

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 4 April 2019

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Aston, Cote, Shifford and Chimney Parish Council

Correspondence sent since 7 March 2019

1. Email confirmation of BL attendance at LCWG meeting on 2 April 2019.
2. 19/00321/HHD - Planning response 7Mar19
3. 19/00428/FUL – Planning response 7Mar19
4. 19/00611/HHD - Planning response 7Mar19
5. Form to ICO for annual registration payment
6. Email to new Grounds Charge Hand L Sutton confirming the Ubico grounds contract and requirements.
7. Email to Community First Oxon for annual registration

Clerk's Briefing Notes – 4 April 2019
Aston, Cote, Shifford and Chimney Parish Council

Fri 08/02/2019 15:38

Elaine,

Further to your phone call yesterday, I have checked the OCC boundary, which I have drawn on the attached PDF. You will see that the boundary follows the line of the hedge beyond the bus stop and includes only part of the grass area on the corner, which I think is what you suspected.

It does mean that you can use that part which is 'ours' and install a shelter provided it is installed to the left of the red line. Ideally any shelter would have full ends to provide best protection from the elements, but in order to keep the footway unobstructed, it would only be possible to provide ¾ ends at best.

I am sorry I just missed getting this to you in time for yesterday's meeting, but I assume you will discuss at the next one and let me know how/if you want to proceed.

Regards

David Bellchamber

My usual working days are Tuesdays, Wednesdays and Thursdays

Bus Infrastructure Officer

Highways & Transport

Oxfordshire County Council

County Hall

New Road

Oxford

OX1 1ND



Aston, Cote, Shifford and Chimney Parish Council

Aston, Cote, Shifford & Chimney Parish Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. Name and Duration

- 1.1. This scheme may be cited as the Aston, Cote, Shifford & Chimney Parish Council Councillors' Travelling Allowances Scheme.
- 1.2. This scheme shall have effect for the period 1 April 2018 to 31 March 2019.

2. Travel and other Expenses

- 2.1. The duties and activities in respect of which travel and related expenses will be payable, are:
 - (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body, subject to the meeting taking place outside the parish boundary, in accordance with clause 2.9 ;
 - (b) the attendance at a meeting of any association of authorities of which the authority is a member;
 - (c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened, subject to the venue being outside the parish boundary, in accordance with clause 2.9;
 - (d) attendance at training events and information seminars either organised by the Council or where attendance has been authorised; and
 - (e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.
- 2.2 The approval for members to carry out additional duties falling within 2.1(e) above will in general be granted at a previous Parish Council meeting. Where that is not possible, the Clerk, after consultation with the Chairman, has the authority to approve additional duties falling within 2.1(e) above.
- 2.3 A Councillor may be reimbursed for travel and other expenses incurred in connection with or relating to the duties specified in 2.1 above.
- 2.4 Notwithstanding 2.3 above, the following shall be excluded from the scheme in relation to travel and other expenses:
 - (a) attendance at social events unless this is attendance at such functions as the Parish Council deems it proper for the member to attend as representative of the Council ;
 - (b) attendance at a meeting of an outside body for which travel and other expenses are paid for by that body
- 2.5. The rates of the allowances in respect of travel shall be as follows:

All Vehicles Inland Revenue non profit making rate
(currently 45p per mile)
- 2.6. Taxis should be used, and payment will be made, only where travel by other forms of public transport or by car is not possible.

Aston, Cote, Shifford and Chimney Parish Council

- 2.7. Standard class fares only will be reimbursed.
- 2.8. Related travel expenses, including car parking and road tolls will be reimbursed.
- 2.9. Travel allowances and related expenses will only be reimbursed for travel or duties undertaken outside the parish boundary.
- 2.10. In respect of all the claims for travel allowances and related expenses, it is expected that members exercise economy and efficiency, to minimise claims.

3. Claims and Payments

- 3.1. A claim for travel or other expenses under this scheme shall be made on the claim form designed for the purpose, a copy of which can be obtained from the Clerk.
- 3.2. A claim for travel or the reimbursement of expenses shall include details of the duty/activity in respect of which the claim has arisen, and a travel claim shall specify the total number of miles travelled.
- 3.3. A claim for the reimbursement of expenses, shall be supported by a receipt.

4. Publicity

- 4.1 The Travelling Allowances Scheme will be publicised on the noticeboards in the parish for 14 days after its adoption and will be published on the Parish Council website.
- 4.2 After the end of each financial year the total amount paid to each member of the Parish Council under the Travelling Allowances Scheme will be publicised on the noticeboards in the parish for 14 days and will be published on the Parish Council website.
- 4.3 Reports of the Parish Remuneration Panel, a body of the District Council, will be published on the noticeboards and on the Parish Council website.

This allowances scheme was last adopted by
Aston, Cote, Shifford & Chimney Parish Council
on 5 April 2018

Aston, Cote, Shifford and Chimney Parish Council**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	None
Bus Shelters				
1	High Street, Aston	Y	None	None
2	Near Cote crossroads, Cote	Y	None	None
Notice Boards				
General	Corner of Southlands	Y	None	Backing board needs fixing down - JO
Parish Council	Cote Road, corner with Bull Street	Y	None	Backing board needs fixing down - EA
Benches & Seats				
Cote		Y	None	None
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	None	Replacement in store – action Summer 2019
Golden Jubilee Bench QE II	Corner of Southlands/Bull Street	Y	None	Replacement in store – action Summer 2019
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 and Clerk _____ Date: 7 March 19 _____

Aston, Cote, Shifford and Chimney Parish Council**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL****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	Y	None	None
Two door metal cabinet	Meeting room cupboard, Village Hall	Y	None	None
Shredder	Stored by Clerk at private address	Y	None	None

Completed by: _____ J Ordish and Clerk _____ Date: 7 March 19____

Aston, Cote, Shifford and Chimney Parish Council

ST MARY'S, SHIFFORD

c/o Mrs Marilyn Ordish
15 Woodbridge Close
Aston, Bampton
OX18 2DB
marilyn.ordish@btinternet.com

18TH March, 2019

Mrs Elaine Anstee
16 Foxwood
Aston
OX18 2DZ

Dear Helen

Grant from Aston, Cote, Shifford & Chimney Parish Council

On behalf of St Mary's, Shifford I am writing to request a grant towards the cost of grass cutting for the coming year 2019.

A copy of our 2018 accounts is attached, where you will see we spent £180 during the year.

Regards,

Marilyn Ordish

Treasurer

St Mary's, Shifford

Aston, Cote, Shifford and Chimney Parish Council**ST MARY'S CHURCH, SHIFFORD****INCOME AND EXPENDITURE FOR 2018**

INCOME	2018	2017
Collections	1130.33	1125.1
Repayment from Oxford		
Diocese for Clergy	160	0
Grass cutting grant	300	225
Transfer from CCLA Account	3000	250
Interest from CBF Invest. A/C	368.86	558.65
Gift Aid repayment	266.98	282
Childrens Society collection	217.49	164.3
Funeral fees	0	182
	5443.66	2787.05

EXPENDITURE

	£	Year	£
Parish Share	2462.28		2488.8
Electricity	138.82		121.31
Insurance	1118.88		1090.34
Ministry - clergy during int.	247.2		0
Running costs - stationery, wafers, candles, flowers	99.98		55.7
Fire Safety Ltd - extinguishers	225.06	2017	
Churches Fire Security	142.72	2018	
Grass cutting	180		300
Childrens Society collection	165	2017	0
Auditors fees			36
OBDF			154
Mower			255
Electrical PAT test			76.8
TOTAL	4779.94		4577.95

CCLA	General fund - 627433001S	9542.79
	Phyllis Gauntlett - graveyard maintenance - 627433002S	6602.15
	Phyllis Gauntlett - graveyard maintenance - 627433001D	3294.97
	TOTAL	19439.91

Accounts prepared by Marilyn Ordish -
Treasurer

21-Jan-19

Aston, Cote, Shifford and Chimney Parish Council

ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROLS

1.0 Overview

- 1.1 The Parish Council is required to confirm in its Annual Return to the External Auditor that it has “maintained an adequate system of internal control... and reviewed its effectiveness.”
- 1.2 The Parish Council has two documents covering the management of its financial affairs – a set of Financial Regulations and a Statement of Internal Control. The Parish Council’s Financial Regulations were comprehensively reviewed and updated in October 2015.
- 1.3 The Parish Council now needs to review the system of internal control again so that it can properly sign the Annual Return for 2018/19 when it is due.

2.0 Financial Regulations

- 2.1 The Financial Regulations document which was adopted by the Parish Council at the meeting on 1 October 2015 was circulated in that month’s papers. It can be recirculated to Councillors if requested.

3.0 Statement of Internal Control

- 3.1 This statement, originally prepared by the Clerk in 2009 and last circulated to Councillors in March 2018, follows this report.
- 3.2 The Clerk has reviewed the statement and confirms that it continues to reflect actual practice. No amendments have been made to the Statement since it was last circulated in March 2018.

4.0 Recommendation

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

Prepared by: Elaine Anstee, Clerk and RFO
27 March 2019

Aston, Cote, Shifford and Chimney Parish Council

STATEMENT OF INTERNAL CONTROL

Prepared by E Anstee, RFO

Last reviewed and reapproved at a meeting of the Parish Council on 1 March 2018

Cash Book/Bank reconciliations	<ul style="list-style-type: none"> • The cash book is kept up to date from original documents (paying-in books, invoices, cheque stubs, BACS transactions) • The cash book is reconciled to the bank statement on a quarterly basis • The bank reconciliation is reviewed and approved by a member of the Parish Council (usually the Chairman), with reference to the underlying records (cash book and bank statements) • The bank reconciliation is reported to the full Parish Council and minuted as such • The latest financial position and movements on the Parish Council's cash balances are reported at each council meeting and can be traced back to the expenditure approved in the previous meeting via the minutes
Financial Regulations	<ul style="list-style-type: none"> • A document listing the Parish Council's financial regulations, based on the model version prepared by NALC/SLCC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Parish Council
Order/Tender controls	<ul style="list-style-type: none"> • The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. • Official orders/letters are sent to suppliers for services which are not regular in nature
Legal Powers	<ul style="list-style-type: none"> • A proper legal power is identified in advance of any expenditure. The legal power for expenditure is shown on the agenda and minutes for payments made
Payment controls	<ul style="list-style-type: none"> • Depending on the nature of the supply, the RFO signs the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct. • Purchase orders/letters ordering the work are matched to purchase invoices where applicable • All invoices for payment are listed on the meeting agenda where the cheques are to be signed/BACS payments approved • Payments made are listed in the minutes of the meeting • Original invoices are provided to the Councillors signing the cheques/authorising the BACS payments • Invoices paid are numbered and the same number entered on the cheque counterfoil and in the cashbook for cross reference purposes • The cheque number used to settle an invoice and the date it was signed are entered on the invoice for cross reference

Aston, Cote, Shifford and Chimney Parish Council

	<p>purposes. For BACS payments, the BACS payment date is entered on the invoice for cross reference purposes.</p>
s137	<ul style="list-style-type: none"> • A separate s137 account is maintained • The RFO calculates the maximum amount of s137 expenditure able to be made each year and ensures that it is not exceeded – confirmed to the Parish Council when expenditure is considered either by reference to a specific budget for that payment or to the amount of unspent s137 money available • Where requests for expenditure from s137 are made this is made clear on the meeting agendas where the payment is to be approved • The proper minute authorising expenditure from s137 is prepared on each occasion
VAT repayment claims	<ul style="list-style-type: none"> • RFO ensures that all invoices are addressed to the Parish Council. • RFO ensures that proper VAT invoices are received where VAT is payable • RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year
Income controls	<ul style="list-style-type: none"> • RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council • RFO ensures that the precept instalments are received when due • RFO ensures that other receipts (deposit interest, grass cutting grant) are received when due and correctly calculated • Income is banked promptly
Financial reporting	<ul style="list-style-type: none"> • A receipts & payments account, comparing actual expenditure to the budget and the prior year is prepared on a quarterly basis, presented to the Parish Council and minuted as such
Budgetary controls	<ul style="list-style-type: none"> • The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year • The precept is set on the basis of the budget by the deadline set by the District Council
Payroll controls	<ul style="list-style-type: none"> • The Clerk is paid under PAYE as an employee • The Clerk's salary is set by the Council and a minute is prepared to show the agreed salary • The salary is paid by BACS, with the BACS payment authorised by two Councillors • The RFO ensures that all the necessary payroll returns are made to HMRC and retains evidence that this has been done

Aston, Cote, Shifford and Chimney Parish Council**Analysis of Grants including S137**

Max permitted spend under Section 137 LGA 1972	7891.44	7891.44	8152.48
No electors	1004	1004	1004
Rate	£7.86	7.86	8.12
Unspent remaining	£3,182.39	£2,547.86	£2,070.15

	Relevant Statute	Budget 18/19 Budget	Actuals 18/19 Budget	Final Budget 19/20
VILLAGE MAINTENANCE				
Lengthsperson		1500	900 ^a	1500
SUBSCRIPTIONS				
CPRE		38	36	38
ORCC		73	70	73
TOTAL SUBS		111	106	111
<i>Subscriptions under Statute</i>				
OALC		205	242.58	208
NALC Magazine		18		18
Other - SLCC		105	105	110
ICO		35	40	35
TOTAL SUBS		363.05	387.58	371.33
Grants Covered by Statute				
British Legion		150	150	150
Volunteer Link-up		135	0	135
CAB	LGA 1972, s142	150	150	150
Voices		1000	1000	1000
Community Trust - playground maintenance	LG(MP)A 1976, s19	750	750	750
Aston Fete				
Aston Minibus	LGRA 1997, s27	750	1000	1000
Aston School Life Bus	LG(MP)A 1976, s19		500	1115
	LG(MP)A 1976, s19			
<u>Churchyard Maintenance</u>				
Cote Chapel	LGA 1972, s214	300	300	300
St Mary's, Shifford	LGA 1972, s214	300	300	300
St James', Aston	LGA 1972, s214	700	700	700
TOTAL STATUTORY GRANTS		£4,235	£4,850	£5,600
Total Grants		£4,709.05	£5,343.58	£6,082.33

The parish council has both statutory powers for spending and the ability to use its 'free resource' as defined under S137 of the Local Government Act 1974. Arnold Baker Local Council Administration says 'Subject to certain formalities a council may spend in a single financial year up to a prescribed limit for any purpose which in its opinion is in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of them. The powers of an existing statute must be used if there are any.'

Aston, Cote, Shifford and Chimney Parish Council**Financial Matters****1. Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance at 28 February 2019

63,917.15

February payments

(11880.88)

March Receipts

Balance at 31 March 2019**52,036.27***NATIONWIDE DEPOSIT ACCOUNT*

Balance at 31 January 2019

39,106.79

Interest

197.03

Transactions in month

(39,303.82)**Balance at 28 February 2019****£0**

Closed as at 28 February 2019

SANTANDER BUSINESS DEPOSIT ACCOUNT

Balance at 28 February 2019

537.32

Transactions in month: interest received

0.14**Balance at 31 March 2019****£537.46****TOTAL CASH HOLDING AT 31 March 2019****£52,573.73**

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
SMALL GRANT SCHEME
APPLICATION FORM - 2018/19

ABOUT YOUR ORGANISATION:		
Name	Clean Slate .	
Address	The chapel . Building 572 Brice Road . Upper Heyford OXON OX25 5TE	
Email address:	office@cleanslate.org.uk ,	
Website:	www.cleanslate.org.uk .	
Contact Details:	First Contact Nadia	Second Contact
Name:	Nadia Brown	Anji Hall .
Position:	Project manager .	Male Support co-ordinator .
Address:	AS above ,	AS above .
Phone Number:	01869 232461 .	01869 232461 .
Mobile Number:		
Email Address:	office@cleanslate.org.uk ,	male-service@cleanslate.org.uk ,

DETAILS OF ORGANISATION STRUCTURE :

Constitution

Do you have a constitution?: Please indicate: **YES** (Please attach) NO

Status: Are you one of the following? (If not, it does not prevent you from applying for a grant)

Please indicate:

A
registered
charity?

A company
limited by
guarantee?

Applying for charitable
status?

Other: Please state:

When did your
group/organisation
start?

22/10/2009

What does your
organisation do?

To provide long-term emotional support
for survivors of abuse in Oxfordshire.
We aim to encourage individuals to
explore their own mental health needs
and adopt coping strategies for long-term recovery.

Who does your group
/organisation serve
mainly?

e.g. children, young people, senior citizens, rural isolated people etc
Men + women who have been affected by
abuse.

DETAILS OF ORGANISATION FINANCES : Please attach a copy of your most recent accounts

Total income in the last
financial year including
date of year end:

£43,583.66

Total amount spent in
the last financial year:

£46,499.64

Current unrestricted
reserve or savings as at
date of application:

None

Current restricted
reserve or savings as at
date of application.

None

From what sources
does your organisation
raise its income?

Income Source

Amount £

Charitable Trusts

11,968.00

Grants

5,116.00

Personal Giving

13,212.63

Fundraising

6,615.10

Donations

6,671.93

DETAILS OF MANAGEMENT STRUCTURE :

How many people are there on your management
committee?

9

How many staff do you employ?

3

How many volunteers do you have?

14

PROJECT SPECIFIC INFORMATION :

Please give more details about the project for which you are applying for this grant:

Providing long-term emotional support to residents of your parish.

Please justify the need for this project?

In rural communities' victims can very often feel that they do not get access to as many services as in the city, so it is important that we continue to provide local services. Last year we saw 3 residents from your parish access us.

How will you monitor the progress of the project?

Each client has an initial assessment. A personal pathway is drawn up, which sets achievable goals and this is then continually assessed throughout the process. We have a database which records all client info and addresses.

How do you plan to judge the success of the project?

Once the work has been completed with the client they are asked to complete an evaluation form which details what differences the support has made to their lives.

TIMESCALE :

Start Date 01/04/2019

Finish Date 31/03/2020

Ongoing, give details

Please confirm that the expenditure has not yet been occurred nor the order placed by ticking in this box:

**FINANCIAL INFORMATION ABOUT THE PROJECT :**

Please provide a break down of the total cost of this project including VAT (please provide details on a separate sheet if necessary)

1-1 Support @ £40 per session includes room hire, travel, insurances etc. We provide 2 hours of counselling a week to residents of your parish.

Total Cost = £3040.00

How much funding is your organisation requesting from Aston, Cote, Shifford & Chimney Parish Council via this form?

£152.00 (5%)

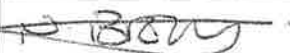
Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves

Grants + Charitable Trust = 60%
Contribution towards services = 15%
Fundraising = 10%
Donations = 10%

DECLARATION:

I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Aston, Cote, Shifford & Chimney Parish Council at the earliest opportunity. I give permission for Aston, Cote, Shifford & Chimney Parish Council to record the information on this form electronically.

Signed:



Dated:

27/02/2019

Please include the following:

- Up to date accounts/financial statements & latest report (if available)
- Constitution or a set of rules, if available
- Copies of written estimates or catalogue pages if grant for equipment or capital costs

Please post the signed application together with all supporting papers to: Elaine Anstee, Clerk, Aston, Cote, Shifford & Chimney Parish Council. 16 Foxwood, Aston, Bampton, OX18 2DZ.

Clean Slate
Accounts
2017-18

Opening Balance	£	3,563.63	
Income to date		£43,583.66	£47,147.29
less expe to date		£46,499.64	
Balance at 30/10/2018		£647.65	£647.65

Cash in Bank at 30/10/2018		£611.82	
Petty Cash - Heyford		£35.83	
Creditors		£0.00	
Balance		£647.65	£647.65

Clean Slate - Income & Expenditure - 2017-18
01/11/2017 - 30/10/2018

<u>Income</u>	<u>Allocated Funds</u>		
Charitable Trusts			
Doris Field Charitable Trust		£500.00	
J A Pye		£1,000.00	
Bartlett Taylor Trust		£500.00	
Foyle Foundation		£2,000.00	
Allen Lane Foundation		£5,418.00	
Souldern Trust		£250.00	
WHSmith Trust		£100.00	
Miss W E Lawrence		£900.00	
Charities Trust		£300.00	
MOTO in Community Trust		£1,000.00	
			£11,968.00
Grants			
Wallingford Town Council		£100.00	
Enstone PC		£50.00	
Eye & Dunsden PC		£30.00	
East Hagbourne PC		£100.00	
Cumnor PC		£100.00	
Cholsey PC		£50.00	
Faringdon TC		£100.00	
Horley PC		£25.00	
Sonning Common PC		£150.00	
Drayton (Abingdon) PC		£100.00	
Banbury Town Council		£456.00	
Benson Parish Council		£100.00	
Caversifield PC		£100.00	
Steventon PC		£100.00	
Upper Heyford PC		£1,125.00	
Eye & Dunsden PC		£30.00	
Stanton St John PC		£50.00	
Bladon PC		£200.00	
Cottsway Housing		£1,250.00	
Kennington PC		£25.00	
Horley PC		£25.00	
Cumnor PC		£100.00	
St Marys Church Ardley		£150.00	
Letcombe Regis PC		£150.00	
Benson PC		£100.00	
North Leigh PC		£200.00	
Chinnor PC		£100.00	
Woodstock PC		£50.00	
			£5,116.00

Personal Giving		£ 13,212.63	
Donations		£ 1,525.51	
Fundraising/Training		£ 6,615.10	
Gift Aid		£ 4,923.50	
Misc		£ 222.92	
Total Income 2017-18			£43,583.66
<u>Expenditure</u>			
Communications (Telephone, Mobile and Internet)		£1,025.41	
Rent		£300.00	
Salaries	Administration	£6,400.43	
	Project Manager	£14,844.24	
	Male Outreach	£5,840.00	
	Female Outreach	£7,422.12	
HMRC		£4,877.57	
Volunteer Development		£0.00	
Volunteer Expenses		£321.24	
Printing/office Supplies (leased printer and misc)		£890.28	
Publicity - Leaflets and adverts		£82.79	
Equipment		£0.00	
Running Costs - Insurance and Affiliations		£502.54	
Delivery of Services	Womens Support Group	£3,304.87	
	1-1 Support/Counselling		
	Mens Breakfast		
	Freedom Programme		
Fundraising		£688.15	
Total Exp 2016/17			£46,499.64
Income less Expenditure			-£2,915.98
Balance Carried Forward 2016-17		£3,563.63	
Carried Forward 2017/18			£647.65

