

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 2 February 2023

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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

All correspondence by email

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 11b – Aston and Cote Day Centre Grant Request**

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

| ABOUT YOUR ORGANISATION: | | |
|--------------------------|---|----------------|
| Name | Aston & Cote Day Centre. | |
| Address | c/o The Fellowship Centre. Cote Rd, Aston, Oxon. | |
| Email address: | target.men@gmail.com. | |
| Website: | | |
| Contact Details: | First Contact | Second Contact |
| Name: | Karen Stay. | |
| Position: | FOUNDER. | |
| Address: | 2. WATERS CLOSE. ASTON, CHAMPFORD, OXFORDSHIRE. | |
| Phone Number: | 0788 7974668. | |
| Mobile Number: | 0788 7974668. | |
| Email Address: | target.men@gmail.com | |

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: C.I.C. |
| When did your group/organisation start? | 23rd, November, 2021. (Community Interest Company not-for-profit) | | | |
| What does your organisation do? | provides 1 day a week (Wednesdays) for over 65's in local community. (mostly Aston) currently 24 members, day centre (10-3p.m). | | | |
| Who does your group/organisation serve mainly? | e.g. children, young people, senior citizens, rural isolated people etc SENIOR CITIZENS. Over 65's | | | |
| 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: | £9,000. 23.11.2022. | | | |
| Total amount spent in the last financial year: | £8,500. | | | |
| 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 £ | | |
| | £10. per person entry. | £10 x 20 people = £200.00 | | |
| | Grants/Donations. | as and when successful. | | |
| | Donations Pot. | varies each week from £2 - £7.00 | | |
| | 1x monthly Bingo. | varies from £15 - £30. once a month. | | |
| | 1x monthly Raffle. | varies from £15 - £30. once a month. | | |
| Bank Details | Acc No: 86028446. | Sort Code: 60-83-71. | | |
| | Bank Name: STARLING BANK. | Bank Address: | | |

* This account does not accept cheques.

↓ 1. Duval Square
London, E1 6PW.

Aston, Cote, Shifford and Chimney Parish Council

| DETAILS OF MANAGEMENT STRUCTURE: | |
|---|----------------|
| How many people are there on your management committee? | 1 x myself. |
| How many staff do you employ? | NONE. |
| How many volunteers do you have? | 12 volunteers, |

* 12 volunteers unfortunately do not attend every week. Sometimes it is just myself and 4 volunteers, I am constantly looking to get more volunteers who can come in every week to assist in this fantastic project, which provides a safer, warm space for the Seniors to come to every Wednesday.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11e – ICO Renewal 2023-24

Organisation name: Aston, Cote, Shifford & Chimney Parish Council

Reference: Z2599197

GDPR/Data Protection Act 2018

Data protection renewal fee is due - we will collect your direct debit payment on or before 15/03/2023

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 15/03/2023. You must now either:

- take the tier assessment to confirm the fee you need to pay (see ico.org.uk/fee-self-assessment), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

Amount required

Under the Regulations, you must pay an annual fee of £40, £60 or £2900 depending on the size **or** turnover of your organisation. **VAT is nil in all cases.**

Based on your last assessment you are now required to pay **£40.00**. However, you should use our tier assessment tool (see ico.org.uk/fee-self-assessment) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

As you have a direct debit in place, we'll renew your registration automatically. **You will receive an annual £5 reduction each time you pay by direct debit.** We intend to collect your data protection fee on or around 15/03/2023.

Further information

You must let us know if any of the details we hold about you change. If you want to tell us about a change to your details please go to ico.org.uk/update. The online change service is very quick and easy to use. You will need your registration reference and security number.

If you are required to have a Data Protection Officer (DPO) under the GDPR or you choose to appoint one, you should also tell us about this. For more information please see ico.org.uk/DPOs.

If you need any more information about the fee, please see ico.org.uk/fee-guide.

If you want to discuss your payment or your obligation to pay, call us on 0303 123 1113, or email dataprotectionfee@ico.org.uk. You'll need the **registration reference** from the top of this email and the **security number** we sent you when you first applied.

If you need help with your other data protection obligations, including any relating to changes brought about by COVID-19, please see ico.org.uk or call us on 0303 123 1113. We are here to help at what we know is a very challenging time.

For more information about what we do with personal data see our privacy notice at ico.org.uk/privacy-notice.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12 – Governance - Loans and Investment Policy/Annual Investment Strategy 2023-24

Loans and Investments Policy

Document Control

Review date is indicative and will depend on changes in legislation, best practice or when required.

Alternative formats of this document may be available upon request.

1.0 INTRODUCTION

1.1 Should the Parish Council need a loan from the Public Works Board Loan or wish to place an investment of its monies, the terms shall be negotiated by the Parish Clerk in the name of the Council and shall be for a set period of time in accordance with resolution from Full Council.

1.2 This policy sets out the financial management procedures for the monitoring of the cash flow and banking arrangements of Aston, Cote, Shifford and Chimney Parish Council.

1.3 Authority reference is to the Council's Financial Regulations.

1.4 The Local Government Act 2003 Section 12 provides the power to invest in the following circumstances -

- a. for any purpose relevant to its functions under any enactment; or
- b. for the purpose of the prudent management of its financial affairs.

Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.

1.5 The Council acknowledges its duty of care to the community and the prudent investment of funds.

1.6 Changes to loans and investments should be reported to the Full Council at the earliest opportunity.

1.7 The Council's Sustainability Framework will be considered when approving the Council's financial institution for investments and when ensuring that the Council's reserves are invested wisely.

2.0 OBJECTIVES

2.1 The Council's priorities are, in the following ranking order -

- a. The security of capital to minimise the risk of losses;
- b. The liquidity of investments to meet the cash flow needs of the council; and
- c. Maximising income within the framework of the national economic situation.

Aston, Cote, Shifford and Chimney Parish Council

2.2 The Council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

3.0 LOANS

3.1 Any loans made by the Council should be approved by the Full Council and in the name of Aston, Cote, Shifford and Chimney Parish Council.

3.2 Any loans given should be reviewed by the Full Council on an annual basis against the Terms of the Contract.

4.0 BORROWING

4.1 All borrowings shall be taken out in the name of Aston, Cote, Shifford and Chimney Parish Council.

4.2 Any formal decision to apply for and to exercise a borrowing approval must be made by Full Council.

4.3 The Council may borrow funds but will require the formal written approval of the Secretary of State.

4.4 The Council must contact the Oxfordshire Associations of Local Councils (OALC) to discuss the proposal and to obtain the Application Form for the Approval.

4.5 Borrowing must be for a specific, generally capital expenditure, purpose detailed on the application form and in a report to council.

4.6 Whilst the loan may be taken from any source, the Public Works Loan Board (PWLb) is preferred. Irrespective of the source, an Approval is required and no mortgage or charge on property is allowed.

5.0 INVESTMENTS

5.1 All investments and money under the control of the Full Council shall be in the name of Aston, Cote, Shifford and Chimney Parish Council.

5.2 All investment certificates and other relating documents shall be retained in the custody of the Parish Clerk.

5.3 All investments, deposits and interest will be in pound sterling (£).

5.4 All investment and deposits will be with banks or building societies registered in the United Kingdom.

5.5 The credit ratings of the institutions will be a minimum of 'A' and these will be monitored regularly.

5.6 In order to spread the financial risk to a minimum, investments will be made with a minimum of two financial institutions.

Aston, Cote, Shifford and Chimney Parish Council

5.7 Investments for current expenditure will be on instant access accounts with a daily feeder to the current account.

5.8 Investments not required for current expenditure (i.e. earmarked reserves) may be placed on medium term deposits to be reviewed each year one year.

5.9 Investments not required for current expenditure (i.e. general reserve) may be placed on longer term deposits of up to two years.

Adopted - March 2021

Last Review Date – March 2022

Review Date – March 23

Aston, Cote, Shifford and Chimney Parish Council

ANNUAL INVESTMENT STRATEGY 2023-24

1. Introduction

Aston, Cote, Shifford and Chimney Parish Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This strategy has been prepared in accordance with the Guidance on Local Government Investments ('the Guidance'), issued under section 15(1) (a) of the Local Government Act 2003, effective from 1st April 2010.

The Local Government Act 2003 states that a local authority may invest:

- for any purpose relevant to its functions under any enactment,
- for the purpose of prudent management of its financial affairs

The Council defines its treasury management activities as "The management of the Council's cash flows, its banking and money market transactions, and the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks."

The Guidance states:

- a) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £500,000, the Guidance should apply in relation to that year.
- b) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
- c) Where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.

The Council expects its investments during the 2023-24 financial year not to exceed £500,000 and therefore has agreed to apply the Guidance as set out below.

2. Investment Objectives

The Council's investment priorities are:

- 1) The security of its reserves;
- 2) The liquidity of its investments; and
- 3) The return on investment.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling and, as a minimum, surplus funds will be aggregated in an interest bearing bank account.

Aston, Cote, Shifford and Chimney Parish Council

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Investments will be spread over different providers where appropriate to minimise risk.

3. Security of Investments

Government guidance differentiates between specified investments and non-specified investments.

3.1 Specified Investments

Specified investments are those offering high security and high liquidity with a maturity of no more than one year. In addition, short-term sterling investments must be with bodies/institutions with "high credit ratings".

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- • UK banks and UK building societies;
- • Public Bodies (including Local Authorities and Police Authorities);
- • UK FCA regulated qualifying money market funds with a triple A rating.

3.2 Non-specified investments

Non-specified investments are usually for longer periods (i.e. more than one year) and with bodies that are not highly credit-rated. No non-specified investments are included in the Investment Strategy for this Council as these investments are not acceptable due to their higher potential risk.

4. Liquidity of Investments

The Parish Clerk in consultation with the Full Council of Aston, Cote, Shifford and Chimney Parish Council will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

5. Long Term Investments

Long term investments shall be defined as greater than one year. The Council will use the same criteria for assessing long term investment as identified above for specified investments.

The Council does not currently hold any long-term investments.

6. Risk Assessment

The Parish Council's funds are covered by the Financial Services Compensation Scheme (up to £85,000) as our total expenditure does not exceed £500,000 and but must still be carefully managed to mitigate the risk of losses.

Aston, Cote, Shifford and Chimney Parish Council

The Council will only invest in institutions of “high credit quality” as set out in section 3.1 of this strategy. The Council will monitor the risk of loss on investments by reference to credit ratings. The Council should aim for ratings equivalent to the Fitch F1 rating for short-term investments or Fitch A- for long term investments. The Council will also have regard for the general economic and political environment in which institutions operate.

The investment position will be reviewed monthly by the Parish Clerk and reported to the Full Parish Council.

The Council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

7. Use of Investment Managers

If external investment managers are used, they will be contractually required to comply with this strategy.

8. Investment Strategy 2023/24

The Council will invest as much of its balance as possible in a low-risk product in order to achieve its investment objectives.

To maintain a return on its investment and in the light of low interest rates currently available to the Council and considering the potential performance of lower liquidity investments; it is recommended that the Council will continue with its investment with the Public Sector Deposit Fund of the CCLA in order to aim to achieve an optimum return on funds. The recommendation is that £49,348 currently invested in the fund is maintained.

Dividends from this investment will be placed in the current account for use supporting grant applications and projects within the parish.

The Public Sector Deposit Fund (PSDF) has been identified as a low risk, high liquidity option (funds can be moved in or out in the same day) to be used in the first year of investment. A minimum £15,000 will remain as our operating costs in the Unity Trust account.

The relevant FPC officers shall have delegated authority (as contained within Financial Regulations) to set up any accounts/funds as approved in this policy and undertake transfers between the Unity Trust Account and the PSDF as required to ensure the minimum operating cost balance is maintained.

9. Investment Approval

The Full Council has the authority to consider and make any short-term investments (maximum of twelve months), in accordance with the Annual Investment Strategy, subject to the prior approval of the investment provider by the Parish Council. All resolutions relating to investments will be noted in the minutes of the Full Council meetings that are circulated to all councillors.

Aston, Cote, Shifford and Chimney Parish Council

10. Investment Reports

The Parish Clerk will prepare a report on investment activity for each Full Parish Council meeting. The report will be circulated to all councillors with the agenda and papers for the Full Parish Council meeting.

11. Review and Amendment of Regulations

The Investment Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the Parish Clerk and reviewed by the Full Council.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

12. Freedom of Information

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Parish website and a hard copy will be available from the Parish Clerk.

Approved by Aston, Cote, Shifford and Chimney Parish Council on under minute number.....

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

£

UNITY TRUST CURRENT ACCOUNT

Balance at 31 January 2023

36,030.37

February payments

(776.20)

Balance at 28 February 2023**£35,254.17***CCLA INVESTMENT ACCOUNT*

Balance at 31 December 2022

49,221.08

Transactions in month of January

127.16

Balance at 31 January 2023**49,348.24****TOTAL CASH HOLDING AT 31 January 2023****£84,602.41**

Aston, Cote, Shifford and Chimney Parish Council

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

| 2022-23 Budget | £ | 28/02/2023 | Performance Against Budget | % | Commentary |
|---------------------------------------|---------------|--------------|----------------------------|-------------|--|
| 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 | 620 | -570 | -1140% | CCLA Investment Account |
| VAT Refund | 0 | 2054 | -2054 | 0% | |
| INVESTMENTS IN | 0 | 0 | 0 | 0% | |
| Sundry | 0 | 0 | 0 | 0% | |
| Total Receipts | 30814 | 33437 | -2623 | -9% | |
| EXPENDITURE | | | | | |
| Clerk's salary | 4,404 | 5100 | -696 | -116% | Add Hours Paid in May |
| Working from home allowance | 216 | 198 | 18 | -92% | |
| HMRC | 1,155 | 1349 | -194 | -117% | 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 | 684 | -34 | -105% | 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 | 2059 | 3376 | -38% | |
| Dog & Litter Bin Emptying | 420 | 326 | 94 | -78% | |
| Fete Bins | 0 | 0 | 0 | 0% | |
| Training & Travel | 527 | 552 | -25 | -105% | |
| Clock Maintenance | 229 | 0 | 229 | 0% | 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 | 1842 | -1842 | 0% | |
| Village maintenance (Lengthsman) | 1500 | 1127 | 373 | -75% | |
| Small Grants | 1115 | 750 | 365 | -67% | |
| Total Expenditure | 26023 | 19545 | 6478 | -75% | |
| 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% | |
| OVERALL EXPENDITURE | 37916 | 23415 | 14501 | -62% | |
| SURPLUS/(DEFICIT) FOR THE YEAR | -7102 | 13892 | 6790 | 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 15c - Annual review of Effectiveness of Internal Control/Financial Regulations

ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROLS

1.0 Overview

- 1.1 The Parish Council is required to confirm in its Annual Return to the External Auditor that it has “maintained an adequate system of internal control... and reviewed its effectiveness.”
- 1.2 The Parish Council has two documents covering the management of its financial affairs – a set of Financial Regulations and a Statement of Internal Control. The Parish Council's Financial Regulations were comprehensively reviewed and updated in September 2022.
- 1.3 The Parish Council now needs to review the system of internal control again so that it can properly sign the Annual Return for 2022/23 when it is due.

2.0 Financial Regulations

- 2.1 The Financial Regulations document which was adopted by the Parish Council at the meeting in September 2022 was circulated in that month's papers. It can be recirculated to Councillors if requested.

3.0 Statement of Internal Control

- 3.1 This statement, originally prepared by the Clerk in 2009 and last circulated to Councillors in March 2022, follows this report.
- 3.2 The Clerk has reviewed the statement and confirms that it continues to reflect actual practice. No amendments have been made to the Statement since it was last circulated in March 2022.

4.0 Recommendation

- 4.1 That the Parish Council reviews the Statement of Internal Control to consider whether the controls currently in place are effective.

Prepared by: E Anstee, Clerk
24 February 2023

Aston, Cote, Shifford and Chimney Parish Council

STATEMENT OF INTERNAL CONTROL

Prepared by E Anstee, RFO and Parish Clerk

Last reviewed and reapproved at a meeting of the Parish Council on 5 March 2020

| | |
|--------------------------------|---|
| Cash Book/Bank reconciliations | <ul style="list-style-type: none"> • The cash book (spreadsheet) is kept up to date from original documents (paying-in books, invoices, cheque stubs, BACS transactions) • The cash book is reconciled to the bank statement on a quarterly basis • The bank reconciliation is reviewed and approved by a member of the Parish Council (usually the nominated councillor), with reference to the underlying records (cash book and bank statements) • The bank reconciliation is reported to the full Parish Council and minuted as such • The latest financial position and movements on the Parish Council's cash balances are reported at each council meeting and can be traced back to the expenditure approved in the previous meeting via the minutes |
| Financial Regulations | <ul style="list-style-type: none"> • A document listing the Parish Council's financial regulations, based on the model version prepared by NALC/SLCC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Parish Council (<i>this was reviewed and adopted in September 2021</i>) |
| Order/Tender controls | <ul style="list-style-type: none"> • The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. • Official orders/letters are sent to suppliers for services which are not regular in nature |
| Legal Powers | <ul style="list-style-type: none"> • A proper legal power is identified in advance of any expenditure. The legal power for expenditure is shown on the agenda and minutes for payments made • General power of competence was adopted on 7 November 2019 under minute number 13b on page 1533. |

Aston, Cote, Shifford and Chimney Parish Council

| | |
|----------------------|--|
| Payment controls | <ul style="list-style-type: none"> Depending on the nature of the supply, the RFO signs the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct. Purchase orders/letters ordering the work are matched to purchase invoices where applicable All invoices for payment are listed on the meeting agenda where the cheques are to be signed/BACS payments approved Payments made are listed in the minutes of the meeting Original invoices are provided to the Councillors signing the cheques/authorising the BACS payments Invoices paid are numbered and the same number entered on the cheque counterfoil and in the cashbook for cross reference purposes The cheque number used to settle an invoice and the date it was signed are entered on the invoice for cross reference purposes. For BACS payments, the BACS payment date is entered on the invoice for cross reference purposes. |
| VAT repayment claims | <ul style="list-style-type: none"> RFO ensures that all invoices are addressed to the Parish Council. RFO ensures that proper VAT invoices are received where VAT is payable RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year |
| Income controls | <ul style="list-style-type: none"> RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council RFO ensures that the precept instalments are received when due RFO ensures that other receipts (deposit interest, grass cutting grant) are received when due and correctly calculated Income is banked promptly |
| Financial reporting | <ul style="list-style-type: none"> A receipts & payments account, comparing actual expenditure to the budget and the prior year is prepared on a quarterly basis, presented to the Parish Council and minuted as such |
| Budgetary controls | <ul style="list-style-type: none"> The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year The precept is set on the basis of the budget by the deadline set by the District Council |

Aston, Cote, Shifford and Chimney Parish Council

| | |
|------------------|---|
| Payroll controls | <ul style="list-style-type: none"> • The Clerk is paid under PAYE as an employee • The Clerk's salary is set by the Council and a minute is prepared to show the agreed salary • The salary is paid by BACS, with the BACS payment authorised by two Councillors • The RFO ensures that all the necessary payroll returns are made to HMRC and retains evidence that this has been done |
| Asset Control | <ul style="list-style-type: none"> • The RFO maintains a full asset register • The existence and condition of assets is checked on a six monthly basis by a member of the Parish Council • The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal |
| Internal Audit | <ul style="list-style-type: none"> • A suitably experienced independent internal auditor is appointed by the Parish Council • An internal audit of the Council's accounting records, and financial and other procedures is carried out once a year • The internal auditor prepares a report addressed to the Parish Council which is considered at the next meeting • The Parish Council ensures that it is satisfied that the internal audit is effective before making arrangements for the new annual internal audit |

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15d – Renewal of CFO Membership



MEMBERSHIP 2023-24

Your membership helps us support communities in Oxfordshire to continue to be great places to live and work.



Aston, Cote, Shifford and Chimney Parish Council

CFO helps communities and individuals to identify issues that affect them and find their own solutions. We're here to support you to achieve strong, inclusive, and thriving places to live, work and play.

NEW FOR 2023

Town Planning Support

CFO is the planning consultant with a conscience. Our aim is to help your parish or town council or community organisation get the most out of the planning system.

Members can now access a FREE planning advice session with our in-house expert, Stephen McKenna. From responding to planning applications and dealing with appeals to engaging with developers and navigating Section 106 processes, we can help your community best rise to the challenges of spatial planning.

Collaborative Housing

Hosted by CFO, Collaborative Housing is the support hub for community-led housing in the Thames Valley. We think houses made by the people who live in them create better homes and stronger communities. Community-led approaches are increasingly popular ways of building truly affordable, low carbon homes. We might be able to help YOUR community – so get in touch.

Society is changing and our communities face ever more complex challenges – the following principles guide CFO's work.

Society is changing and our communities face ever more complex challenges – the following principles guide CFO's work.

Asset Based Community Development (ABCD)

We think that stronger, more sustainable communities are built using the skills and gifts that people already have. ABCD identifies and harnesses existing 'assets' to strengthen and improve things locally. These could be skills, knowledge, capacity, resources, experience or just enthusiasm. ABCD starts with what's already there rather than making judgements about what's lacking.

Equality, Diversity, and Inclusion

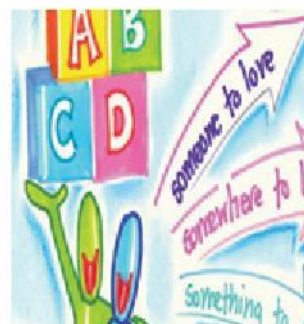
The values and practice of CFO are rooted in human rights, social justice, and respect for diversity. In our projects we seek to achieve inclusion, remove barriers to involvement, and challenge racism and discrimination. Equality and inclusion create strong, creative, and dynamic places to live and work – we believe that an ongoing appraisal of how we can further those values is at the heart of CFO's mission.

WHY BECOME A MEMBER OF COMMUNITY FIRST OXFORDSHIRE

CFO is a community development charity. We help and support community action projects and volunteering, community halls and shops, transport schemes, and local businesses. We run Neighbourhood Planning, Town Planning and Placemaking consultancies, helping clients including communities and Local Authorities on a range of themes, such as making the most of the complexities of the planning system, identifying infrastructure requirements, and creating strong, inclusive, and thriving communities.

INCLUDED IN YOUR MEMBERSHIP:

| | | |
|---|---|---|
| Community development, volunteering and social action support | Community Reviews | Town Planning masterclass |
| Community-led and affordable housing advice and support | Network and training opportunities | Advocating on behalf of Oxfordshire rural communities |
| National voice on rural and community development matters | The Oil Scheme gives members access to many suppliers, giving the best prices available | Discounts on fee paying services: <ul style="list-style-type: none">• Housing Needs Surveys• Neighbourhood Planning• Community Infrastructure Assessments |





WHAT DO MEMBERS SAY ABOUT WORKING WITH COMMUNITY FIRST OXFORDSHIRE?

"It was a great introduction to a topic I knew almost nothing about and has really opened my eyes to a new way of creating and sustaining projects in the community – and one which makes perfect sense."

FEEDBACK FROM A PARTICIPANT OF OUR ASSET BASED TRAINING

"Thank you so much for all you do to keep us informed and, particularly during the pandemic, your guidance and interpretation of the vast and ever-changing government guidance was absolutely invaluable!"

CHARLBURY CORNER HOUSE AND WAR MEMORIAL HALL MANAGEMENT COMMITTEE

"CFO has offered us valuable guidance and mentoring throughout the Neighbourhood Plan process. Without them it would have been virtually impossible to reach our objective. We have no hesitation in recommending CFO to any organisation who may require their expertise."

BRIZE NORTON NEIGHBOURHOOD PLAN STEERING GROUP

"Many thanks for all the work you and your team do for our communities. We do appreciate it!"

YARNTON VOLUNTEER DRIVER SCHEME



Contact Details:

Tel: **01865 883488**

Email: **info@communityfirstoxon.org**


www.communityfirstoxon.org

Address: **South Stables, Worton Park, Witney, Oxon. OX29 4SU**


Charity No: 900560

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15e – Renewal of CPRE Membership



**The
countryside
charity**



Aston, Cote, Shifford & Chimney Parish Council
16 Foxwood
Aston
BAMPTON
Oxfordshire
OX18 2DZ

31 January 2023

Membership No: 405671
Our Ref: JCEMILD37T

Registered Office
15-21 Provost Street
London N1 7NH

Tel: 020 7981 2870
Email: supportercare@cpre.org.uk
Web: cpre.org.uk

1604 / 37

Dear Member

Thank you for being part of a movement committed to protecting our beautiful countryside for everyone. I've popped your membership card in with this letter.

I hope your organisation is proud to be a member of CPRE, the countryside charity – together we've achieved many important successes over the past 12 months. Here are just some of the campaign wins we've achieved together recently:

- To prove that appropriate community-led renewables schemes can be popular, we helped three villages identify appropriate sites for clean energy
- By lobbying the government, we influenced the confirmation of a new funding scheme to pay farmers to plant more hedgerows and manage them sustainably
- A government white paper on regenerating neglected towns and cities mirrored our brownfield-first planning strategy in our Brownfield Land Toolkit

This real progress is thanks to organisations like yours, so thank you for your continued loyalty throughout these financially challenging times.

Like everyone throughout the UK, we've been experiencing the pressure of rising costs but remain committed to delivering a membership programme that empowers you in helping protect your local countryside. Over the past few years, we've remained true to this goal by absorbing any rises in production costs so that members like you can continue to be heard. But we can no longer do this with the recent spikes in our production costs.

That's why we've reluctantly raised the price of your annual Parish/Town Council membership to £60.00. You do not have to do anything because the changes are automatically applied; details of your new membership payment

Please turn over...

Any questions?
Please call Supporter Care
on 020 7981 2870.

Campaign to Protect Rural England
is a company limited by guarantee.
Registered in England number 0402973
Registered charity number 1089685

Aston, Cote, Shifford and Chimney Parish Council

are on the enclosed membership form. We appreciate that this may be a challenging time for some of our members, and if you wish to make any changes to your membership, please call our Supporter Care Helpline on 020 7981 2870.

I understand that the renewal of your CPRE membership needs to be approved by senior members of your organisation and that this approvals process can take up to two months. That's why we're sending you your membership renewal notice now and look forward to you renewing your CPRE membership.

It's only because of our loyal members like you that we are able to carry on our vital work. I hope we can count on you to help protect our countryside from urgent threats including irresponsible planning decisions, loss of rural thriving communities and pollution.

Thank you.

Best wishes



Sandra Worsfold
Supporter Care and Development Manager

How your membership will help the countryside thrive this year



Thanks to your support, we will be able to campaign on important issues like these over the next 12 months:

Our #40by50 campaign will ensure we restore nature's hedgerows

Our humble hedgerows are the unsung heroes of the countryside. They've been adding beauty and character to our landscapes for centuries, while providing the food and shelter that sustains our wildlife. They protect the soil, clean the air and absorb carbon emissions. Now we're calling on the government to commit to extending hedgerows by 40%, by 2050. This will mean adding over 4,000 miles of new and restored hedgerows per year – starting now.

Join your local CPRE group to help further

Our volunteers are the lifeblood of our work. If you'd like to learn new skills, meet likeminded people and help to enhance and protect your local countryside you love. Please contact our Supporter Care Helpline on 020 7981 2870 to find out how to join your local CPRE group in your area.

Transforming rural transport for every community

We welcomed the government's commitment to giving 'the needs of rural users equal consideration' but called for this to be backed with the funding needed for regular rural bus services, by re-directing money being wasted on destructive new roads. Our 'Every Village, Every Hour' model is a resource which measures the cost of a reliable bus network across England – creating a stronger case for both providers and users. With your continued support, we can advance the much-needed debate on how rural public transport can be transformed and how to pay for it.

Make a lasting impact, starting today

Did you know that you can leave a gift to CPRE with just 1% of your estate?

A gift in your will could help to ensure the future of our work to promote, enhance and protect the countryside that we all know and love. Contact us on 020 7981 2838 or at legacyinfo@cpre.org.uk to discuss the possibilities and receive your gifts in will booklet.

A countryside for us all. Forever.



The successes you helped us to achieve last year

Here are just two of the victories your membership helped us accomplish for the countryside last year.

Government signals towards commitment to protect our green spaces

With your support and that of the fantastic campaigning efforts made up and down the country, the government has signalled towards a commitment of a brownfield-first approach. During the Prime Minister's Conservative Party Conference speech, Boris Johnson stated that brownfield sites are places where homes make sense. This is encouraging to hear; however, our focus remains on the planning bill and on ensuring that this commitment is honoured in changes to the systems that govern our rules on new developments.

Our message in a bottle for an all-in deposit return scheme

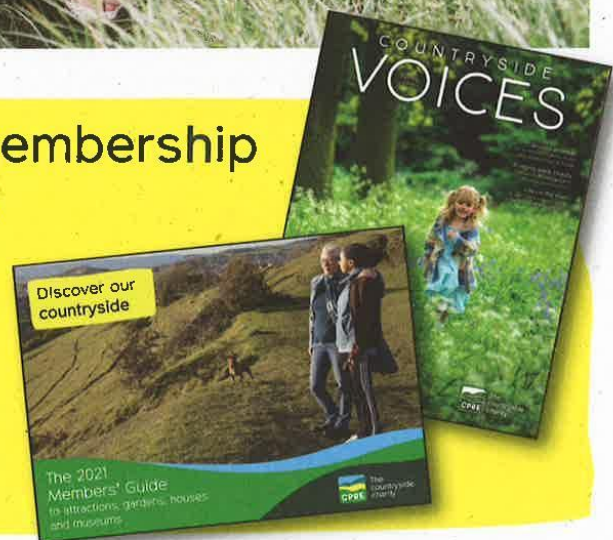
Thanks to members like you, we handed Boris a message asking him not to dilute or delay the Deposit Return Scheme (DRS) any further – nearly 33,000 of you signed our petition. The Government promised a DRS back in 2018 and we're still waiting. With your help, the government has no choice but to listen; we'll continue to pile on the pressure to ensure an all-in scheme happens by 2023.



The benefits of your membership

It is not just our irreplaceable countryside that benefits from your membership, as a valued member, you too can enjoy:

- Regular issues of our magazine, Countryside Voices.
- Membership of your local county group.
- Discounted entry to houses, gardens and other attractions featured in our Members Guide.
- 10% discount at Cotswold Outdoor, Snow + Rock and Runners Need.



Clerk's Briefing Notes – 2 March 2023
Aston, Cote, Shifford and Chimney Parish Council

I'm proud to help our glorious countryside thrive for another year



Your Membership

JCEMILD37T/405671

On 01/04/2023, your annual Parish/Town Council membership will **need renewing** so that you can continue to be part of a movement dedicated to helping to protect your local countryside.

Your Parish/Town Council membership is paid by BACS Direct Transfer. Your new annual payment will be £60.00 starting from 01/04/2023.

To renew your membership at the new rate of £60.00 or change it back to the previous rate of £36.00, please complete the form below or contact our **Supporter Care Helpline on 020 7981 2870**.

Don't forget, that as a valued member you'll continue to enjoy these exclusive benefits:

- Your magazine, Countryside Voices, two times a year.
- Membership of your local CPRE Oxfordshire group
- Discounted entry to houses, gardens and other attractions (see your Members Guide for details)
- 10% discount at Cotswold Outdoor, Snow + Rock and Runners Need

Thank you.

Step 1

JCEMILD37T/405671

Yes, I want to renew my Parish/Town Council membership

- ☐ at the **NEW** membership rate of £60.00
- ☐ at the **previous** membership rate of £36.00

by making a one-off payment by enclosing a cheque made payable to CPRE for £ _____
OR by credit/debit card by calling our **Supporter Care Helpline on 020 7981 2870**

Paying by BACS Direct Transfer?

Account number : 65724623 | Sort Code: 51-50-03 | Reference: 405671

Step 2

JCEMILD37T/405671

Our records show you're not a UK tax payer. Tick box if this has changed.

Aston, Cote, Shifford & Chimney Parish Council, 16 Foxwood, Aston, BAMPTON, Oxfordshire, OX18 2DZ

- ☐ I want to Gift Aid my membership and any donations I make in the future or have made in the past 4 years to Campaign to Protect Rural England.

Name _____ Signature _____ Date _____

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay the difference. Please notify CPRE if you wish to cancel this declaration, change your name or address, or no longer pay sufficient tax on your income and/or capital gains.

giftaid it
Please turn over...

Aston, Cote, Shifford and Chimney Parish Council

Step 3

JCEMILD37T/405671

As part of our Green Policy, we're committed to reducing our paper waste and ask that our members consider receiving their renewal notices by email. If you're happy to do this, please tick the box below and add your email address along with your contact phone number. So that we're able to get in touch with you if we encounter any difficulties in processing your email address.

☐ I would like to receive my membership renewal by email

Email address _____

Phone number _____

If you do not want to hear from us again or change the way you hear from us, please contact our Supporter Care team on 020 7981 2870 or email supportercare@cppe.org.uk, including your full name and address. Alternatively, write to: Supporter Care Team, CPRE, 15-21 Provost Street, London N1 7NH. Personal data will be treated in accordance with our Privacy Policy at cppe.org.uk/privacy-policy.

Want to change or update your membership details?
Call our Supporter Care Helpline on 020 7981 2870

PLEASE POST YOUR COMPLETED FORM BACK TO US IN THE FREEPOST ENVELOPE PROVIDED.
Thank you!



JCEMILD37T/405671

Registered with Fundraising Regulator

All material in this pack, including your membership card are 100% recyclable and compositable