

# **ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**

## **CLERK'S BRIEFING NOTES**

### **PARISH COUNCIL MEETING ON 2 December 2021**

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Prepared by Elaine Anstee  
26<sup>th</sup> November 2021

**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 9**

*Correspondence*

All correspondence by email.

## **Aston, Cote, Shifford and Chimney Parish Council**

### **Agenda Item 12**

#### **ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**

### **Complaints Procedure**

**Adopted by the Parish Council at the meeting on 6 January 2011 – reviewed 2 December 2021**

From time-to-time members of the public may have complaints about the administration or procedures of the Parish Council. Local councils are not subject to the jurisdiction of the Local Government Ombudsman. Aston, Cote, Shifford & Chimney Parish Council has adopted the following procedure, as recommended by the National Association of Local Councils in order to ensure that it properly and fully considers any complaints made about its administration or procedures.

The Parish Council will bear in mind the provisions of the Data Protection Act 1998 as well as the Freedom of Information Act 2000 when dealing with complaints.

This procedure relates to complaints about the Parish Council's administration or procedures only. Complaints against an employee are dealt with internally as an employment matter. Complaints about Parish Councillors are dealt with under the Code of Conduct and, as such, come under the jurisdiction of the Standards Board for England and Wales.

#### **Before the meeting at which the complaint will be considered**

1. The Complainant will be asked to put the complaint about the Council's procedures or administration in writing to the Clerk, or other nominated Proper Officer.
2. If the Complainant does not wish to put the complaint to the Clerk or other Proper Officer, they may be advised to put it to the Chairman of the Council.
3. The Clerk will acknowledge the receipt of the complaint and advise the Complainant when the matter will be considered by the Council, or by any Committee established for the purposes of hearing complaints.
4. The Complainant will be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the Complainant will provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council will similarly provide the Complainant with copies of any documentation upon which they wish to rely at the meeting.

#### **At the Meeting**

6. The Council will consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint will be announced at the Council meeting in public.
7. Chairman to introduce everyone.

## **Aston, Cote, Shifford and Chimney Parish Council**

8. Chairman to explain procedure.
9. Complainant (or representative) to outline grounds for complaint.
10. Members to ask any questions of the Complainant.
11. If relevant the Clerk, or other Proper Officer, to explain the Council's position.
12. Members to ask any questions of the Clerk, or other Proper Officer.
13. Clerk, or other Proper Officer, and Complainant to be offered opportunity of last word (in this order).
14. Clerk, or other Proper Officer, and Complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back in).
15. Clerk, or other Proper Officer, and Complainant return to hear decision, or be advised when decision will be made.

### **After the Meeting.**

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

Elaine Anstee  
Parish Clerk  
December 2021

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

£

*UNITY TRUST CURRENT ACCOUNT*

Balance at 31 October 2021

**33,860.40**

November payments

(1924.46)

**Balance at 30 November 2021****31,935.94***CCLA INVESTMENT ACCOUNT*

Balance at 30 September 2021

**48,701.70**

Transactions in month of October

00.90

**Balance at 31 October 2021****48,702.60****TOTAL CASH HOLDING AT 31<sup>st</sup> October 2021****£80,638.54**

Clerk's Briefing Notes – 2 December 2021  
**Aston, Cote, Shifford and Chimney Parish Council**

**Agenda Item 15b**

**Monthly (Year to Date) Financial Report – For Information**

	£	As at 30/11/2021	Performance Against Budget	%	Commentary
<b>2021-22 Budget</b>					
<b>RECEIPTS</b>					
Precept	29319	29319	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	100	8	92	92%	CCLA Investment Account
VAT Refund	0	2080	-2080	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
<b>Total Receipts</b>	<b>30468</b>	<b>32456</b>	<b>-1988</b>	<b>-7%</b>	
<b>EXPENDITURE</b>					
Clerk's salary	4,073	3438	635	-84%	
Working from home allowance	216	90	126	-42%	
HMRC	967	1050	-82	-109%	
Bank charges	72	61	11	-85%	£6 per month due quarterly.
Office equipment	250	0	250	0%	
Office running costs	384	591	-207	-154%	Photocopying/Printing/Stamps plus sundries/Norton/Microsoft
Website costs	150	17	133	-11%	Renewed for 2 years in 2020
Insurance	347	347	0	-100%	
Audit	240	200	40	-83%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	406	100	-80%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WS	7607	3452	4155	-45%	
Grass Cutting - playing field & WM	1909	2373	-464	-124%	
Grants paid under statute	5235	2626	2609	-50%	
Dog & Litter Bin Emptying	400	328	72	-82%	
Fete Bins	0	0	0	0%	
Training & Travel	527	50	477	-9%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	747	404	343	-54%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	200	0	0	-100%	
Repairs	500	0	500	0%	
VAT Paid	0	1939	-1939	0%	
Village maintenance (Lengthsman)	1500	0	1500	0%	
<b>Small Grants</b>	<b>1115</b>	<b>870</b>	<b>245</b>	<b>-78%</b>	
<b>Total Expenditure</b>	<b>27314</b>	<b>18242</b>	<b>9072</b>	<b>-67%</b>	
<b>Projects</b>					
Aston History Project (£5K)	1280	500	780	0%	
Traffic Calming Reserve	7210	4077	3133	0%	Section 106 funding received £10k
Defib in Cote Phone Box (3.5K)	550	450	100	0%	Refurb of Telephone box.
VE 75 Bench - 8 May 2020	0	0	0	0%	Funded from Village Maintenance Budget
New Dog Bin - Great Brook Road	0	0	0	0%	Funded from repairs budget
					Proposed - so funding available to support
New Reserve - North Farm	5000	0	5000	0%	any consultations
New Reserve - Office Equipment	500	0	500	0%	Proposed
New Dog Bin - Ham Lane	287	0	287	0%	Agreed
Chimney Defibrillator	7000	0	7000	0%	Working Balance
<b>Total Project Spend</b>	<b>21827</b>	<b>5027</b>	<b>16800</b>	<b>0%</b>	
<b>Contingency Budget</b>	<b>5000</b>	<b>0</b>	<b>5000</b>	<b>0%</b>	
			0		
<b>OVERALL EXPENDITURE</b>	<b>37916</b>	<b>24268</b>	<b>13648</b>	<b>-64%</b>	
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>-7448</b>	<b>14214</b>	<b>-21662</b>	<b>0%</b>	
<b>Reserves</b>					
Opening at 1 April	72451	0	72451	0%	
Closing at 31 March	44965	0	44965	0%	
<b>Closing reserves analysis:</b>					
Working day to day balance	1363	0	1363	0%	
Contingency reserve	5000	0	5000	0%	
Recreation reserve	34476	1000	33476	-3%	
Traffic Calming Reserve	4126	0	4126	0%	
	<b>44965</b>	<b>1000</b>	<b>43965</b>	<b>-2%</b>	

## **Aston, Cote, Shifford and Chimney Parish Council**

### **ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL DRAFT BUDGET 2022/23 – VERSION 2**

#### **1.0 Overview**

- 1.1 A second draft of the budget for 2022/23 is attached. The precept for the year needs to be agreed at the January meeting at the latest as it must be submitted to the District Council by 7<sup>th</sup> January 2022.
- 1.2 The District Council have provided information on the council tax base for 2022/23. The council tax base (the number of households across which the precept is split) is 297.40 in 2022/23.
- 1.3 The first draft budget shows recurrent expenditure of £27,287 and £1,264 planned one-off (project) expenditure. The total expenditure is reduced to a net of £27,452 when the non-precept income budgeted is offset against it (the grass cutting grant from Oxfordshire County Council and interest on the deposit accounts).
- 1.4 Built into the precept requirement is the usual general contingency sum of £5,000 to cover unexpected expenditure during the year and a working day-to-day balance of cash funds required to carry forward at the end of the year of £1518. Holding a reserve of £5,000 has previously been agreed to be sufficient to give the council financial security, given its limited assets and unavoidable commitments.
- 1.5 In 2015/16 the Parish Council resolved to increase the precept by an additional £6,850 for three years to build up a recreation reserve of £32,000.00. 2017/18 was the last year of that increase. At, 31 March 2018, this reserve totalled £34,476 (having been inflated by the transfer of an excess day-to-day surplus from a previous year). This has been reduced to £33,476 in 20/21 as the Community Trust has started work on the MUGA and requested funds. Other reserves are £4,004 for traffic calming, £5,000 for North Farm, £500 Office Equipment Reserves and £2000 War Memorial Reserve.
- 1.6 In September 2017 the Parish Council carried out a public consultation on whether the precept should be returned to the level prior to the increase referred to in 1.4 above, or whether the precept should be maintained at the higher level, with the surpluses generated to be spent on identified projects in the parish.
- 1.7 Including this increase, the total “traditional” precept (the precept for tax setting purposes) in 2022/23 is £29,715.

#### **2.0 Reserves**

- 2.1 The forecast out-turn for 2021/22 is a deficit of £21,040. This is partially due to the creation of the 3 new reserves in 2021/22.

## **Aston, Cote, Shifford and Chimney Parish Council**

- 2.2 These additional reserves have arisen from surpluses in both 2015/16 and 2016/17 and 20/21 plus the £10,000 S106 funding in 2020/21 for traffic calming.
- 2.3 Parish Councils are not permitted to hold reserves above planned basic levels unless they are for a designated purpose. The Parish Council therefore decided in 2018/19 budget cycle to ring-fence for another purpose – to set aside funding for traffic calming to match the funds expected from the housing development(s) so that an effective measure can be installed. In 21/22 revised budget new reserves were established for Office Equipment, North Farm and War Memorial.

### **3.0 Detail**

- 3.1 Where expenditure is expected to be subject to an inflationary rise this has been allowed for at between 2% and 4% depending on the nature of the expenditure/supplier.
- 3.2 Explanations for many of the changes made to the budget when compared to the expected out-turn and budget for 2022/23 are provided on the attached spreadsheet.
- 3.3 The areas where greater clarity for the rationale behind the budget is required, or where further decisions by the Parish Council are required are covered below:
- 3.4 Clerk's Salary  
Included at the existing level plus 2.5% pay award still under negotiation by JPAG and NALC.
- 3.5 General Grass Cutting  
The contract was renewed with WODC is due for renewal in 2021 to 2023. With the extension of the 30 mph signs in Aston and new traffic calming measures there is increase meterage to cut so an indicative sum has been included for grass cutting. The contract covers 14 + 2 extra cuts per year.
- 3.6 Playing Field Grass Cutting  
The contract with Des Johnston was renewed for 2021 to 2023. The contract covers a maximum number of cuts of 18 (base of 15 + 3 extra if required). It also includes the War Memorial planting.
- 3.7 Grants paid under statute  
This budget was reviewed in detail and updated for 2020/21. The proposed budget of £5,435 has been included at the same level as for 2021/22 and covers the following maximum grants:

Voices	£1000
Aston Community Shop	£1000
Citizens Advice Bureau	£150
Community Trust – playground maintenance	£750
Aston minibus	£750
Grass cutting, Cote Chapel	£600



## Aston, Cote, Shifford and Chimney Parish Council

Grass cutting, St Mary's Shifford	£300
Grass cutting, St James' Aston	£700
Volunteer Link Up	£135
	<hr/>
	£5,435

### 3.8 Village Maintenance and Repairs

The budget includes a round sum allowance of £1,500, payable either to a dedicated Lengthsman or for specific individual contracts for pieces of work (such as weed spraying). This continues to be significantly above the actual expenditure in recent years. The Repairs budget of £500 has also been significantly underspent year on year. For this budget the £500 Repairs budget has been removed and these expenses will come under the Village Maintenance budget from 22/23.

### 3.9 Donations

The Parish Council's approach to the non-statutory donations it gives was reviewed in 2017/18. The total budget of £1,400 includes specific donations to The British Legion (£150) and Cleanslate (£100) in addition to a general donation "pot" for local organisations of £1,115. The success of this "pot" has tested (deadline for applications expires at the end of December).

### 3.10 Village Hall

The budget does not include any funds to be spent on work at the village hall (beyond the routine playground maintenance grant and the cutting of the playing field).

### 3.11 One-off Projects

The budget does not include any one-off projects for 2021/22 though it does have reserves for specific projects that are in progress. A project suggestion of a 'Cooperative Car Sharing Club' has been suggested.

## 4 **Precept**

4.1 To maintain the current Band D equivalent off £49.74 on the council tax base for 2022/23 a precept of £29,715 and a small deficit of £1,473 to be met from reserves.

4.2 As noted in 2.4 above, Parish Councils are not permitted to hold excess reserves for unplanned purposes.

## 5.0 **Recommendations**

5.1 That the Parish Council considers the draft budget as presented, proposing amendments where identified.

### 5.2 Specific areas for discussion

- Village maintenance and Repairs budget – confirm current budget level of £1,500
- Identification of one-off projects for 2022/23.
- Review of specific reserves, with agreed total target reserve(s) and expected timescale for the expenditure.

5.3 That the Parish Council discusses the provisional level of the precept for 2022/23.

**Aston, Cote, Shifford and Chimney Parish Council**

- 5.4 That the Parish Council resolves to consider a second draft of the budget at the December meeting now the council tax base has been confirmed by WODC, making a final resolution on the precept for 2022/23.

Prepared by: Elaine Anstee, 26 November 2021

Clerk's Briefing Notes – 2 December 2021  
**Aston, Cote, Shifford and Chimney Parish Council**

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL**  
**FINANCIAL YEAR 2022/23**  
**Draft (v2) BUDGET - 2 December 2021**

	Budget 2021/22	Currently expected outturn 2021/22	Budget 2022/23	
<b>RECEIPTS</b>				
Precept	29,319	29,319	29,715	
WODC Grant				
OCC grass cutting grant	1,049	1,049	1,049	
Interest	100	8	50	CCLA
S106 - Traffic Calming/OCC Cllr Priority Fund		0		
Sundry - VAT Refund		2,080		
	<u>30,468</u>	<u>32,456</u>	<u>30,814</u>	
<b>EXPENDITURE</b>				
<b>Recurrent Expenditure</b>				
<u>Ordinary Expenditure</u>				
Clerk's Salary	5,256	6,403	5,775	Clerk payrise and increment budgeted for 22 passed by council on clerks annual review.
Office equipment	250	0	150	Move to reserve if unspent until reserve = £1k
Office running costs	384	600	650	Additional Domain and Office 365 costs for emails.
Bank charges	72	72	72	£6 per month
Website costs	150	0	150	Based on 2020/21 actuals
Insurance	347	348	364	This year actual + 5%
Audit	240	240	240	New provider, assumed remains as prior
Village Hall Rental/Cost APM	40	0	40	As existing budget
Subscriptions	506	506	506	This year + 5%
Election Expenses	0	0	0	From Precept Cal - WODC
Chairman's Allowance	100	100	100	As existing budget
Grass Cutting - verges	7,607	4,000	5,000	14 cuts - prior actual +4% infl.
Grass Cutting - playing field & WM	1,909	2,100	3,000	18 cuts - prior actual + 4% infl.
Grants paid under statute	5,235	5,235	5,435	See 1 Nov Report
Dog & Litter Bin Emptying	400	400	420	This year + 4% infl.
Training & Travel	527	500	527	For Discussion
Clock Maintenance	229	229	229	1 unplanned call-out. Servicing in long term contract
Bus Shelter Cleaning	747	538	550	3 year contract from Nov 2019
Defibrillator pads/batteries	200	0	200	Due for replacement in 2021/22
Repairs	500	450	0	Included in Village Maintenance Budget
VAT Paid		2,000		
Village maintenance (Lengthsman)	1,500	1,500	1,500	See 1 Nov Report
<b>Small Grants</b> - See Separate Analysis	1,115	1,115	1,115	See 1 Nov Report
<b>Total Recurrent Expenditure</b>	<u>27,314</u>	<u>26,336</u>	<u>26,023</u>	
<u>Projects</u>				
Defib in Cote Phone Box - refurb	550	450		Refurb of telephone box.
Aston History Project (£5K)	1,280	500		Printing Costs
Traffic Calming Reserve	7,210	7,210	764	Gates/Consultation
North Farm Reserve	5,000	5,000		Move to reserves
Office Equipment Reserve	500	500		Move to reserves
Chimney Defibrillator	7,000	4,500		
Cote Noticeboard	1,000	1,000		
History Boards	1,000	1,000		
War Memorial Reserve	2,000	2,000	500	Move to reserves
<b>Total Project Spend</b>	<u>25,540</u>	<u>22,160</u>	<u>1,264</u>	
<b>Contingency Budget</b>	5,000	5,000	5,000	
<b>OVERALL EXPENDITURE</b>	<u>57,854</u>	<u>53,496</u>	<u>32,287</u>	
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>(27,386)</b>	<b>(21,040)</b>	<b>(1,473)</b>	
<b>Reserves</b>				
Opening at 1 April	72,450	45,064	51,579	
Closing at 31 March	<u>45,064</u>	<u>51,579</u>	<u>50,106</u>	
<b>Closing reserves analysis:</b>				
Working day to day balance	(4,984)	9,099	(3,482)	
Contingency reserve	5,000	5,000	5,000	
North Farm Reserve			5,000	
War Memorial Reserve			2,000	
Office Equipment Reserve			750	
Recreation reserve	34,476	33,476	33,476	
Traffic Calming Reserve	10,572	4,004	7,362	
	<u>45,064</u>	<u>51,579</u>	<u>50,106</u>	

**Aston, Cote, Shifford and Chimney Parish Council****CALCULATION OF PRECEPT REQUIREMENT**

	Ref	Calculation	
Recurrent Expenditure	A	A	26,023
Special Projects	B	B	<u>1,264</u>
<b>TOTAL EXPENDITURE</b>	C	A + B	27,287
Other Income	D		<u>1,099</u>
<b>NET EXPENDITURE</b>	E	C-D	26,188
Contingency Sum	F		5,000
Working Day to Day Balance	G		1,518
Less: Expected balance at 1 April 2022	H		(51,579)
Add back: All reserves at 1/4/2022	I		48,588
Add: Precept increase for traffic calming reserve			0
<b>INCOME REQUIRED</b>	K	E+F+G+H+I+J	<u>29,715</u>
2022/23 COUNCIL TAX GRANT	L		
2022/23 PRECEPT	M	K-L	<u>29,715</u>
2022/23 TOTAL TRADITIONAL PRECEPT	N	L+M	<u>29,715</u>
Council Tax Base (2021 base)	O		597.40
Precept per Band D property	P	M/O	£49.74
2021/22 Precept per Band D Property	Q		£49.74
Increase in Precept £ per annum	R	P-Q	£8.91
Increase in Precept £ per month	S	R/12	£0.74
Increase in Precept £ per week	T	R/52	£0.17
Increase in Precept %	U	R/Q	17.9%

Note: Though there is an increase in the actual precept the Band D equivalent, i.e. what the tax payer will pay has stayed the same as the last 2 years at £49.74.

**Aston, Cote, Shifford and Chimney Parish Council**

## Agenda Item 15d

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

ABOUT YOUR ORGANISATION:		
Name	ASTON & COTE DAY CENTRE. CIC.	
Address	c/o 2. Waites close, Aston, Bampton, Oxfordshire. OX18. 2ES.	
Email address:	target.menkh@gmail.com	
Website:	www.astonandcotedaycentre.co.uk	
<b>Contact Details:</b>	First Contact	Second Contact
Name:	KAREW. STRAY.	_____
Position:	FOUNDER/DIRECTOR.	_____
Address:	2. Waites close, Aston, Bampton. Oxfordshire. OX18. 2ES.	_____
Phone Number:	07887974468.	_____
Mobile Number:	07887974468.	_____
Email Address:	target.menkh@gmail.com	_____

## Aston, Cote, Shifford and Chimney Parish Council

DETAILS OF ORGANISATION STRUCTURE :				
Constitution	Do you have a constitution?: Please indicate: <u>YES</u> (Please attach) <del>NO</del> <i>please see attached Business Plan.</i>			
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: <u>CIC.</u>
When did your group/organisation start?	<u>COMMUNITY INTEREST COMPANY. Company No: 13653748.</u> <u>Registered at Companies House on: 4th October, 2021.</u>			
What does your organisation do?	<u>DAY CENTRE</u> <u>for the over 65's in</u> <u>local community.</u>			
Who does your group /organisation serve mainly?	<u>e.g. children, young people, senior citizens, ruraly isolated people etc</u> <u>SENIOR CITIZENS, RURALY, ISOLATED PEOPLE.</u>			
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:	<u>No Income, opening date: 24th November, 2021.</u>			
Total amount spent in the last financial year:	<u>N/A.</u>			
Current unrestricted reserve or savings as at date of application:	<u>N/A.</u>			
Current restricted reserve or savings as at date of application:	<u>N/A.</u>			
From what sources does your organisation raise its income?	Income Source	Amount £		
	<u>CLIENT FEES.</u>	<u>20 clients x £10 = £200 A week.</u>		
	<u>YES. ONGOING</u>			
	<u>FUND RAISING WILL TAKE PLACE.</u>	<u>please see attached Business Plan.</u>		

DETAILS OF MANAGEMENT STRUCTURE :	
How many people are there on your management committee?	<u>currently myself as Founder, Director.</u>
How many staff do you employ?	<u>1 x staff - Co-ordinator.</u>
How many volunteers do you have?	<u>14 Volunteers.</u>



## 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: <i>please see attached Business Plan.</i>	
<i>This day centre provides a safe warm environment once a week where new friendships are made, and old ones renewed. With a choice of activities designed to stimulate &amp; encourage, with a fitness circle, and a cooked &amp; serve lunch.</i>	
Please justify the need for this project?	
<i>More than ever the older generation are struggling with feelings of anxiety, and isolation, with loss of confidence and physically a loss of mobility. There is no other Day Centre like this in this area. please see attached Business Plan.</i>	
How will you monitor the progress of the project?	
<i>A clear indication of progress will be the number attending every week. 'Feedback' sheets will be used occasionally to find out what the members like, or dislike, — would like to see at the Centre. please see attached Business Plan.</i>	
How do you plan to judge the success of the project?	
<i>The success of the day centre, will show by the number of members attending each week. Involving the members more back into the community; which will help to reduce the social isolation &amp; loneliness. please see attached Business Plan.</i>	
TIMESCALE :	
Start Date	<i>24.11.2021.</i>
Finish Date	<i>N/A.</i>
Ongoing, give details	<i>ongoing — this is a 50 weeks of a year ongoing Centre.</i>
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)	
<i>please see FULL Business Plan that has been provided with this application.</i>	
How much funding is your organisation requesting from Aston, Cote, Shifford & Chimney Parish Council via this form?	<i>please see Business Plan attached. page headed "Resources needed to open" for a Breakdown in detail of costs NOT covered / so require FUNDING.</i>
Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves	<i>• Hooks Hatchery — £1,000 paid direct to the Fellowship Centre, for 1 year Hall Hire. • Community shop (Aston) — £250. "start up" — purchased pots &amp; kitchen equipment.</i>

Aston, Cote, Shifford &amp; Chimney Parish Council — Small Grant Scheme

*please see attached Business Plan.*

- Page 6 of 7
- Community shop: — to fund coffee, tea, sugar, milk every week.
  - Daily spade — 6 months FREE subscription.
  - Home Based Oxford — Gifted & assisted the Website.

**Aston, Cote, Shifford and Chimney Parish Council**

DECLARATION:	
I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Aston, Cote, Shifford & Chimney Parish Council at the earliest opportunity. I give permission for Aston, Cote, Shifford & Chimney Parish Council to record the information on this form electronically.	
Signed:	<i>Wann Stagg</i>
Dated:	04.11.2021.
Please include the following:	<ul style="list-style-type: none"> <li>• Up to date accounts/financial statements &amp; latest report (if available) <u>YES.</u></li> <li>• Constitution or a set of rules, if available <u>YES.</u></li> <li>• Copies of written estimates or catalogue pages if grant for equipment or capital costs <del>XXXX</del></li> </ul>
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.	