

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 29 March 2023

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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

All correspondence by email

Clerk's Briefing Notes – 29 March 2023
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 8 – Annual Parish Meeting Draft Agenda

Parish of Aston, Cote, Shifford & Chimney

Annual Parish Meeting

Tuesday 18 April 2023 – 7.30pm

Agenda

Questions relating to the presentations will be taken after each item.

1. Welcome by Parish Council Chairman
2. Present/Apologies for absence
3. Consideration of minutes of Annual Parish Meeting held on 25 April 2022
4. Parish Council Report
5. Aston & Cote Community Trust
6. Fix-M-Street Super User Report
7. Aston and Cote Day Centre
8. Oxfordshire County Council Report
9. West Oxfordshire District Council Report
10. Matters raised by members of the parish

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15a

Financial Matters

Cash Balances

£

UNITY TRUST CURRENT ACCOUNT

Balance at 28 February 2023	36,030.37
March payments	(2,414.72)

Balance at 21 March 2023	<u>£32,839.45</u>
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CCLA INVESTMENT ACCOUNT

Balance at 31 January 2023	49,348.24
Transactions in month of February	149.72

Balance at 28 February 2023	<u>49,497.96</u>
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TOTAL CASH HOLDING AT 21 March 2023	<u>£82,337.41</u>
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Clerk's Briefing Notes – 29 March 2023
Aston, Cote, Shifford and Chimney Parish Council

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

	£	21/03/2023	Performance Against Budget	%	Commentary
2022-23 Budget					
RECEIPTS					
Precept	29715	29715	0	0%	Complete
WODC Grant CTSG	0	0	0	0%	No longer paid
OCC grass cutting grant	1049	1049	0	0%	Recieved in Full against Grass Cutting Verges and WM
Interest	50	770	-720	-1440%	CCLA Investment Account
VAT Refund	0	2054	-2054	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
Total Receipts	30814	33587	-2773	-9%	
EXPENDITURE					
Clerk's salary	4,404	5469	-1065	-124%	Add Hours Paid in May
Working from home allowance	216	216	0	-100%	
HMRC	1,155	1441	-286	-125%	Add Hours Paid in May
Bank charges	72	54	18	-75%	£6 per month due quarterly.
Office equipment	150	0	150	0%	
Office running costs	650	783	-133	-120%	Photocopying/Printing/Stamps plus sundries/Norton/Microsoft
Website costs	150	190	-40	-127%	Renewal due for 2 years in 2022
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%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	550	443	107	-81%	Bus Shelter cleaning due for Renewal - Nov 202
Defibrillator pads/batteries	200	165	35	-83%	
Repairs	0	0	0	0%	Included in VMB
VAT Paid	0	1947	-1947	0%	
Village maintenance (Lengthsman)	1500	1127	373	-75%	
Small Grants	1115	750	365	-67%	
Total Expenditure	26023	21960	4063	-84%	
Projects					
Aston History Project (£5K)	1000	0	1000	0%	History Boards
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%	
			0		
OVERALL EXPENDITURE	37916	25830	12086	-68%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7102	11627	4525	0%	
Reserves					
Opening at 1 April	74580		74580	0%	
Closing at 31 March	67478	17124	84603	25%	
Closing reserves analysis:					
Working day to day balance	18323	-17124	1199	-93%	
Contingency reserve	5000	0	5000	0%	
Recreation Reserve	33476	0	33476	0%	
Traffic Calming	9679	0	9679	0%	
Defibrillator Maintenance	0	0	0	0%	To be populated with remaining from Chimney Defib project once complete.
Office Equipment	1000	0	1000	0%	
	67478	-17124	84602	25%	

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10e – *Renewal of OALC Membership for 2023-24*

Dear Elaine,

Please could you ensure that this is forwarded to your Chair and, if approved for payment, please use the invoice number as the payment reference.

As Chair of the Oxfordshire Association of Local Councils (OALC), I hope your Council will continue its membership of our Association for the coming financial year 2023-24.

Membership of OALC provides access to support and information in an ever-changing local government context. Each year there is new legislation which councils are required to implement. We aim to assist our member councils by alerting them to forthcoming changes, providing briefings, templates, and a comprehensive training program, as well as answering questions and providing guidance.

OALC is financially independent of all Oxfordshire district councils and the county council as well. Our income comes from just two sources, **SUBSCRIPTIONS AND TRAINING**. Our subscription is calculated on electorate and is a combination of the NALC affiliation and OALC's membership fees. This year there will be an increase of 3.5% (equivalent to 0.78 pence per elector), which includes the 3% NALC increase. An invoice for the annual subscription is attached to this email. We would encourage your council to pay the invoice by BACS, if at all possible, quoting the invoice number and parish name as reference. This helps us to keep administrative costs down. What are the benefits of membership?

- **Representation at district, county, regional and national level**, 97% of town and parish councils, in Oxfordshire belong to OALC; we represent your interests at all levels of local government. Membership of OALC includes membership of the National Association of Local Councils (NALC) which lobbies Ministers and central government on your behalf. They have successfully lobbied with our help to ensure no cap on precepts. NALC also respond on your behalf to the continuous flow of government consultations, to emphasise the issues affecting town and parish councils.
- **Advice, guidance, briefings, and information**, we answer hundreds of queries by phone and email for member councils, the queries cover all manner of governance, procedure and administration. If we don't know the answer, we can pass the query on to NALC solicitors for their opinion or to other experts in appropriate organisations without cost.
- **Monthly Update for councils**; keeping you and your council up to date on new legislation, news, and consultations – these updates summarise all the important developments which you and your council need to be aware of.
- **Specialised advice from OALC consultants** on HR/Employment issues and Finance, Audit and VAT. Initial expert advice is free of charge. We pay so that member councils can benefit from this specialised advice.
- **Training**; an expanding training programme for clerks and councillors, with reduced rates for member councils. Look at the [events section](#) of our website. Topics include Clerks training, Finance, Allotments, Cemetery Management, Play Areas, Employment, Sustainability, Councillor and Chairmanship training. We also run free sessions only for member councils on topics such as Training Opportunities and will be running a Oxfordshire County Council day in June with relevant officers from highways, countryside, gypsies, emergency planning etc.
- **Access to the Members Areas of OALC and NALC websites**, which provides many useful reference documents, briefings, including 88 Legal Topic Notes.

Aston, Cote, Shifford and Chimney Parish Council

Members of our Executive Committee represent the interests of local councils on various outside bodies at both county, regional and national level. We participate in County and District partnerships where they still exist. We work to improve the efficiency, transparency and professionalism of town and parish councils and parish meetings and use every opportunity to lobby relevant bodies on parishes' behalf.

The Association office is staffed by Christine Lalley, the County Officer and Lucy Dalby, Assistant County Officer, both of whom will be happy to provide further information about our work if you wish to contact them.

Yours sincerely,

Cllr Kiera Bentley
Chair