

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 3 October 2019

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Prepared by Elaine Anstee
27 September 19

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Correspondence sent since 5 September 2019

1. Councillor Priority Fund Application – 16 Sep
2. Ltr to OCC – 30 mph Electronic Sign move with cheque – 10 Sep
3. ICO Direct Debit Mandate – 6 Sep
4. CCLA email registration form – 6 Sep

All other correspondence by email.

Agenda Item 10b

Police Property Act Fund

The Police Property Act Fund is a joint fund managed by the PCC and the Chief Constable and is distributed to local community and voluntary groups.



The Fund is created from money recovered by the police and the proceeds from the sale of items that cannot be returned to identified owners, which includes seizures from criminals and is distributed twice a year.

Each funding round involves a grant application form where applicants are required to evidence how they help to achieve a specific objective of the PCCs Police and Crime Plan, previous rounds have included 'reducing reoffending' and 'protecting vulnerable people'.

This Fund is an opportunity for Community and Voluntary Groups to get involved and assist the PCC and Thames Valley Police in tackling and reducing crime.

If you are interested in applying in the future we would strongly advise that you build relationships with your local policing team as this is one of the key criteria in the application process.

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Agenda Item 10c

Oxfordshire Cotswolds Garden Village Area Action Plan (AAP)

Preferred Options – August 2019

Consultation Response Form

Introduction

As part of the preparation of the Oxfordshire Cotswolds Garden Village AAP, the District Council is consulting on a 'preferred options' consultation paper for an 8-week period from 16 August 2019 until 11 October 2019.

This consultation response form has been put together to assist those who wish to respond to the consultation but it is optional and does not have to be completed. The Council will accept any form of written response (by post, email or online) and the response form is simply intended to assist those who wish to use it.

Contact Details:

Please provide your contact details below (this is so we can inform you of future stages):

Name: _____

Address: _____

Email: _____

Section 1 – Introduction

Do you have any specific comments you wish to make on the introductory text set out in Section 1?

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Section 2 – Background Context

Do you have any specific comments you wish to make on the background context set out in Section 2?

Section 3 – The Garden Village Site

Do you have any specific comments you wish to make on Section 3 – The Garden Village Site?

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Section 4 – Vision, Core Themes and Objectives

Do you have any specific comments you wish to make on the draft vision, core themes and objectives set out in Section 4?

Sections 5 – 11 – The Strategy

Do you have any specific comments you wish to make on the preferred policy approaches set out in Sections 5 – 11?

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Other General Comments

Are there any other general comments you wish to make on the preferred options paper?

Thank you for your time in responding to this consultation. Please send your completed response to the Planning Policy Team at West Oxfordshire District Council, either by post to:

Planning Policy, Elmfield, New Yatt Road, Witney, OX28 1PB

Or by email to: planning.policy@westoxon.gov.uk

Comments can also be submitted directly online at www.westoxon.gov.uk/gardenvillage

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Agenda Item 13b

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	Y	None	Recently Cleaned
Bus Shelters				
1	High Street, Aston	Y	None	None
2	Near Cote crossroads, Cote	Y	None	None – inside needs cleaning out.
Notice Boards				
General	Corner of Southlands	Y	None	None
Parish Council	Cote Road, corner with Bull Street	Y	None	None
Benches & Seats				
Cote		Y	None	Neds repainting
Benches & Seats				
War Memorial Green Aston		Y	None	Paint peeling of seat - repaint
VE/VJ Day seat	Playing field, corner next to Cote Road	Y	Replaced – Summer 19	
Golden Jubilee Bench QE II	Corner of Southlands/Bull Street	Y	Due to be Replaced – Summer 19	
Silver Jubilee Bench GV	Corner of lane running from Bull Street towards Chimney	Y	None	None
Litter & Dog Bins (funded by Parish Council)				
Dog waste bin	Lane leading from Bull Street, Aston – by Cote turn	Y	None	None
Litter bin	Next to bus shelter, High Street, Aston	Y	None	None
Litter bin	Next to bus stop Vicarage Close	Y	None	None
Telephone kiosk				
Red phone box	Cote	Y	None	None

* Please record the nature of the risk and the potential harm

Completed by: _____ J Ordish _____ Date: 15 September 19_____

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Agenda Item 14a

Financial Matters**1. Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance at 31 August 2019

12,429.53

August payments

(1366.88)

Precept - Tranch 2

13395.50

Balance at 30 September 2019**24458.15***CCLA INVESTMENT ACCOUNT*

Balance at 31 August 2019

48,364.00

Transactions in month of September

32.42**Balance at 30 September 2019****48,396.42****TOTAL CASH HOLDING AT 30 September 2019****£72,854.57**

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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.
- 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.

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- 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.
- 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.

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

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- 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.
- 1.79. The origin of each receipt shall be entered on the paying-in slip.

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- 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 3 October 2019

Signed by Chairman.....

Cllr R La Forte on 3 October 2019

ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL

COMMUNITY EMERGENCY PLAN (CEP)

Plan last updated on: 4 September 2019

**THE AIM OF THIS CEP IS TO SUPPORT THE EMERGENCY SERVICES
AND LOCAL AUTHORITIES IN DEALING WITH A MAJOR EMERGENCY
IN THE PARISH OR, IF REQUIRED, NEIGHBOURING PARISHES.**

Aston, Cote, Shifford and Chimney Parish Council

IF YOU ARE IN IMMEDIATE DANGER CALL 999

Plan Distribution List

Name	Role	Phone number/email address	Issued on
Paul Mann	Emergency Planning Officer, OCC	01865 323765 emergencyplanning@oxfordshire.gov.uk	DD/MM/YY
Nathan Crockford	Emergency Planning Officer, OCC	Emergency Planning Unit OFRS HQ Sterling Road, Kidlington OX5 2DU	
Elaine Anstee	Parish Clerk	astonpc@live.co.uk 01993851847 07368466413	
CEP 'Grab Bag'	For use upon CEP activation	Held in the Village Hall	

Plan Amendment List

Name	Date for next revision	Details of changes made	Changed by

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INTRODUCTION

Responsibilities of the Public

Everybody has a responsibility to be prepared to deal with emergency situations. For example, where homes have flooded previously or are assessed at risk of flooding, residents need to prepare themselves accordingly. However:

If you become aware of a serious incident happening or threatening to develop, call 999 first.

If you are not involved in the emergency, but are close by or believe you may be in danger, the advice in most cases is:



GO IN to a safe building.



STAY IN until you are advised to do otherwise.



TUNE IN to local TV or radio for more information.

What is a Major Emergency?

Any event or circumstance that causes or threatens death or injury, disruption to the community, or damage to property or the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities, and other organisations as part of their normal daily activities.

Who Declares a Major Emergency and who are the Primary Responders?

Emergencies can be declared by the Emergency Services or local Councils ('Category 1 Responders'). **The Parish Council cannot declare an emergency;** however, this CEP enables us to respond at a local level when necessary.

In the event of a major emergency, **Thames Valley Police (TVP)** will usually be responsible for coordination and control. Once declared, a Emergency Management Structure will be put in place with 3 levels of operation: Gold (strategic level) – normally at TVP HQ in Kidlington; Silver (tactical level) – usually at a local police station such as Witney or Abingdon; Bronze (operation level) –

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normally at the scene. TVP will alert and call for assistance from:

Oxfordshire Fire and Rescue Service responsible for: taking measures to protect life and property; the rescue of trapped persons; the provision of special equipment such as pumps, cutting equipment and emergency lighting; acting as a focal point for the County Contact System.

South Central Ambulance Service responsible for the overall coordination of medical response, the designation and alerting of receiving hospitals, the establishment of casualty loading points, and the assessment of numbers and condition of casualties.

Oxfordshire County Council OCC is responsible for supporting the emergency services, supporting communications, maintaining public services as far as possible and liaising with local communities. The OCC Chief Executive will staff the County Emergency Information Centre (EIC) and coordinate the efforts of the other OCC directorates as required. Depending upon the circumstances, OCC (and/or WODC) may send liaison officers to the scene of the emergency to form a Forward Control Unit to liaise with the Incident Commander (usually from TVP).

West Oxfordshire District Council WODC is responsible for aiding the emergency services, providing temporary accommodation for those who have had to leave their homes,, providing sandbags for properties at risk of flooding, providing environmental advice and any clean-up operations. WODC has a Coordination Centre at Woodgreen, an Emergency Plan and will provide a 24-hour Contacts Officer to call out staff and contractors as required.

The (Aston, Cote, Shifford and Chimney) Parish Council CEP

The Parish Council is a 'Category 2 Responder'. The aim of its CEP is to support the emergency services and local authorities in dealing with a major emergency in the Parish or, if required, neighbouring parishes. **The (7) parish councillors and the Parish Clerk will form a Emergency Response Team (ERT)** that will lead the local community response and act as the focal point for information and communication for the community, emergency services and local authorities. **The Chairman of the Parish Council will normally act as the Community Emergency Coordinator**, a Deputy will also be appointed.

The Parish Council/ERT has very limited resources and is restricted in what activities they may undertake. Whilst the ERT and local volunteers may be able to recce situations and provide invaluable local knowledge to the emergency services, or even assist in rescuing/evacuating

Aston, Cote, Shifford and Chimney Parish Council

people, they are not allowed to undertake major work - this is the domain of trained professionals. However, when an emergency occurs, the Parish Council/ERT will:

- Open and prepare the Village Hall (alternatively the Fellowship Centre) to act as the pre-designated (to OCC) 'Survivor Reception Centre', or Rest Centre for people who have had to evacuate their homes.
- Establish a Parish Coordination Centre in the Village Hall conference room, or elsewhere as directed by the emergency services or local authorities.
- Assist Category 1 Responders as required with local knowledge and the limited resources at its disposal.
- If Category 1 Responders cannot offer immediate help, coordinate on-scene efforts to mitigate the impact of the emergency.
- Call out and coordinate local volunteers as required.
- Identify and request local skills and resources if required, or requested by Category 1 Responders
- Act as the focal information point for residents.

A more detailed Notification Incident Form, Activation Checklist and Event Log are attached. Parish Councillors and the Parish Clerk will wear identification badges. The Clerk will issue spares to visitors, volunteers and contractors.

Aston, Cote, Shifford and Chimney Parish Council

LOCAL RISK ASSESSMENT

Risks	Potential Impact	What can the Community do to prepare?
Flooding	<ul style="list-style-type: none"> • Flooding of local streets • Sewage contamination • Restricted access for emergency vehicles • Damage to property • Evacuation of properties 	<ul style="list-style-type: none"> • Identify areas and residents at most risk • Encourage residents to sign up for EA's 'Flood Warning Direct' alert system • Encourage residents to prepare home flood defences • Assist local emergency responders with distribution of flood warnings and evacuation • Find out what flood defences exist or are planned in the area • Encourage EA and Riparian landowners to maintain drainage facilities • Membership of Bampton and District xx • Prepare SRC
Other Severe Weather (snow, ice, wind)	<ul style="list-style-type: none"> • Restricted access/egress for residents and emergency services • Increased accident risk • Damage to property 	<ul style="list-style-type: none"> • Identify vulnerable residents • Prepare SRC • Identify improvised local clearance/4x4 assets
Aircraft Crash (Civilian)	<ul style="list-style-type: none"> • Casualties • Mass casualties • Damage to property • Contamination • Evacuation of properties 	<ul style="list-style-type: none"> • Prepare SRC
Aircraft Crash (Military)	<ul style="list-style-type: none"> • As above 	<ul style="list-style-type: none"> • As above • RAF Brize Norton responsible for Post-Crash Management • Regular liaison with RAF Brize Norton xxx
RAF Brize Norton Major Incident	<ul style="list-style-type: none"> • Restricted access/egress 	<ul style="list-style-type: none"> • Disseminate RAF Emergency Instructions Guidance: <ul style="list-style-type: none"> ○ GO IN to a safe building ○ STAY IN until advised otherwise ○ TUNE IN to local TV or radio for more info
Major Transport	<ul style="list-style-type: none"> • Casualties • Restricted access/egress • Contamination • Evacuation of properties 	<ul style="list-style-type: none"> •
Major Fire(s)	<ul style="list-style-type: none"> • Restricted access/egress • Evacuation of properties 	
Environmental	<ul style="list-style-type: none"> • Contamination • Evacuation of properties 	

Aston, Cote, Shifford and Chimney Parish Council

Security/Terrorist	<ul style="list-style-type: none"> • Casualties • Restricted access/egress • Evacuation of properties 	
Prolonged Failure in Major Utility (Gas, Electricity, Water, Sewage)	<ul style="list-style-type: none"> • Evacuation of properties 	
Industrial Accidents	<ul style="list-style-type: none"> • Contamination • Restricted access/egress • Evacuation of properties 	
Infectious Disease (animal)	<ul style="list-style-type: none"> • Restricted access/egress 	
Infectious Disease (human)	<ul style="list-style-type: none"> • Restricted access/egress 	

KEY LOCATIONS

identified with local authorities for use as places of safety

Building	Location	Potential Usage in an Emergency	Contact Details
Village Hall	Cote Road Aston Oxfordshire OX18 2DZ	Survivor Reception Centre (Primary)	01993 851649
Fellowship Centre	Cote Road Aston Oxfordshire OX18 2DU	Survivor Reception Centre (Alternate)	Andrew Long (01993 xxxxxx)
Aston and Cote CofE Primary School	School House Cote Road Aston Bampton OX18 2DU	Rest Centre/ Place of Safety	01993 850435
St James Church	Cote Road Aston Oxfordshire OX18 2DZ	Rest Centre/ Place of Safety	Chris Holt (0790 521 7070) John Ordish (01993 850923)
Bampton Village Hall	Market Square Bampton	Neighbouring Parish (Bampton)	01993 850289

Aston, Cote, Shifford and Chimney Parish Council

	Oxfordshire OX18 2JH	Survivor Reception Centre	
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EMERGENCY RESPONSE TEAM CONTACT LIST

Photo	Russell La Forte
	Community Emergency Coordinator Parish Councillor (Chairman)
	07xx xxxxxxxx
	xxxxxxxxxx@xxxx
	Xx Bull Street, Aston, Oxfordshire, OX11 2DT
Photo	John Ordish
	Deputy Community Emergency Coordinator Parish Councillor
Photo	Elaine Anstee
	Clerk to the Parish Council
	astonpc@live.co.uk
	01993851847
Photo	07368466413
	Ben Lings
	Parish Councillor
Photo	Paul Sparrowhawk
	Parish Councillor
Photo	Gill Ball
	Parish Councillor

Aston, Cote, Shifford and Chimney Parish Council

Photo	Jane West
	Parish Councillor
Photo	Phil West
	Parish Councillor

NOTIFICATION INCIDENT FORM

EVENT NUMBER / DESCRIPTION:

Message taken by:	Time:	Date:
Name of Contact (and organisation if appropriate) Contact Number(s)		
Nature of Incident Time of Occurrence		
Location		
Flood Warning? Type Properties at Risk		

Aston, Cote, Shifford and Chimney Parish Council

Services Already Called (and time of call)	
Casualties	
Hazards and Access	
Assistance Requested	
Remarks and Action Taken	

SIGNATURE:**NAME (PRINT):**

ACTIVATION CHECKLIST

FOR USE BY THE
ERT

Item	Action	Complete
1	Dial 999. Ensure Emergency Services are informed. Follow any advice given	
2	Contact the Parish Clerk who will: <ul style="list-style-type: none"> • Check the Village Hall and/or Fellowship Centre are accessible • Open the Parish Coordination Centre in the Village Hall or elsewhere as directed. • Call out the Parish Councillors 	
3	On arrival of the ERT, if the Chairman or Deputy are not available, they should elect a Community Emergency Coordinator (CEC).	
4	Assess the situation	
5	Contact and advise WODC and OCC as necessary, establishing what help they can provide.	
6	Based on the above, the CEC will determine ERT action, for example: <ul style="list-style-type: none"> • Assist Category 1 Responders • If Category 1 Responders cannot provide immediate help, coordinate 	

Aston, Cote, Shifford and Chimney Parish Council

	<p>on-scene efforts to mitigate the emergency.</p> <ul style="list-style-type: none"> • Request local volunteers and resources as required. • Open the Village Hall and/or Fellowship Centre as SRC/Rest Centre for people who have had to evacuate their homes. 	
7	<p>Establish Parish Coordination Centre in the Village Hall Conference Room (or elsewhere as directed):</p> <ul style="list-style-type: none"> • CEP 'Grab Bag' in Conference Room Locker (keys from ...) • Arrange ERT permanent manning • Establish communications and verify contact details • Start keeping events log • Prepare for arrival of Category 1/2 Responders • Issue relevant identification to ERT and approved volunteers/contractors. 	
8	Call out volunteers and contractors as necessary	
9	Establish and maintain communications with residents - first priority to those perceived to be particularly vulnerable and/or at higher risk.	
	Stand down the ERT when the On-Scene Commander decides that no further action is required.	

EVENT LOG TO BE MAINTAINED BY THE ERT**Event Number /Description:****Log Keeper:**

Date	Time	Message To/From	Details	Initials

Aston, Cote, Shifford and Chimney Parish Council

COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA (EXEMPLAR)

Example Community Emergency Group Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Aston, Cote, Shifford and Chimney Parish Council

You might want to consider the following:

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Non-English-speaking people.
- What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

LOCAL SKILLS AND RESOURCES

Skill/Resource	Name	Contact Details	Location
Medical Professionals			
4x4 owner/driver			

Aston, Cote, Shifford and Chimney Parish Council

Chainsaw owner (tree surgeon)			
Water/food supplies			
Electricians			
Plumbers			
Gas Engineers			
Plant machinery			
Minsters of religion			
Alt comms?			

LIST OF COMMUNITY ORGANISATIONS

that may be helpful in identifying vulnerable people or communities in an emergency

Organisation	Role/Potential CEP Role	Contact Details
Wednesday Club	Provides a meeting opportunity for ladies and gentlemen over 60 years of age.	simmonds_lyn@yahoo.co.uk or call 01993 851215

WHERE TO GO FOR INFORMATION

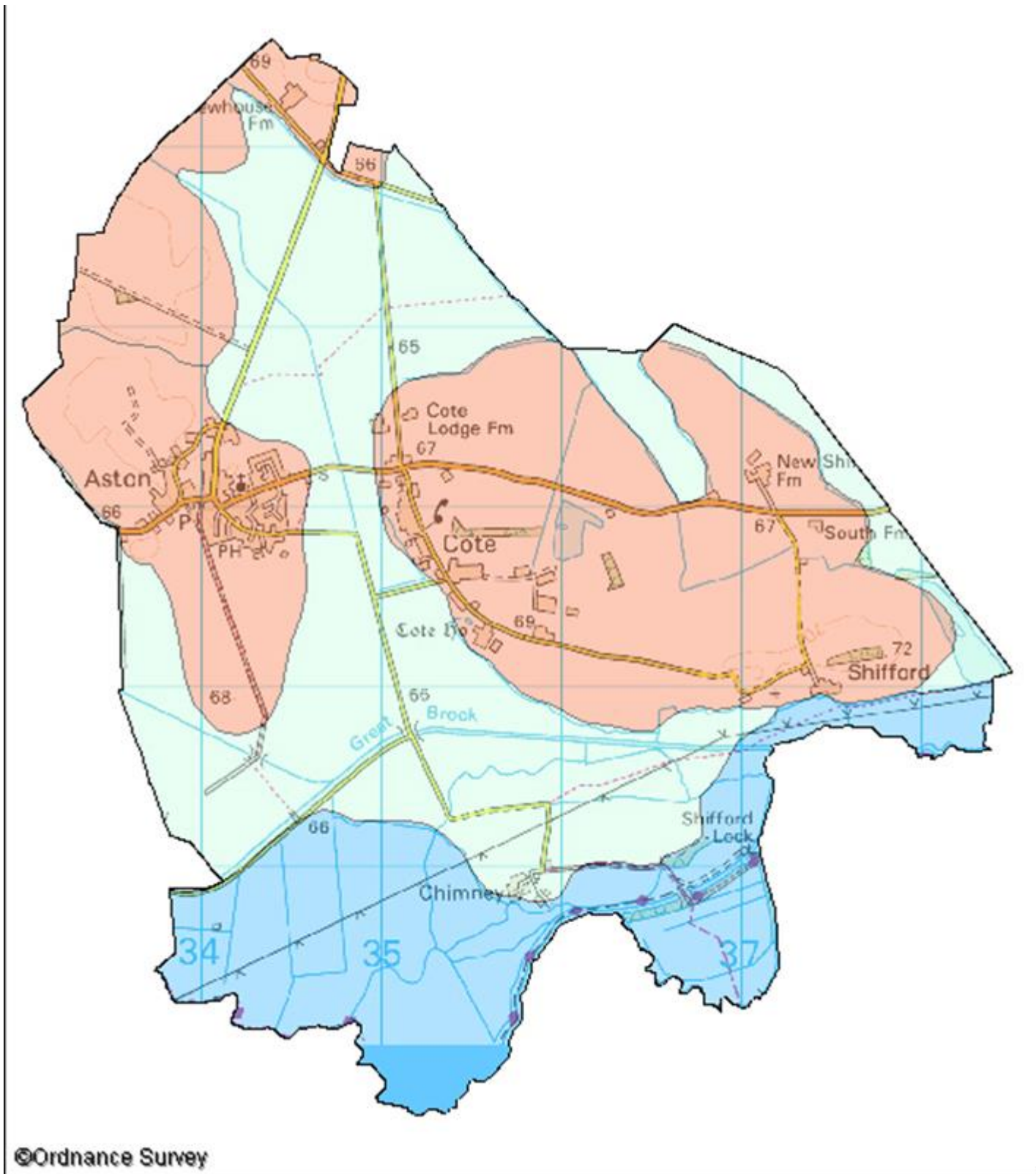
Aston, Cote, Shifford and Chimney Parish Council**AND ALERTS**

Emergency Services	
Emergency Services	999
Thames Valley Police	101
Oxfordshire Fire and Rescue Service	01865 379789 (Emergency Only) 01865 842999 (ask to page County Contact Officer)
Oxfordshire Ambulance Service	01865 767299 (Emergency Only) 01865 740100
Local Authorities	
WODC	01993 861000 (Office Hours) 01993 705056 (Non-Office Hours)
WODC Community Services	01993 861633 or 861631
OCC	01865 792422
OCC Emergency Planning Unit	01865 323765 emergencyplanning@oxfordshire.co.uk oxfordshire.gov.uk/cms/public-site/emergency-planning-unit
Weather	
Meteorological Office <ul style="list-style-type: none"> • Live Updates • Flash Warnings • Early Warnings 	www.metoffice.gov.uk/public/weather/warnings/#?tab=map 0207 2047451 01344 856264
Environment Agency <ul style="list-style-type: none"> • Incident Hotline • Floodline • Flood Warnings • River Gauge Map 	03708 506506 0800 807060 0845 9881188 flood-warning-information.service.gov.uk/ www.gov.uk/check-flood-risk www.gaugemap.co.uk/
Winter in Oxfordshire	winter.oxfordshire.gov.uk/cms/
Gritting and Snow Clearance	www.oxfordshire.gov.uk/cms/content/salting-gritting-and-snow-clearance
Utilities	
Thames Water <ul style="list-style-type: none"> • Live Updates 	0845 9200800 thameswater.co.uk/thameswaterlive/index/htm
Gas <ul style="list-style-type: none"> • British Gas, Super Gas 	0800 111999 (National Gas Emergency Number) 0845 7200100
Electricity <ul style="list-style-type: none"> • UK live updates • SSEN live updates 	105 (Power Cut Reporting - National Number) www.ukpowernetworks.co.uk/internet/en/fault-map ssen.co.uk/powertrack/

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PARISH MAPS



Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 8e

'Prepared for the Worst'

Following on from the meeting on the 5 September the clerk suggests the following procedure be put in place for the event of the clerk being incapacitated or unable to carry out their duties.

That is be resolved that three nominated councillors be identified to collect the keys, and paperwork held at the clerks home. These three councillors having been made known to the clerk's next of kin and with previously written letter of authority to show to clerk's kin before claiming such items for which a receipt will be issued.

The chairman and councillor responsible for resources each to be given the password for the electronic encrypted back up held in the filing cabinet in the village hall in a sealed and signed envelope. The keys for which are held by the clerk. *Question – should the clerk get a second set to be held by the chairman?*

That the risk to business continuity be reviewed annually as part of the risk assessment.

When the council insurance is next due for renewal look at essential person insurance for covering the purchase of skills to cover the clerk in an emergency.

Purchase/lease of computer/laptop and appropriate software specifically for parish council use.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14b

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
BANK RECONCILIATIONS AT 30 September 2019**

	£ Receipts	£ Payments	£
<u>Unity Trust Current Account</u>			
<i>Balance per Cash Book:</i>			
Balance b/f at 1/4/19			52,018.27
Total receipts in year	30,031.38		
Total expenditure in year		57,591.50	
			-
	30,031.38	57,591.50	27,560.12
<i>Closing balance per Cash Book</i>			<u>24,458.15</u>
RECONCILIATION			
Balance per Bank Statement			24458.15
<i>Reconciling Items</i>			
NONE			
	0.00	0.00	0.00
Balance per Cash Book			<u>24,458.15</u>
<u>Santander Current Account</u>			
<i>Balance per Cash Book:</i>			
Balance b/f at 1/4/18			0.00
Total receipts in year	0.00		
Expenditure in year		0.00	
-	0.00	0.00	0.00
<i>Closing balance per Cash Book</i>			<u>0.00</u>
RECONCILIATION			
Balance per Bank Statement			0.00
<i>Reconciling Items - None</i>			
Balance per Cash Book			<u>0.00</u>
<u>Santander Deposit Account</u>			
Balance per Bank Statement			537.46
Less: uncleared transactions			-537.70
Receipts - interest			0.24
Balance per Cash Book			<u>0.00</u>

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

Balance per Bank Statement (no new statement)	48,396.42
Less: uncleared transactions	
NONE	0.00
Balance per Cash Book	<u>48,396.42</u>

TOTAL CASH BALANCES**72,854.57**

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____