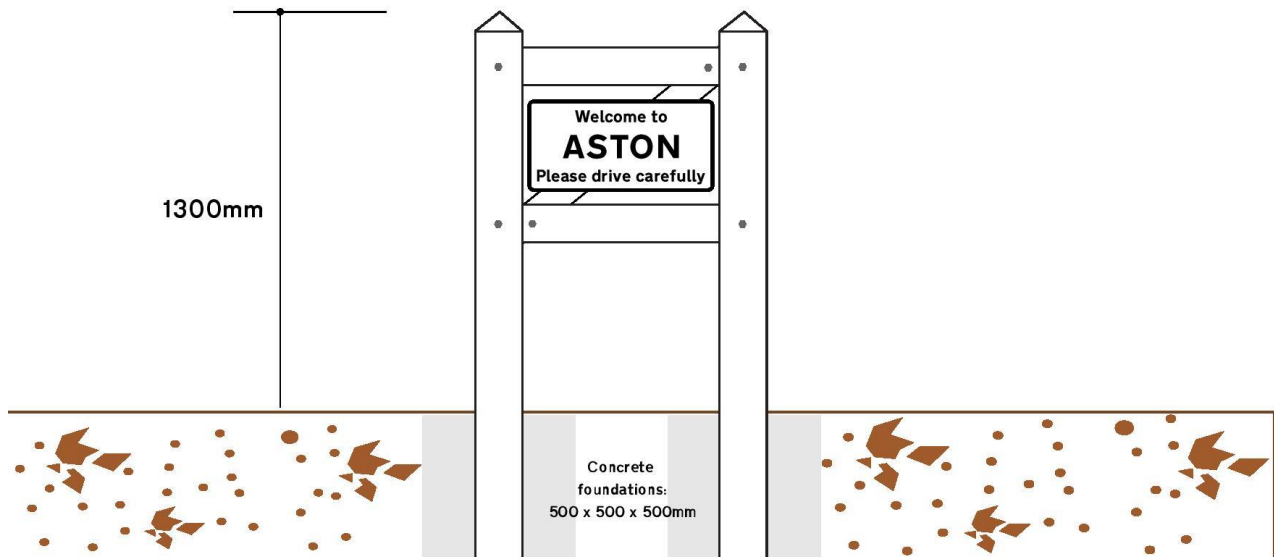
Width: 960mm

Sign overall dimensions

Height: 300mm

Width: 610mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD



Scale 1:14



Gateway overall dimensions:

Height: 1800mm

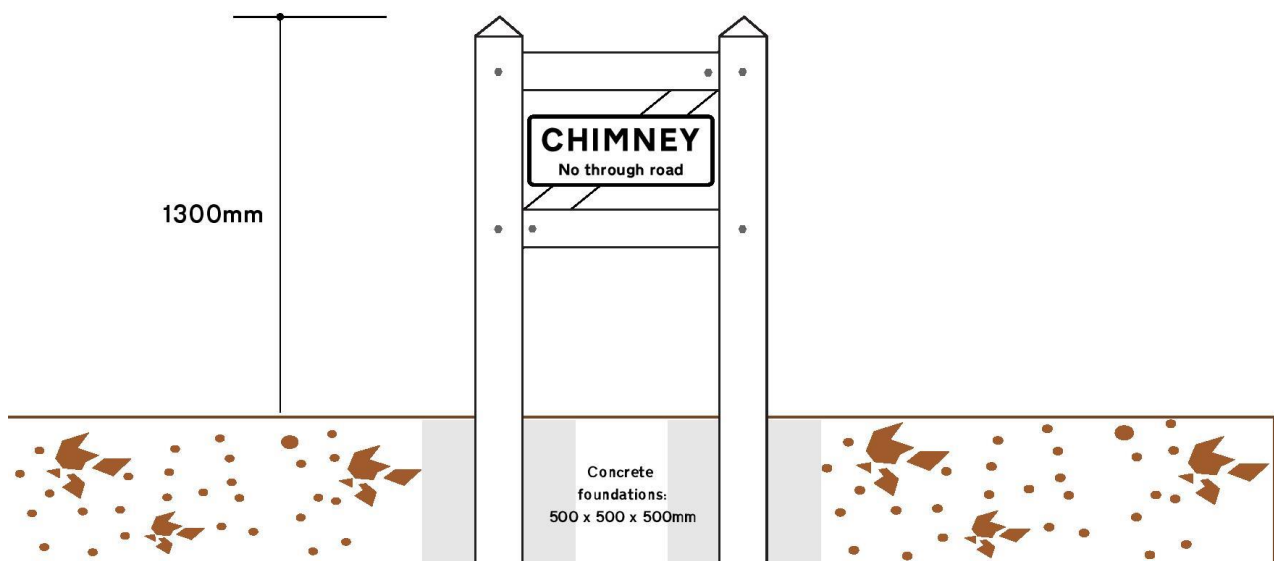
Width: 960mm

Sign overall dimensions

Height: 230mm

Width: 610mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD



Aston, Cote, Shifford and Chimney Parish Council

Scale 1:14



Gateway overall dimensions:

Height: 1800mm

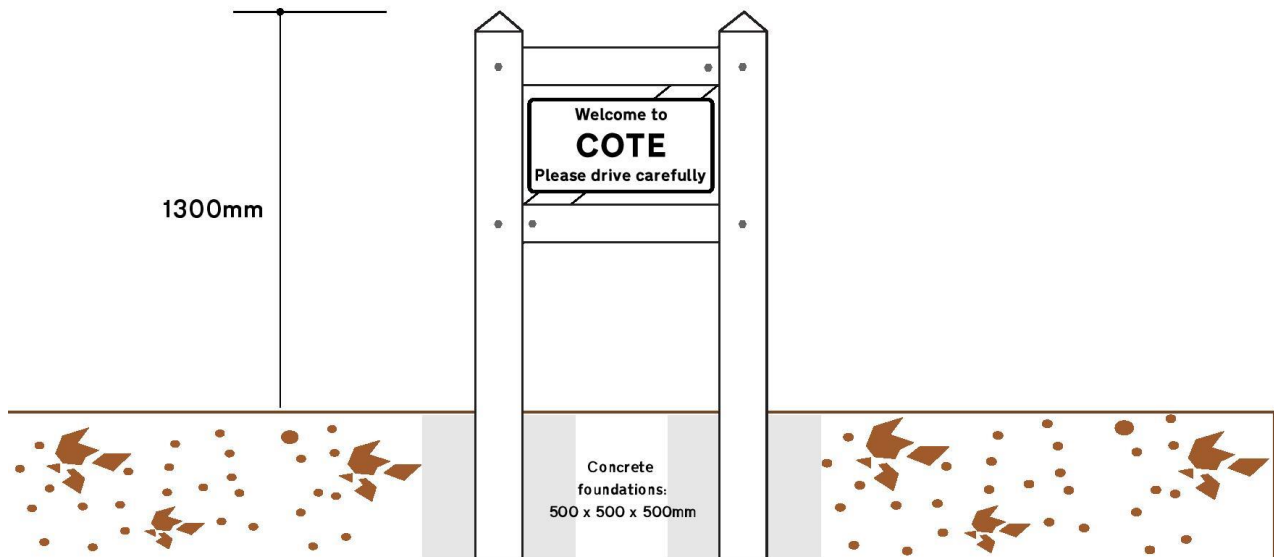
Width: 960mm

Sign overall dimensions

Height: 300mm

Width: 610mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD



Scale 1:14



Gateway overall dimensions:

Height: 1800mm

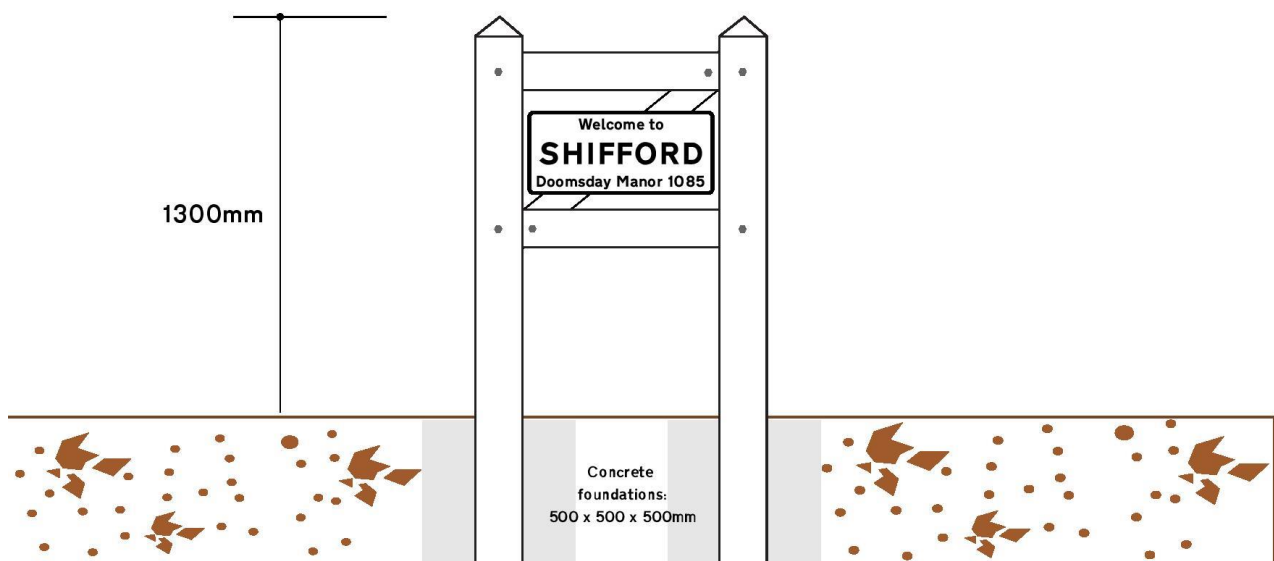
Width: 960mm

Sign overall dimensions

Height: 280mm

Width: 610mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD



Aston, Cote, Shifford and Chimney Parish Council

Scale 1:14



Gateway overall dimensions:

Height: 1800mm

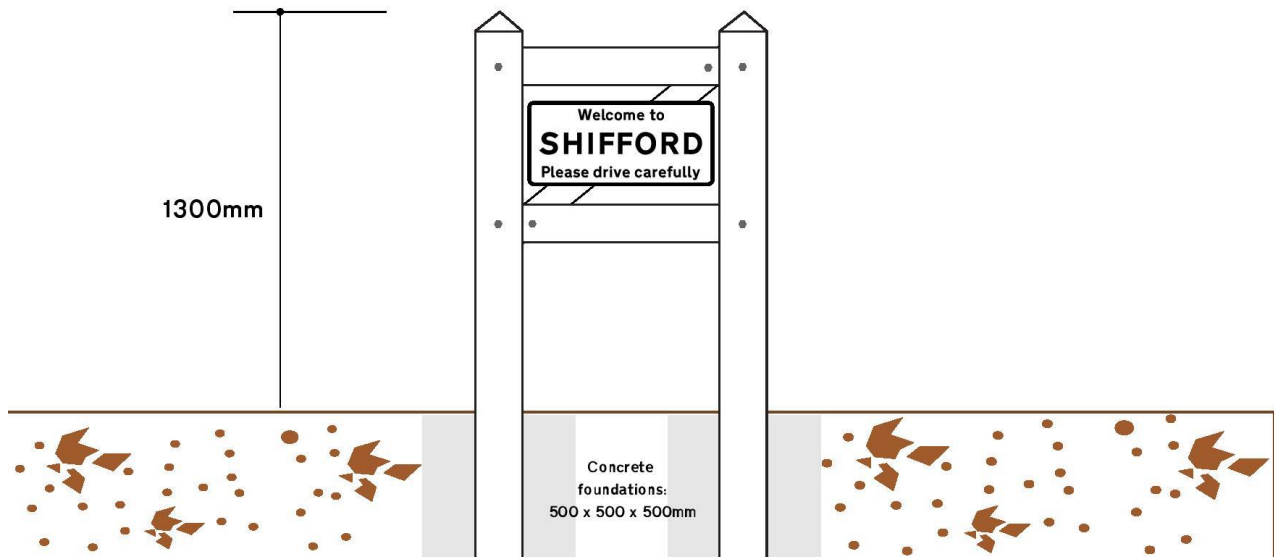
Width: 960mm

Sign overall dimensions

Height: 280mm

Width: 610mm

NOTE: THIS SIGN MEETS THE MINIMUM
REQUIREMENTS OUTLINED BY THE DfT & TSRGD



Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 9c***Small Grant Application – Aston Brownie*

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
SMALL GRANT SCHEME
APPLICATION FORM – 2020/21**

ABOUT YOUR ORGANISATION:		
Name	KAREW STAY.	
Address	c/o. Z. Waites close, Aston. Bampton. Oxfordshire. OX18 2ES.	
Email address:	karenthegardener123@gmail.com	
Website:	—	
Contact Details:	First Contact	Second Contact
Name:	KAREW. STAY.	/
Position:	BROWNIE LEADER.	
Address:	c/o. Z. waites close, Aston. Bampton, Oxfordshire, OX18 2ES.	
Phone Number:	01993 851506.	
Mobile Number:	07887974468.	
Email Address:	karenthegardener123@gmail.com	

Unit

Aston, Cote, Shifford and Chimney Parish Council

PROJECT SPECIFIC INFORMATION :			
Please give more details about the project for which you are applying for this grant:			
GOING TO CAMP. WITH GIRLS (JUBILEE HOUSE). WEEKEND SLEEP OVER / OUTSIDE ADVENTURE ACTIVITIES.			
Please justify the need for this project?			
ALL CURRENT GIRLS IN UNIT, WOULD HAVE BEEN AWAY TO CAMP. DUE TO CANCELLED LAST YEAR.			
How will you monitor the progress of the project?			
PHOTOS, BADGES EARNED. WORKING TOGETHER INVOLVED WITH OUTSIDE ACTIVITIES.			
How do you plan to judge the success of the project?			
WE DO FEEL THAT THE GIRLS WILL BENEFIT ENORMOUSLY. IT WILL BE SOMETHING TO AIM FOR, A GOAL FOR THEM.			
TIMESCALE :			
Start Date	1st June 2021.		
Finish Date			
Ongoing, give details			
Please confirm that the expenditure has not yet been occurred nor the order placed by ticking in this box:		<input checked="" type="checkbox"/>	
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)			
COST	PER GIRL	\$35.00.	
\$35.00	x 11 =	\$385.00.	
How much funding is your organisation requesting from Aston, Cote, Shifford & Chimney Parish Council via this form?		\$385.00.	
Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves		NO FUNDRAISING WAS DONE LAST YEAR, WHICH WAS HOW WE WOULD FUND THE WEEKEND.	

Aston, Cote, Shifford and Chimney Parish Council

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?	Unit is 50 years old.			
What does your organisation do?	Aston Brownie Unit.			
Who does your group /organisation serve mainly?	e.g. children, young people, senior citizens, rurally isolated people etc Children.			
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:	£786.53.			
Total amount spent in the last financial year:	£499.95.			
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 £		
	Fund Raising.	£00.00.		
		During 2020 due to covid-19.		

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?	2. Volunteers.

Aston, Cote, Shifford and Chimney Parish Council

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:	<i>Harriet Stang</i>
Dated:	11.03.2021
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 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

Additional Information

In reply to the Parish Council questions.

1) The Camp is at Jubilee House, which is Girlguiding Oxfordshire Headquarters, just past the Crematorium on the outskirts of Headington. Check out www.oxfordshiregirlguiding.org.uk and then enter Jubilee House (1AG, Horton Road, Oxfordshire, OX33 1AQ) you will be able to access all of the details of the Headquarters which includes Residential Stays, with all outdoor facilities required, along with the price list for 2021, along with an obstacle course, a climbing wall, abseiling =£30.00. a fire pit for Barbecue =£30.00. along with indoor sleeping areas, classroom, offices, toilet and shower blocks t.v. = £10.00. I hope this answers question 1.

2) Yes we intend to ask all parents to contribute, however we are obviously well aware due to covid-19 of financial hardship for some, so to allow everyone to have this wonderful opportunity we have decided that the unit will cover the costs of anyone that tells us that they can not afford it.

3) The Surplus funds in the account are for :

Zoom, Summer Term £119.99? Autumn Term Hall Hire = £110.00 ? 8 x Sashes = £7.75.each.

12 x Covid -19 Kit Bags, @ £16.00 each = £192.00 TOTAL. These will be ready for when we start back face-to-face. *These bags will be given to each girl it will be her property and responsibility, consisting of 1 x drink bottle @ £5.00 1 x notepad and pen @ £2.00 1 x Brownie Kit bag @ £4.50 1 x set of Brownie colouring pencils @ £4.50 each = Total £192.00. Some individual costs for Camp for some of the girls due to financial hardship.*

Badges cost on average £1.50 and we have 12 girls = £18.00. cost to the unit for a badge for each girl. We are always working towards awarding badges each term and of course the girls are working towards their own separate badges at home so we need to allow funds for future badge purchases, for example 12 x 1 badge at £1.50 = £18.00 and if we award 16 different badges = £288.00.

I hope this explains the funds in the account.

We are hoping to be allowed to do 2 x Bag Packing Fundraisers at the Supermarkets during the year, however, like many other organisations this is the luck of the draw at the Supermarkets, but hopefully we will be asked to do it.

4) You will see that we have already budgeted for the Hall/Zoom for meetings later in the year, so we feel we have that covered.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9e

Ownership of Land and buildings by Parish Councils

The range of services and amenities provided by Local Councils varies enormously. Many provide public seats and shelters, litter bins and notice boards. Some provide recreation grounds, public halls, cemeteries, allotments and swimming pools. All play an important role in maintaining and improving local services and facilities, supporting local voluntary organisations and activities and influencing and lobbying on local development.

List of Parish Council Powers (this is not an exhaustive list)

Function Powers & Duties Statutory Provisions

- Allotments Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights Small Holding & Allotments Act 1908, ss. 23, 26, and 42
- Burial grounds, cemeteries and crematoria Power to acquire and maintain Power to provide Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries Open Spaces Act 1906, Ss 9 and 10; Local Government Act 1972, s. 214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1 Local Government Act 1972, s. 214(6)
- Bus shelters Power to provide and maintain shelters Local Government (Miscellaneous Provision) Act 1953, s. 4
- Clocks Power to provide public clocks Parish Councils Act 1957, s.2
- Closed churchyards Powers as to maintenance Local Government Act 1972, s.215
- Common pastures Powers in relation to providing common pasture Smallholdings and Allotments Act 1908, s.34 Conference facilities Power to provide and encourage the use of facilities Local Government Act 1972, s.144
- Community centres Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives Local Government (Miscellaneous Provisions) Act 1976 s.19
- Highways Power to maintain footpaths and bridle-ways Power to light roads and public places Provision of litter bins Powers to provide parking places for bicycles and motor-cycles, and other vehicles Power to enter into agreement as to dedication and widening Power to provide roadside seats and shelters Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway Power to complain to highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes Power to provide traffic signs and other objects or devices warning of danger
- Land Power to acquire by agreement, to appropriate, to dispose of Power to accept gifts of land Local Government Act 1972, ss.124, 126, 127 Local Government Act 1972, s.139
- Public buildings and village hall Power to provide buildings for public meetings and assemblies Local Government Act 1972, s.133 Public conveniences Power to provide Public Health Act 1936, s.87

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

£

UNITY TRUST CURRENT ACCOUNT

Balance on 31 March 2021	23,756.71
April payments	(1999.06)
Precept from WODC (1 st Tranche)	14659.50
HMRC Vat Return for 31/03/2021	538.58
Balance on 30 April 2021	<u>36,555.73</u>

CCLA INVESTMENT ACCOUNT

Balance on 28 February 2021	48,692.76
Transactions in month of March	1.44
Balance on 31 March 2021	<u>48,694.20</u>

TOTAL CASH HOLDING AT 31 March 2021	<u>£85,249.03</u>
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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15b

Insurance Renewal for 21-222

Renewal Date: 01/06/2021
Policy Number: LCO00491
Renewal Premium: £347.37

Dear Sir/Madam

Your BHIB Insurance Brokers Local Councils Insurance is due for renewal shortly.

To view details of your renewal, including the premium invited for the forthcoming 12 months, please access the BHIB Insurance Brokers secure documents portal by clicking the link below:

[Your Renewal Documents](#)

If the link above does not work please visit <https://portal.bhibaffinities.co.uk/permalinks/renewal-view?id=241468>

You will be asked to confirm some security details, but can then view your Renewal Invitation Letter, Policy Schedule, Statement of Fact and Policy Wording.

It is important that you check the documents to ensure they meet with your instructions and the cover required. Your payment options are shown on the Invoice, and please would you arrange settlement prior to the renewal date. There is also the option to pay for your renewal by entering your debit/credit card details online. If you usually pay by instalments we will arrange for this to continue, or we can set up a new facility upon your request. If you need to amend any of the information, or would like to make changes to your policy from renewal then please get in touch. You can contact us on 0330 013 0036 or via enquiries@bhibaffinities.co.uk. Please note, our opening hours are Mon - Thurs 9am - 5.15pm, Fri 9am - 5.00pm.

We look forward to helping with your enquiries, and welcoming you as a BHIB Insurance Brokers customer for another 12 months.

Your BHIB Insurance Brokers Team

Email: enquiries@bhibaffinities.co.uk
Phone: 0330 013 0036

Clerk's Briefing Notes – 20 May 2021
Aston, Cote, Shifford and Chimney Parish Council



Ms Elaine Anstee
Aston, Cote, Shifford & Chimney Parish Council
16 Foxwood
Aston
Bampton
Oxfordshire
OX18 2DZ

13 April 2021

Dear Ms E Anstee,

Your Local Councils Insurance Renewal

Premium: £347.37 including Insurance Premium Tax at 12% (where applicable) and our broker fee.
Renewal Date: 01 June 2021
Policyholder: Aston, Cote, Shifford & Chimney Parish Council
Policy Number: LCO00491

Your Local Councils Insurance policy falls due for renewal shortly. Please will you read this renewal invitation carefully and let us know if you have any questions. From renewal, your policy will continue to be underwritten by leading UK insurer, Aviva Insurance Ltd. Aviva are the only provider we have approached in relation to your Local Councils Insurance policy.

Your policy continues to provide the same level of cover as before, including the following benefits:

- Set covers that protect against risks faced by Councils, including legal liabilities, money, theft by employees, accidental wrongdoing by council officials and libel and slander
- Legal Expenses at a standard limit of £250,000, reflecting the rising costs of legal advice
- Officials Indemnity at a standard limit of £500,000
- Set limits for property cover so there is no need to contact us and pay extra premiums every time there is a change to the councils asset register
- 24 hour legal and claims helplines
- Access to the Aviva Online Risk Management portal

The renewal premium quoted above is based on information you have previously provided to us and there having been no changes to your material information in the last 12 months. This information is detailed within the attached Local Councils Schedule and Statement of Fact. You will notice that some of your sums insured have been index linked to keep pace with inflation. Your renewal premium is also subject to there being no claims reported or changes in material information, which may cause the insurer to reassess their ratings and terms. For all renewals after 1st July 2020 there has been a minor increase applied to the premiums charged by your insurers*. This is the first increase for at least three years and reflects the rising cost of claims, as a result of increases in such areas as construction costs and liability settlements, particularly where injuries to third parties are concerned.

*Where you have an existing Long Term Undertaking with the insurer, the premium rates will not be amended until your current agreement expires. Please refer to your policy schedule for the expiry date, where applicable.

If you are aware of any changes to material information, or if you are in any doubt as to what might constitute material information, please contact us directly in order that we may discuss and assist you. Changes to material information may lead to a change in the terms and conditions of your policy.

We would also draw your attention to the enclosed 'Notice to Policyholders', provided by Aviva. In common with most other UK insurers, Aviva have felt it necessary to reconfirm their position in relation to policy coverage, in the wake of the Coronavirus pandemic. Your policy now includes an endorsement which provides clarity around the exclusion of cover for this, and other similar circumstances.

As we are not making a recommendation to you, we would ask that you consider the information included within these documents

BHIB Leicester
AGM House, 3 Barton Close,
Grove Park, Enderby, Leicester LE19 1SJ

T.0330 013 0036
E.enquiries@bhibaffinities.co.uk
www.bhibcouncils.co.uk

BHIB Councils Insurance is a trading name of BHIB Limited. Registered office is AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ. BHIB Limited is registered in England and Wales number: 829660. Authorised and regulated by the Financial Conduct Authority under registration number 116675. For more details you can check the Financial Services Register by visiting www.fca.org.uk. We are covered by the Financial Ombudsman Service. You can find out more at www.financial-ombudsman.org.uk

Clerk's Briefing Notes – 20 May 2021

Aston, Cote, Shifford and Chimney Parish Council



carefully to ensure the cover meets the council's requirements.

Buildings Valuations

It is vitally important to insure your properties correctly, in order to avoid any issues that might arise at the time of a claim. 'Underinsurance' is one of the main reasons why claims could be settled at a lower value than anticipated. The cost of reinstating buildings is often overlooked when deciding on the values to be insured, however this is the single most important factor to take into account. 'Market' values are not a suitable basis for determining your sum insured.

A professional valuation from a member of the Royal Institute of Chartered Surveyors (RICS) will provide you with a reliable reinstatement calculation, taking into account the whole value of the property, the required building materials, special features, surrounding areas (such as car parks, paths and boundary walls) and increased costs that might be necessary due to local features, for example, narrow access, or waterside property.

If you have a professional valuation for any of your properties, and where it is less than three years old, please forward a copy to BHIB and we will measure the information against your current sum insured. If you do not have a current valuation and require some assistance in finding an RICS member who can assist you, please let us know. BHIB have secured preferential rates from our recommended suppliers.

If a revised value is recommended by an RICS professional, Aviva have agreed to halve any resulting additional premium, in order to help towards the cost of purchasing the valuation. We recommend updating your valuations every three years, so as to ensure your sum insured keeps pace with inflation and other construction cost related factors.

BHIB Councils Website

Please visit our website at www.bhibcouncils.co.uk for further details relating to policy cover and benefits, our handy Risk Management Support Guide and our Knowledge base, which contains practical risk management and other related information, for you and your parishioners. We also have a no nonsense explanation of common (but technical) insurance language, on our 'Ask the Expert' page. You are invited to pose any question or query you might have, via this page, for example, if it's not convenient to call us during office hours.

Local Council Awards Scheme (LCAS)

If you hold a Foundation, Quality or Gold Quality Award, you are entitled to a discount in addition to any discounts already applied to your policy. Simply call your BHIB Councils Insurance team on 0330 013 0036 and confirm your LCAS status, or sign and return the LCAS declaration contained within the enclosed schedule and we will be more than happy to provide an amended renewal quotation.

Long Term Undertaking

The above premium includes your Long Term Undertaking discount. This gives you the benefit of ensuring that your policy will renew during the term of the agreement on the same rates as those used for last year's quotation. As you have chosen to enter into the Long Term Undertaking, you are making a commitment to maintain this insurance policy for the 3 year period. This Long Term Undertaking relates solely to this product and cannot be transferred to another policy or insurer.

Did you know that accepting a fresh three year agreement enables you to obtain a free Parish Online licence for your council? Please contact the BHIB Councils Insurance Team to receive your licence and visit the website to find out how the Parish Online scheme can benefit your council. www.bhibcouncils.co.uk

BHIB Leicester

AGM House, 3 Barton Close,
Grove Park, Enderby, Leicester LE19 1SJ

T.0330 013 0036
E.enquiries@bhibaffinities.co.uk
www.bhibcouncils.co.uk

BHIB Councils Insurance is a trading name of BHIB Limited. Registered office is AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ. BHIB Limited is registered in England and Wales number: 829660. Authorised and regulated by the Financial Conduct Authority under registration number 116675. For more details you can check the Financial Services Register by visiting www.fca.org.uk. We are covered by the Financial Ombudsman Service. You can find out more at www.financial-ombudsman.org.uk

Clerk's Briefing Notes – 20 May 2021

Aston, Cote, Shifford and Chimney Parish Council



WHY CHOOSE BHIB CYBER FOR COUNCILS?

We have developed a bespoke insurance product which will help you in the event of a cyber-attack. We can now provide tailored protection and peace of mind for Local Councils from the risks of cyber-attacks and any liabilities that arise due to a breach of privacy legislation (GDPR).

The policy provides:

- **£250,000 Limit of Indemnity**
- **E-Theft** (social engineering/ Funds Transfer) Extension of **£25,000**
- **10 free device licences** for award-winning endpoint protection **AVAST Antivirus Pro Plus** and cloud data backups (RRP £400per annum) which satisfies policy conditions

Our policy has a range of benefits that are **exclusive** to our **BHIB Cyber for Councils policy** including:

- **Free EOS data breach alert** and monitoring service.
- Premium of **£299.99 including Insurance Premium Tax**
- Small councils can work in partnership and have a **joint policy** with **up to 3 other councils** to split the cost and share the 10 free Avast business Pro Plus device licences.
- **Free 1 Hour cyber/GDPR consultation** with compliance expert (who has experience as a councillor) to give advice and guidance. Further consultancy available at extra cost.

Please see the enclosed information for more details.

Enclosures

We have enclosed the following documents for you:

- Local Councils Statement of Fact
- Local Councils Policy Schedule
- Summary of Cover
- Notice to Policyholders - Changes to your Policy you need to know about before you renew
- Renewal Invoice
- Statement of Demands & Needs
- Special Events & Activities Guidelines for Risk Management guidance
- BHIB Cyber policy information
- BHIB Terms of Business Agreement

Included in this pack is a Terms of Business Agreement. It is important that you read and understand this document as it details BHIB's general terms and conditions in respect of the services we are providing to you as your insurance broker.

It is vitally important to carefully read the enclosed Statement of Fact. The detail contained in this document forms the basis of your fair presentation of risk to your insurers, along with the sums insured, estimates and other values detailed in the enclosed Schedule. You must check the content of both documents and advise us if anything is fundamentally incorrect, or requires amendment. If you know of additional, relevant, detail which you feel should be declared to your insurer, in order that they fully understand risks associated with your organisation, please do not hesitate to inform us. Please note that any discrepancy or inaccurate detail could affect the acceptability of your risk to underwriters and, ultimately, could be detrimental to the success of any future claim.

We would ask that you please read all enclosed documentation carefully. If you have any queries regarding any of these documents, please don't hesitate to contact the Local Councils team, who will be happy to address any questions you may have.

A full copy of your Policy Wording is always available upon request from BHIB Councils.

BHIB Leicester
AGM House, 3 Barton Close,
Grove Park, Enderby, Leicester LE19 1SJ

T.0330 013 0036
E.enquiries@bhibaffinities.co.uk
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Clerk's Briefing Notes – 20 May 2021

Aston, Cote, Shifford and Chimney Parish Council



Administration Charges

We will make administrative charges per transaction, per policy, in respect of document handling relating to your insurance. These charges will be applied as follows:-

- £Nil for new business; renewals and any change to your policy involving an amendment to your premium.
- £50.00 for the cancellation of any policy, (other than at the policy renewal date)

These charges are in addition to any charge imposed by the insurance company.

What To Do Next

If you want to go ahead, there are no additional forms to complete. All you need to do is read through the enclosed documents carefully to ensure the cover details accurately reflect your requirements. Please provide renewal instructions prior to the renewal date or simply make your payment by one of the methods outlined in the enclosed Renewal Invoice before the renewal date.

Alternatively, you can spread the cost of your insurance premiums and pay one regular monthly payment by direct debit.

Please note that BHIB is a credit broker and not a lender; we will not provide you with any advice regarding finance and we will only approach Close Premium Finance Wimbledon Bridge House, 1 Hartfield Road, London, SW19 3RU. BHIB Ltd is remunerated for arranging credit and if you would like to find out more, please ask us.

Total due (Premium, IPT and BHIB Fees, where applicable)	£347.37
10 Monthly instalments of	£36.42
Finance charge	£16.85
Total payable including interest	£364.22

The above table shows the premium which would be financed by Close Premium Finance, at a charge of 4.85% (Typical 12.38% APR variable).

Thank you for being a valued BHIB customer. If there is anything you wish to discuss with us we are always here to help.

Yours Sincerely

Your BHIB Councils Insurance Team
Email: enquiries@bhibaffinities.co.uk
Phone: 0330 013 0036

BHIB Leicester

AGM House, 3 Barton Close,
Grove Park, Enderby, Leicester LE19 1SJ

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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15c

Receipts and Payments Account to 31 March 2021 –

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL					
INCOME AND EXPENDITURE ACCOUNT					
FINANCIAL YEAR 2020/21					
ANNUAL RETURN - SUPPORTING PAPERS					
Explanation of Income and Expenditure Variances - Receipts and Payments Basis					
		Full Year Actual 2020/21	Full Year Actual 2019/20	Variance £	Variance %
INCOME					
Precept	Box 2	28,988	26,325	2,663	10%
Other Income	Box 3	15,401	5,549	9,852	178%
TOTAL INCOME		44,389	31,874		
EXPENDITURE					
Salaries	Box 4	4,888	4,299	589	14%
Other Expenditure	Box 6	25,974	21,207	4,767	22%
TOTAL EXPENDITURE		30,862	25,506		
FIXED ASSETS					
	Box 9	20,116	20,114	2	0%
<u>Explanation for Variances</u>					
Precept	Increase of £2,663 - 10%				
Precept per household kept at same level as prior year. Increase in total precept gained from increase in council tax base in parish.					
Other income	Increase of £9,852 - 178%				
Additional income from S106 funding for Traffic Calming (£10,000) and OCC Councillor Priority Fund grants totally £1,250 towards traffic calming and defibrillator installation. Reductions in the Council Tax Support Grant and reductions in the forecast income from investments due to the COVID 19 Pandemic equate to a loss of £294.					
Other Expenditure	Increase of £4,767 - 22%				
As with any small authority, one off expenditures in any one year will vary year-to-year by their nature, and due to the low overall spend levels will create significant % variances in total costs. Significant one-off costs during 20/21 included expenditure of £2,590 on a defibrillator, £5205 on traffic calming initiatives, and £693 for the purchase of a laptop to be owned by the Parish Council following a risk review. Savings of £3,049 were made against the grass cutting budget with less cuts due to the weather conditions and the £942 against the budget for the laptop/software					
Increase in one-off costs between two financial years				4,767	
Parish Council Laptop and software				1,058	
Defibrillator for Cote				2,590	
Traffic Calming Initiatives				5,205	
Reduced number of grass cuts due to weather/Laptop less than budgeted				(3,991)	
New Dog Bin				224	
Bus Shelter cleaning reduced costs				(348)	
Net of other less significant differences				29	
				4,767	
Fixed Assets					
Increase of £2 - 0%					

Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL			
YEAR ENDED 31 MARCH 2021			
ANALYSIS OF GRANTS			
	Full Year	To Date	Prior Year
	Budget	Actual	Actual
	20/21	20/21	19/20
Grants in Budget	4235		4100
CAB	150	0.00	0
Voices	1000	1000.00	1000
Community Trust (Playground Maintenance)	750	750.00	0
Aston Minibus	750	750.00	0
Cote Chapel	300	600.00	0
St Mary's, Shifford	300	300.00	180
St James', Aston	700	700.00	700
Royal British Legion	150	150.00	150
Volunteer Link-Up	135	135.00	135
Subtotal	4235	4385.00	2030
Balance Unspent		-150.00	2070.00
Small Grant Scheme	1115		1400
Aston Community Store CIC		500.00	
Aston Football Club		500.00	
Clean Slate 2019 and 2020			252
Aston Brownies			360
Sub Total		1000.00	612
Balance Unspent		115.00	788
Subscriptions	482		515
CPRE	36	36.00	36
NALC Newsletter	18		18
OALC - Paid April 2021	220		220
ICO - By DD	40	35.00	40
Community First Oxfordshire Paid April 2021	70		70
SLCC - Clerk's Membership	92	92.00	89
Sub Total	476	163.00	473
Balance Unspent		319.00	42.00
Total Not Spent		284.00	2900.00

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15d

Bank Reconciliation for 31 March 2021

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

BANK RECONCILIATIONS AT

31 March 2021

	£	£	£
	Receipts	Payments	
<u>Unity Trust Current Account</u>			
Balance per Cash Book:			
Balance b/f at 1/4/20			<u>10,326.13</u>
Total receipts in year	44292.93		
Total expenditure in year		30,862.35	
	<u>44,292.93</u>	<u>30,862.35</u>	<u>13,430.58</u>
Closing balance per Cash Book			<u>23,756.71</u>
RECONCILIATION			
Balance per Bank Statement			23756.71
<i>Reconciling Items</i>			
NONE	0.00	0.00	
	<u>0.00</u>	<u>0.00</u>	0.00
Balance per Cash Book			<u>23,756.71</u>

CCLA

Balance per Bank Statement (no new statement)

48,694.20

Less: uncleared transactions

NONE

0.00

Balance per Cash Book

48,694.20

TOTAL CASH BALANCES

72,450.91

Prepared by: E Anstee

Date: 31.03.2021

Reviewed by: _____

Date: _____

Agenda Item 15e

Annual Return for 2020/21

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.



Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.
For a complete list of definitions, see Schedule 2 to the Local Audit and Accountability Act 2014.
Annual Governance and Accountability Return 2020/21 Part 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with Proper Practices in completing Sections 1 and 2 of this AGAR. Proper Practices are found in the Practitioners' Guide* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order, consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		NA



Guidance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Governance and Accountability Return 2020/21
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Clerk's Briefing Notes – 20 May 2021
Aston, Cote, Shifford and Chimney Parish Council

Annual Internal Audit Report 2020/21

Aston, Cote, Shifford and Chimney Parish Council

<https://www.astonoxon-pc.gov.uk>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			N/A
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			N/A
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28/4/2021 – 3/5/21

Name of person who carried out the internal audit

N. HOSKINS

Signature of person who carried out the internal audit

N. Hoskins

Date 3/5/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

© N I E S P If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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Clerk's Briefing Notes – 20 May 2021
Aston, Cote, Shifford and Chimney Parish Council

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Aston, Cote, Shifford and Chimney Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2021, that:

	Agreed		Yes	No*	Yes! means that this 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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.					considered and documented the financial and other risks it faces and 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 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	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.astonoxon-pc.gov.uk>

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



Annual Governance and Accountability Return 2020/21 Part 3

Local Councils, Internal Drainage Boards and other Smaller Authorities*

Page 4 of 6

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Clerk's Briefing Notes – 20 May 2021
Aston, Cote, Shifford and Chimney Parish Council

Section 2 – Accounting Statements 2020/21 for

Aston, Cote, Shifford and Chimney Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	52,556	58,924	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	26,325	28,988	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,549	15,401	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	4,299	4,888	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	21,207	25,974	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	58,924	72,451	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	58,924	72,451	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	20,114	20,116	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	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	The Council, as a body corporate, 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 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature] **SIGNATURE REQUIRED**

Date

11 May 2021

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

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Annual Governance and Accountability Return 2020/21 Part 3
 Local Councils, Internal Management Boards and other Smaller Authorities*

Page 5 of 6


Clerk's Briefing Notes – 20 May 2021
Aston, Cote, Shifford and Chimney Parish Council

Smaller authority name: Aston, Cote, Shifford and Chimney Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
 OF UNAUDITED ANNUAL GOVERNANCE &
 ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

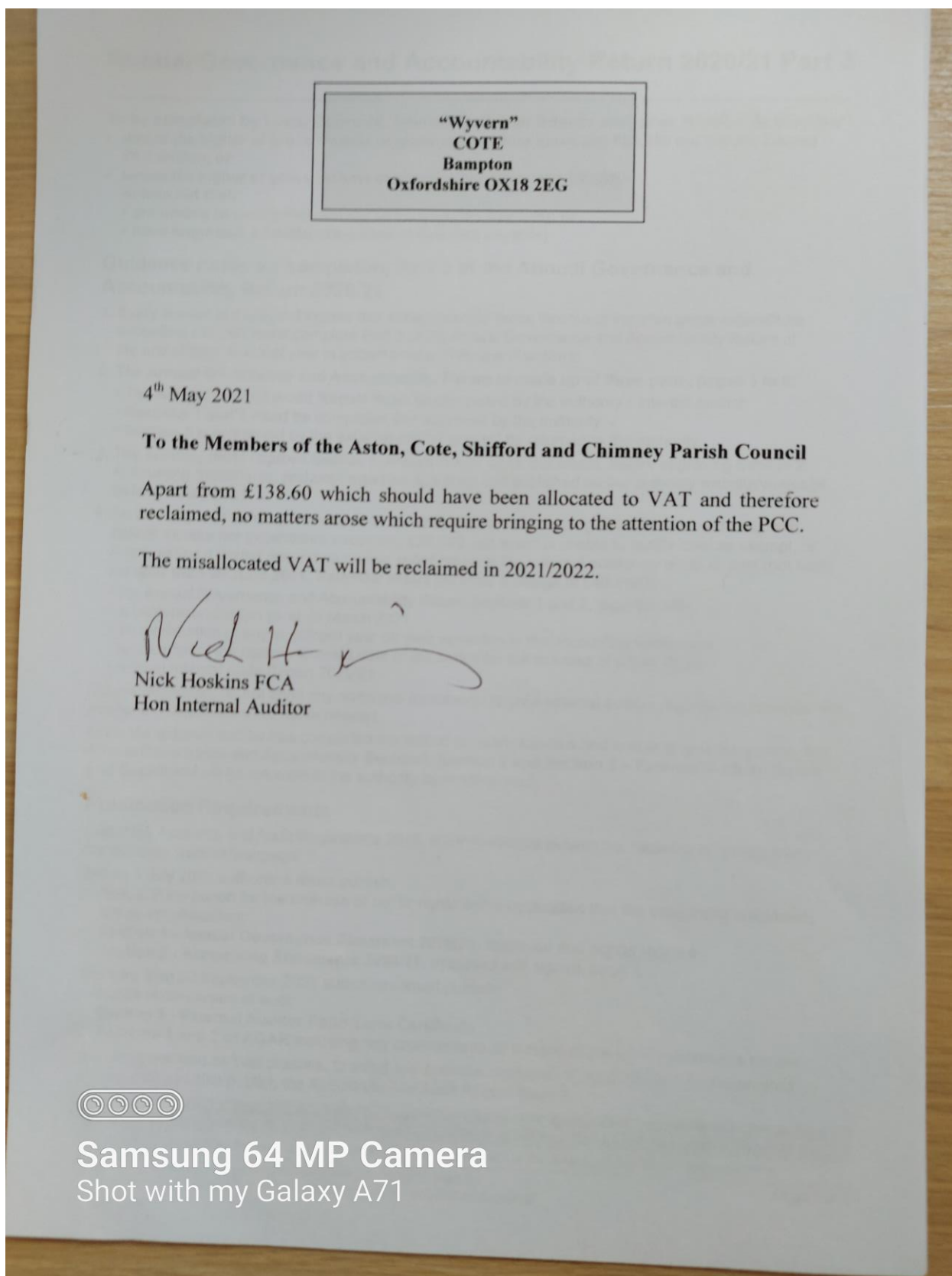
**Local Audit and Accountability Act 2014 Sections 26 and 27
 The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>Tuesday 1st June 2021</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Mrs E Anstee, Parish Clerk</u> <u>16 Foxwood Aston, OX18 2DZ</u> <u>Email: clerk@astonoxon-pc.gov.uk</u></p> <p>commencing on (c) <u>Wednesday 2 June 2021</u></p> <p>and ending on (d) <u>Tuesday 13 July 2021</u> <u>[30 working days after (c) above]</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="flex: 1;"> <p>Moore (Ref RD/hd) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ</p> </div> <div style="flex: 1; text-align: center;">  <p style="font-size: 1.5em; font-weight: bold; margin-top: -10px;">MOORE</p> </div> </div> <p>5. This announcement is made by (e) <u>E A Anstee</u> Parish Clerk</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15f

Internal Audit Report for 20/21



Clerk's Briefing Notes – 20 May 2021
Aston, Cote, Shifford and Chimney Parish Council

Financial Report – For Information

	£	Actuals as at 31/03/2021	Performance Against Budget	%	Commentary
2020-21 Budget					
RECEIPTS					
Precept	28988	28988	0	0%	1/2 received in April - remainder due in September
WODC Grant CTSG	436	436	0	0%	1/2 received in April - remainder due in September
OCC grass cutting grant	1049	2299	-1250	-119%	Received in Full against Grass Cutting Verges and WM plus Cllr PG for Lights and defibrillator
Interest	360	96	264	73%	CCLA Investment Account - Interest not met budget due to COVID 19 Pandemic
VAT Refund	0	2570	-2570	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	10000	-10000	0%	\$106 for Traffic Calming in Aston
Total Receipts	30833	44389	-13556	-44%	
EXPENDITURE					
Clerk's salary	3,740	3687	53	-99%	
Working from home allowance	216	208	8	-96%	
HMRC	900	994	-94	-110%	
Bank charges	72	72	0	-100%	£6 per month due quarterly.
Office equipment	2,000	693	1307	0%	
Office running costs	284	649	-365	-229%	Photocopying/Printing/Stamps plus sundries/ZOOM membership and Office 365.
Website costs	150	144	6	-96%	Renewed for 2 years in 2020
Insurance	361	307	54	-85%	This has been paid in full so £54 surplus
Audit	240	200	40	-83%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	Not held due to COVID 19 Pandemic
Subscriptions	482	128	354	-27%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WM	6339	3691	2648	-58%	Ubico - Renewal due 2021/Less cuts due to weather
Grass Cutting - playing field	1591	1190	401	-75%	DI - renewal due 2021/Less cuts due to weather
Grants paid under statute	4235	4385	-150	-104%	£300 from 2018/19 Paid to Cote Chapel for grass cutting.
Dog & Litter Bin Emptying	249	360	-111	-145%	WODC - plus new bin from Feb 2020
Fete Bins		0	0	0%	
Training & Travel	527	450	77	-85%	All training done online at reduced cost and with no travel due to COVID 19 Pandemic
Clock Maintenance	229	150	79	-66%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	732	384	348	-52%	New bus shelter added in Nov 2020/Only three cleans done not four.
Defibrillator pads/batteries	100	0	100	0%	
Repairs	500	0	500	0%	£224 for new dog bin funded from this budget under Projects.
VAT Paid	0	2860	-2860	0%	
Village maintenance (Lengthsman)	1500	345	1155	-23%	VE/VJ Bench Installation
Small Grants	1115	1000	115	-90%	
Total Expenditure	25702	21897	3806	-85%	
Projects					
Aston History Project (£5K)	2950	0	2950	0%	Unspent - Carry forward
Traffic Calming Reserve	764	5206	-4442	0%	Section 106 funding received £10k Grant of £750.00 from OCC Priority Fund
Defib in Cote Phone Box (3.5K)	3500	2590	910	0%	leaves a balance of £1660
VE 75 Bench - 8 May 2020	0	946	-946	0%	Funded from Village Maintenance Budget
New Dog Bin - Great Brook Road	0	224	-224	0%	Funded from repairs budget
Total Project Spend	7214	8966	-1752	0%	
Contingency Budget	5000	0	5000	0%	
OVERALL EXPENDITURE	37916	30862	7054	-81%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7083	13527	-20610	0%	£10k \$106 and grants from OCC priority fund of £1250
Reserves					
Opening at 1 April	52048	0	52048	0%	
Closing at 31 March	44965	27486	72451	61%	
Closing reserves analysis:					
Working day to day balance	1363	11318	12681	830%	
Contingency reserve	5000	0	5000	0%	
North Farm	0	5000	5000	0%	It would be prudent to set aside some fund from the 20/21 surplus towards costs for North Farm. These can always be reallocated if unspent.
Office Equipment Replacement	0	500	500	0%	To star to build up a reserve for future office equipment replacements
Aston History Project	0	2950	2950	0%	History Group only need £1250 for 2n print run and £30 to donate books to OHC and BL
Defibrillator	0	1660	1660	0%	Would suggest that request from History Group for only £1280 would allow for £ 1,670 to be added to this reserve. Total £3,330.00
Recreation reserve	34476	0	34476	0%	Internal Auditor noted that the PC has been carrying this funding for several years.
Traffic Calming Reserve	4126	6058	10184	147%	
	44965	27486	72451	61%	