

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 2 September 2021

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Prepared by Elaine Anstee
25th August 2021

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11

Correspondence

All correspondence by email.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 6

Event Planning and Guidance

Following the Parish Council meeting on the 5th August 2021 the Clerk investigated the guidance for 'Planning an event in Oxfordshire' and took advice from the Society of Local Council Clerk's, OCC and WODC as requested by the Parish Council and members of the public present at the meeting.

The SLCC advised that 'If the land is not the PCs, and the Parish Council is not consulted on the event. Then, its interest is purely 'of interest' that the event is being run safely'. In the case of Astonbury the PC was not formally 'consulted' just kept informed through the Community Trust reports to the monthly meetings.

WODC is the licensing authority, and the PC is not a consultee for licensing so would not be asked for any feedback on a Temporary Event Notice Application (TEN).

OCC would be approached by WODC as a consultee on both TEN and a road closure applied for via WODC or OCC.

The clerk has put on the website the links to guidance for running an event and particularly in Oxfordshire.

The Parish Council has no jurisdiction over events in the parish and can only provide the opportunities for organisers to access proper guidance in the hope that they will abide by good practice.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 13a

Oxfordshire Local Plan 2050

PLEASE RESPOND TO THE OXFORDSHIRE LOCAL PLAN 2050 CONSULTATION, BY 8 OCTOBER 2021

2050 may seem a long way off for all of us, but for the Oxfordshire countryside it is just a blink of the eye. And in that brief time, we could lose much that we hold precious and dear.

So, if we want to help ensure that our countryside and rural character are still here for future generations to enjoy, we need to be fighting *now* to make sure the right policies are in place in the Oxfordshire 2050 Plan. *There's no point waiting until the bulldozers turn up!*

The Oxfordshire Plan will set the development framework for the county for the next three decades, including the amount of growth and broadly speaking where it will go, as well as the policies that will shape it. You can read more and find links to the consultation, being run by the Oxfordshire Growth Board, on our website [here](#).

We know that these consultations can be daunting, so at the bottom of that webpage you will also find:

- **CPRE Oxfordshire's Initial Views – a high level summary explaining the consultation document and our initial views**
- **A '10 Minute Response' Guide – a step by step guide to walk you through a response (it even includes a '1 Minute' version for the really time-stressed!).**

Do you think we can accommodate growth equivalent to more than 2 new Oxfords by 2050, without damage to our environment? Do you think growth should be directed to rural Oxfordshire rather than to urban areas? Do you think we should have a policy to ensure we use land effectively, building the smaller, more affordable houses we need, or should we leave it to developers to decide? These are all issues covered in the Oxfordshire 2050 Plan and we think it's vital that any development that comes forward does not cause undue harm to our countryside and rural character which, aside from all the other benefits to our health and well-being, are essential to our ongoing economic prosperity.

Our Oxfordshire leaders have promised that the Oxfordshire Plan 2050 will reflect the needs and wishes of local people, not be dictated to by top-down Government targets for the OxCam Arc or other proposals. We need your help to remind them to keep that promise.

We encourage you to:

1. Respond to the consultation
2. Let your local District/City/County councillor know your views – this is really important as they are unlikely to see, let alone read, all the consultation responses. If you don't know who your councillor is, you can find out here: <https://www.writetothem.com/>
3. Ask others to do the same – tell your friends, family, social media...

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A choice of free, public webinars are being held over the coming weeks to give people the opportunity to learn more about the Oxfordshire Plan 2050.

The webinars will include presentations from principal members of the Oxfordshire Plan 2050 team with district, and county partners. There will also be an opportunity for attendees to ask questions.

The latest consultation on the plan is open until Friday 8 October – your views are important so have your say at www.oxfordshireopenthought.org

Please click the links below to register for a webinar.

Wednesday 25 August – 12 noon – 1.30pm [Click here](#)

Thursday 26 August – 6.00 – 7.30pm [Click here](#)

Wednesday 8 September – 12 noon – 1.30pm [Click here](#)

Thursday 9 September – 6.00 – 7.30pm [Click here](#)

For any further information please contact info@oxfordshireplan.org

Aston, Cote, Shifford and Chimney Parish Council



Oxfordshire Plan 2050 Policy Options Consultation

Regulation 18 Part 2 – Consultation response form

Please Return to the Oxfordshire Plan Team by Friday 8th October 2021

By Post: Oxfordshire Plan Team,
Speedwell House,
Speedwell Street,
Oxford.
OX1 1NE

Or by Email: info@oxfordshireplan.org

This form has two parts-
PART A – Personal Details
PART B – Your Representation(s).

PART A

	Personal details	Agent's details (if applicable)
Title		
First Name		
Last Name		
Job Title		
Organisation		
Address line 1		
Line 2		
Line 3		
Line 4		
Postcode		
Telephone Number		
Email		

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PART B

To which part of the consultation does this representation relate?

General Comment ☐ **Paragraph** ☐ **Policy Option** ☐ **Spatial Option** ☐

What is the nature of your comment?

Support ☐ **Object** ☐ **Observation** ☐

Please provide details of your response as necessary:

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Agenda Item 13b

Governance – Policies for Review – Financial Regulations

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FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on 3 October 2019.

GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council.
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.

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- determines on behalf of the council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed.
 - maintains the accounting records of the council up to date in accordance with proper practices.
 - assists the council to secure economy, efficiency, and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations¹.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate.
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

¹ Accounts and Audit (England) Regulations 2011/817

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- measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 1.16. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance, and proper practices.
- 1.17. On a regular basis, at least once in each quarter, and at each financial year end, a member of the council shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the

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as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

- 1.18. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 1.19. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 1.20. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 1.21. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 1.22. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 1.23. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 1.24. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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- 1.25. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 1.26. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 1.27. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 1.28. The approved annual budget shall form the basis of financial control for the ensuing year.

BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 1.29. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.
- 1.30. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 1.31. The salary budgets are to be reviewed at least annually for the following financial year.
- 1.32. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 1.33. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

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- 1.34. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 1.35. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of [£100] or [15%] of the budget.
- 1.36. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

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BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 1.37. The council's banking arrangements, including the bank mandate, shall be made by the RFO, and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 1.38. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 1.39. All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 1.40. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 1.41. The Clerk shall have delegated authority to authorise the payment of items only if a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 1.42. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.

INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 1.43. The council will make safe and efficient arrangements for the making of its payments.
- 1.44. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

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- 1.45. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 1.46. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the council in accordance with a resolution instructing that payment.
- 1.47. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 1.48. 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 1.49. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 1.50. Payments can be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 1.51. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 1.52. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 1.53. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator.
- 1.54. All internet payments shall be authorised by two members of the council in accordance with a resolution instructing that payment.
- 1.55. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

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- 1.56. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 1.57. The council will not maintain any form of cash float. All cash received must be banked intact.

PAYMENT OF SALARIES

- 1.58. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 1.59. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 1.60. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 1.61. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than: a) by any councillor who can demonstrate a need to know; b) by the internal auditor; c) by the external auditor; or d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 1.62. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid
- 1.63. An effective system of personal performance management should be maintained for the senior officers
- 1.64. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 1.65. Before employing interim staff, the council must consider a full business case

LOANS AND INVESTMENTS

- 1.66. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing

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approval, and subsequent arrangements for the loan shall only be approved by full council.

- 1.67. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 1.68. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO
- 1.69. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 1.70. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices, and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 1.71. All investments of money under the control of the council shall be in the name of the council.
- 1.72. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 1.73. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

INCOME

- 1.74. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 1.75. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 1.76. The council will review all fees and charges at least annually, following a report of the Clerk.
- 1.77. Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year.
- 1.78. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

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- 1.79. The origin of each receipt shall be entered on the paying-in slip.
- 1.80. Personal cheques shall not be cashed out of money held on behalf of the council.
- 1.81. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 1.82. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

ORDERS FOR WORK, GOODS AND SERVICES

- 1.83. An official order or letter shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 1.84. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 1.85. A member may not issue an official order or make any contract on behalf of the council.
- 1.86. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

CONTRACTS

- 1.87. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage, and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors, and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

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- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations²..
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f. When it is intended to enter into a contract exceeding £1,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 11.1a the Clerk shall invite full tenders from at least three suppliers. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be instructed to submit the tender in an envelope marked “Tender for xx services” on the outside in

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

Aston, Cote, Shifford and Chimney Parish Council

which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- g. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- h. If fewer than three tenders are received for contracts above £1,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- i. Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
- j. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- l. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 1.88. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 1.89. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 1.90. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

ASSETS, PROPERTIES AND ESTATES

- 1.91. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location,

Aston, Cote, Shifford and Chimney Parish Council

extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 1.92. No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the council, together with any other consents required by law.
- 1.93. No real property (interests in land) shall be sold, leased, or otherwise disposed of without the authority of the council, together with any other consents required by law, in each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 1.94. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 1.95. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

INSURANCE

- 1.96. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 1.97. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 1.98. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 1.99. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

RISK MANAGEMENT

- 1.100. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and

Aston, Cote, Shifford and Chimney Parish Council

consequential risk management arrangements shall be reviewed by the council at least annually.

- 1.101. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 1.102. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 1.103. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

RESOLUTION dated 2 September 2021

Signed by Chairman.....

Cllr R La Forte on 2 September 2021

recovery...”

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15b

Half Yearly Asset Check

REVIEW OF EXISTENCE AND CONDITION OF PARISH ASSETS – Exterior Assets

Asset	Location	Existence confirmed Y/N	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
War Memorial, posts & chains	Aston village square			
Bus Shelters				
1	High Street, Aston			
2	Near Cote crossroads, Cote			
3	End of Saxel Close, Aston			
Notice Boards				
General	Corner of Southlands			
Parish Council	Cote Road, corner with Bull Street			
Benches & Seats				
Cote				
Benches & Seats				
War Memorial Green Aston				
VE/VJ Day seat	Playing field, corner next to Cote Road			
Golden Jubilee Bench QE II	Corner of Southlands/Bull Street			
Silver Jubilee Bench GV	Corner of lane running from Bull Street towards Chimney			
Litter & Dog Bins (funded by Parish Council)				
Dog waste bin	Lane leading from Bull Street, Aston – by Cote turn			
Litter bin	Next to bus shelter, High Street, Aston			

Aston, Cote, Shifford and Chimney Parish Council

Litter bin	Next to bus stop Vicarage Close			
Dog Bin, Isle of Whyte Bridge, Great Brook Road				
Telephone kiosk				
Red phone box	Cote			
White Entrance Gates and signage				
Entrance sign and gate	Cote - by the allotments			
Entrance sign and gate	Aston – by the village hall			
Entrance sign, speed sign and gate	Aston – by Westfield House			
Entrance sign and gate	Aston – North Street entrance to village.			

REVIEW OF EXISTENCE AND CONDITION OF PARISH ASSETS – Office Equipment

Asset	Location	Existence confirmed Y/N	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
Filing cabinet – 4 drawer	Meeting room cupboard, Village Hall			
Two door metal cabinet	Meeting room cupboard, Village Hall			
Shredder	Stored by Clerk at private address			
HP Laptop with Norton Anti Virus and Microsoft 365 and Windows 10	Stored by Clerk at private address			

Completed by: _____

Date: ____

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

Agenda Item 16b

Voices Grant Application 2021-22



The Newsletter of Aston, Cote, Shifford and Chimney

Aston Newsletter
11 Southlands
Aston
Oxon
OX18 2DA
20th August 2021

For the Attention of Mrs E. Anstee, Clerk to the Parish Council

**Application for a Grant of £1,200 from the Parish Council of
Aston, Cote, Shifford and Chimney**

Dear Mrs Anstee,

The Aston Newsletter 'Voices' submits application for consideration by the Parish Council of Aston, Cote, Shifford and Chimney for a grant of £1,200 (one thousand, two hundred pounds) to assist in the publication costs of 'Voices' for the year 2021/22.

'Voices' mission 'to reflect village news, views and events' continues to be fulfilled, delivering six editions per year to every home in the Parish, free of charge with all editions in full colour.

Our fundraising in last financial year included a generous one off legacy donation from the estate of a previous Voices chairperson. There was no donation envelope appeal due to Covid restrictions. Our thanks however to Aston Community Shop who enabled donations to be made through the shop till. Generous donations from two benefactors outside of the parish accounted for over half the total of the donations received.

Due to many of our advertisers being unable to operate during the first Covid lockdown, it was unanimously agreed to waive adverting cost to all advertisers for the May 2020 edition. Thereby effectively reducing advertising revenue by 17%.

Edition print run size has been increasing to accommodate the increased distribution numbers as additional new homes in both the two large and the smaller developments in Aston become occupied. The print run with the associated costs will increase by an estimated 20% over the previous year.

The 'Voices' editorial team continue to enthusiastically raise funds and to maintain the level of advertising in each edition at an appropriate level. Financial support from the Parish Council is however an important element to help cover printing costs and we trust it will look favourably upon this year's grant application

Enclosed is the account statement for year 2020/21 which has been independently audited by Mr Tony Harris. Should you require any further information to support our application, I will be pleased to provide it for you.

Yours Sincerely,

R. V. Haines
Treasurer & Joint Editor, 'Voices' – Aston Newsletter

Encl.

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

Voices

Receipts and Payments Account-Year Ended 31 March 2021

	<u>Receipts</u> <u>2020/21</u>	<u>Receipts</u> <u>2019/20</u>
Advertising	£1,350.00	£1,980.00
Flyer insertion		
Grant from Parish Council / BVCS	£1,000.00	£1,544.00
Donations	£832.90	£1,060.68
Legacy	£1,000.00	
Postage (from readers)	£72.00	£92.00
Quiz		
	<u>£4,254.90</u>	<u>£4,676.68</u>
	<u>Payments</u>	<u>Payments</u>
Printing Costs	£3,675.00	£3,566.00
Quiz / Prizes/ Engrave		
Stamps, Stationery etc.	£14.20	£29.69
Honerare		
Postage (to readers/ advertisers)	£167.34	£169.10
Gift		
Hall Hire		
	<u>£3,856.54</u>	<u>£3,764.79</u>
Surplus/Deficit	£398.38	£911.89
<u>Current Account</u>		
Opening Balance	£2,635.78	£1,723.89
Closing Balance	£3,034.14	£3,185.78
Add receipts not credited		
Less uncleared payment cheques*		-£550.00
	<u>£3,034.14</u>	<u>£2,635.78</u>
<u>Deposit Account</u>		
Opening Balance	£1,241.96	£1,234.76
Interest	£7.47	£7.20
Closing Balance	<u>£1,249.43</u>	<u>£1,241.96</u>
Accounts at Year End	<u>£4,283.57</u>	<u>£3,877.74</u>

Examiner...

Bank Open - Close + Surplus/ Deficit
 (should = £0.00)

Treasurer

£0.00

23 JUNE 2021



31 Mar 21

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 16c****Bank Reconciliation to 30 June 2021**

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL			
BANK RECONCILIATIONS AT	30 June 2021		
	£	£	£
	Receipts	Payments	
<u>Unity Trust Current Account</u>			
<u>Balance per Cash Book:</u>			
Balance b/f at 1/4/21			<u>23,756.71</u>
Total receipts in year	16246.68		
Total expenditure in year		5,995.65	
	16,246.68	5,995.65	10,251.03
<u>Closing balance per Cash Book</u>			<u>34,007.74</u>
RECONCILIATION			
Balance per Bank Statement			34007.74
<i>Reconciling Items</i>			
NONE	0.00	0.00	
	0.00	0.00	0.00
Balance per Cash Book			<u>34,007.74</u>
<u>CCLA</u>			
Balance per Bank Statement (no new statement)			<u>48,698.53</u>
Less: uncleared transactions			
NONE			0.00
Balance per Cash Book			<u>48,698.53</u>
TOTAL CASH BALANCES			<u>82,706.27</u>
Prepared by:	E Anstee		Date: 30.06.21
Reviewed by:			Date:

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 16a*****Financial Matters*****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance at 31st July 2021

30,923.68

August payments

(1,869.33)**Balance at 31st August 2021****29,054.35***CCLA INVESTMENT ACCOUNT*Balance at 30th June 2021**48,698.53**

Transactions in month of July

1.31

Balance at 31st August 2021**48,699.84****TOTAL CASH HOLDING AT 31st August 2021****£77,754.19**

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

Monthly (Year to Date) Financial Report – For Information

	£	As at 31/08/2021	Performance Against Budget	%	Commentary
2021-22 Budget					
RECEIPTS					
Precept	29319	14660	14660	50%	505 received in April - remainder due in September
WODC Grant CTSG	0	0	0	0%	505 received in April - remainder due in September
OCC grass cutting grant	1049	1049	0	0%	Received in Full against Grass Cutting Verges and WM
Interest	100	6	94	94%	CCLA Investment Account
VAT Refund	0	539	-539	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	£106 for Traffic Calming in Aston
Total Receipts	30468	16252	14216	47%	
EXPENDITURE					
Clerk's salary	4,073	2349	1724	-58%	
Working from home allowance	216	72	144	-33%	
HMRC	967	682	285	-71%	
Bank charges	72	18	54	-25%	£6 per month due quarterly.
Office equipment	250	0	250	0%	
Office running costs	384	340	44	-88%	Photocopying/Printing/Stamps plus sundries
Website costs	150	0	150	0%	Renewed for 2 years in 2020
Insurance	347	347	0	-100%	
Audit	240	0	240	0%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	294	212	-58%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WS	7607	2174	5433	-29%	
Grass Cutting - playing field & WM	1909	1553	356	-81%	
Grants paid under statute	4235	1526	2709	-36%	
Dog & Litter Bin Emptying	400	184	216	-46%	WODC - plus new bin from September 2021
Fete Bins	0	0	0	0%	
Training & Travel	527	162	365	-31%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	747	135	612	-18%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	200	0	0	-100%	
Repairs	500	0	500	0%	
VAT Paid	0	1543	-1543	0%	
Village maintenance (Lengthsman)	1500	0	1500	0%	
Small Grants	1115	385	730	-35%	
Total Expenditure	26314	11764	14550	-45%	
Projects					
Aston History Project (£5K)	1280	500	780	0%	Unspent - Carry forward
Traffic Calming Reserve	7210	4077	3133	0%	Section 106 funding received £10k
Defib in Cote Phone Box (3.5K)	550	0	550	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
Total Project Spend	21827	4577	17250	0%	
Contingency Budget	5000	0	5000	0%	
OVERALL EXPENDITURE	37916	17341	20575	-46%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7448	4488	-11936	0%	
Reserves					
Opening at 1 April	72451	0	72451	0%	
Closing at 31 March	44965	0	44965	0%	
Closing reserves analysis:					
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	-7187	11313	174%	
	44965	-6187	51153	14%	