

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 4 January 2024

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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

Ltr to Aston and Cote Day Centre re grant 2023-24

Clerk's Briefing Notes – 4 January 2024
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10a – Asset Register

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL								
ASSET REGISTER								
At 31 March 2024							** Street furniture total £72000.00	
Asset	Location	Purchase Date	Replaced	Purchase Cost	Accounts Value	Accounts Value Basis	Insurance Value	
War Memorial	Village Square				1.00	Community Asset	156317.10	
	New posts	01/11/2013		980.00	980.00			
	New fixings	01/02/2014		280.00	280.00			
	New posts alongside footways	09/02/2015		750.00	750.00			
Bus Shelters								
1	High Street, Aston	31/01/2005		3389.35	3389.35	Historic Cost)		
2	Near Cote Crossroads, Cote	23/07/2002		3975.00	3975.00	Historic Cost)		
3	End of Saxel Close	08/11/2019		5972.80	5972.80			
Notice Boards								
General	Southlands	16/08/2017		1371.55	1371.55	Historic Cost	**	
Parish Council	Cote Road, corner with Bull St	05/05/2004		941.08	941.08	Historic Cost	**	
Parish Council	Cote by the allotments	01/08/2022		910.00	910.00	New		
Benches & Seats								
Cote	Detailed Sheet ref. 3				100.00	Est Current Value for gifted asset	**	
War Memorial Green	Detailed Sheet ref. 1				100.00	Est Current Value for gifted asset	**	
VE/VJ Day Seat	Detailed Sheet ref. 4	04/01/1996		316.63	316.63	Historic Cost	**	
Golden Jubilee Bench QEII	Detailed Sheet ref. 5	2002		0.00	200.00	Est Current Value for gifted asset	**	
Silver Jubilee Bench GV	Detailed Sheet ref. 2	16/05/2013		336.15	336.15	Historic Cost	**	
Replacement Golden Jubilee	Detailed Sheet ref 6.	26/09/2017		324.98	324.98	Historic Cost	**	
Postmans Bench	Detailed Sheet ref 6.	03/03/2021		0.00	1.00	Donated by Community		
Cote red phone box	Cote	03/10/2011		1.00	1.00	Community Asset	**	
Defibrillator in Cote Telephone Box		01/08/2021		2390.00	2390.00	Community Asset		
Defibrillator Shelter - Chimney		01/06/2022		900.00	900.00	Community Asset		
Defibrillator - Chimney		01/06/2023		2390.00	2390.00	Community Asset		
Defibrillator - Village Hall		01/09/2018		2390.00	2390.00	Community Asset		
Office Equipment								
HP Laptop/Bag		30/09/2021		899.00	899.00	Purchase cost)	Not Covered	
Shredder	Office, Clerk	31/10/2007		22.99	0.00	Historic Cost)	Not covered	
2 door cupboard	Village Hall	13/05/2010		110.95	110.95	Historic Cost)	Not covered	
4 drawer filing cabinet	Village Hall	29/02/2012		115.99	115.99	Historic Cost)	Not covered	
Bins								
Litter Bin 1)	01/05/1986	01/11/2022)	NIL	Location not known	**	
Litter Bin 2)	01/05/1986	01/11/2022)	155.25	NIL	Location not known	
Litter Bin 3))	12/11/1987	01/11/2022)	NIL	Location not known	**	
Litter Bin 4))	12/11/1987	01/11/2022)	NIL	Location not known	**	
Litter Bin 5))	12/11/1987	01/11/2022)	257.03	NIL	Location not known	
Litter Bin 6)))	02/07/1992	01/11/2022)	NIL	Location not known	**	
Litter Bin 7)))	02/07/1992	01/11/2022)	246.63	NIL	Location not known	
Litter Bin 8		11/03/1999	01/11/2022)	467.73	NIL	Location not known	
Litter Bin 9		99/00	01/11/2022)	445.45	NIL	Location not known	
Litter Bin 10	Outside shop, Aston	14/11/2003			85.00	Historic Cost	**	
Litter Bin 11	Bus shelter, High Street	01/11/2007			135.00	Historic Cost	**	
Litter Bin 12	Vicarage Close bus stop	17/09/2015			122.85	Historic Cost	**	
Dog Litter Bin	Bull Street - Chimney Turn	28/01/2005			223.72	Historic Cost	**	
Dog Litter Bin	Far end Cote near Aston turn	15/05/2009	01/11/2022		158.68	158.68	Historic Cost	
Parish Meeting Banner	Office, Fellowship Centre	30/05/2004			100.00	100.00	Historic Cost)	Not covered
Lengthsman Equipment								
Dustcart	Football Pavilion, Aston				0.00	Est Current Value		
Brooms, Brushes	Football Pavilion, Aston				0.00	Est Current Value		
TOTAL ACCOUNTS VALUE					£29,405.16			
Brought forward value 1 April 2022					£20,115.72			

Aston, Cote, Shifford and Chimney Parish Council

	TOTAL ACCOUNTS VALUE			£29,405.16
Brought forward value 1 April 2022				£20,115.72
Additions				
Cote Noticeboard			910.00	
3 defibrillators			7170.00	
Shelter for Chimney Defibrillator			900.00	
Clerk's Laptop/Bag			899.00	
Disposals				
Shredder			22.99	
Litter Bins 10 to 12 and Dog bin at Cote Turn			566.57	
Carried forward value 31 March 2023				£29,405.16
For Insurance and not including defibs				22235.16
At Risk				1125.94
Municipal				21109.22

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 14a*****Financial Matters*****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance at 30 November 2023	43,462.07
Payments December	(3,757.87)
Quarterly Bank Charge	(18.00)
Balance at 31 December 2023	<u>£39,686.20</u>

CCLA INVESTMENT ACCOUNT

Balance at 31 October 2023	50,992.61
Transactions in month of November	233.21
Balance at 30 November 2023	<u>£51,225.82</u>

TOTAL CASH HOLDING AT 31 December 2023 **£90,902.02**

Clerk's Briefing Notes – 4 January 2024
Aston, Cote, Shifford and Chimney Parish Council

2023-24		AS AT		
BUDGET	EXPENDITURE	31/12/2023	Performance Against Budget	%
£	Staff Costs			
£ 4,872.86	Clerk's Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 3,524.24	£ 1,348.62	72%
£ 1,218.27	HMRC	£ 880.20	£ 338.07	72%
£ 312.00	Working from home allowance. Currently being £18 per month = £216. Maximum that can be claimed is £312. For discussion and resolution if PC wish to update.	£ 162.00	£ 150.00	52%
£ 500.00	Clerk sickness/Overtime contingency	£ -	£ 500.00	0%
£ 742.87	Travel and Training (Review for Clerk and Councillor training - industry standard 2.5% budget (£742.87))	£ 30.00	£ 712.87	4%
	Office and General Expenses			
£ 100.00	APM and meeting Hall Hire	£ 92.32	£ 7.68	92%
£ 190.00	Website Costs including domain registration and renewal	£ 30.93	£ 159.07	16%
£ 200.00	External Audit	£ 210.00	-£ 10.00	105%
£ 369.00	Insurance	£ 434.66	-£ 65.66	118%
£ 72.00	Bank Charges	£ 54.00	£ 18.00	75%
£ 650.00	Office running costs	£ 934.32	-£ 284.32	144%
£ 150.00	Office Equipment (transfer to reserve if unspent at year end	£ -	£ 150.00	0%
£ 1,000.00	Professional Fees	£ -	£ 1,000.00	0%
£ 35.00	ICO Fee (DD)	£ -	£ 35.00	0%
£ 515.00	Subscriptions (CPRE, CFO, SLCC, OALC)	£ 469.77	£ 45.23	91%
£ 80.00	Election Expenses (estimated until WODC issue tax base)	£ -	£ 80.00	0%
	General and Ground Maintenance			
£ 5,000.00	Grass Cutting - verges & weed killing	£ 3,373.07	£ 1,626.93	67%
£ 1,500.00	Grass Cutting - playing field and WM	£ 2,571.45	-£ 1,071.45	171%
£ 2,171.00	Dog & Litter Bin Emptying	£ 760.52	£ 1,410.48	35%
£ 229.00	Clock Maintenance	£ 150.00	£ 79.00	66%
£ 600.00	Bus Shelter Cleaning	£ 210.00	£ 390.00	35%
£ 200.00	Defibrillator pads/batteries	£ 607.40	-£ 407.40	304%
£ 1,500.00	Village maintenance	£ 115.00	£ 1,385.00	8%
	GRANTS			
£ 1,115.00	Small Grants	£ 1,000.00	£ 115.00	90%
£ 5,435.00	General Grants	£ 3,070.00	£ 2,365.00	56%
£ 2,551.00	VAT Paid	£ 4,926.48	-£ 2,375.48	193%
£ 31,308.00	TOTAL	£23,606.36	£ 7,701.64	75%
	INCOME			
£ 30,166.00	Precept	£30,166.00	£ -	100%
£ 1,049.00	OCC Grass cutting Grant	£ 2,100.17	-£ 1,051.17	200%
£ 350.00	Interest on CCLA Investment account	£ 1,581.73	-£ 1,231.73	452%
£ 2,551.00	VAT reclaimed	£ 4,940.34	-£ 2,389.34	194%
£ -	TERRA Planning Appeal	£12,379.00	-£ 12,379.00	
£ 34,116.00	TOTAL	£51,167.24	-£ 17,051.24	150%
	RESERVED FUNDS			
£ 5,000.00	General Contingency fund (For example: 3 months running costs/insurance excess)	£ -	£ 5,000.00	0%
£ 1,122.54	Working Day to Day Balance	£ -	£ 1,122.54	0%
£ 9,679.00	Traffic Calming	£ -	£ 9,679.00	0%
£ -	Cote Noticeboard	£ -	£ -	
£ 5,000.00	TERRA Planning Appeal	£19,114.20	-£ 14,114.20	382%
£ 3,500.00	Aston History Boards (£1,000 per board)	£ -	£ 3,500.00	0%
£ 3,800.00	North Farm	£ -	£ 3,800.00	0%
£ 1,000.00	Office Equipment (Colour Printer/Laptop replacement 2024)	£ -	£ 1,000.00	0%
£ 3,145.00	Defibrillator Maintenance	£ -	£ 3,145.00	0%
£ 33,476.00	Recreation Reserve	£ -	£ 33,476.00	0%
£ 2,000.00	War Memorial	£ -	£ 2,000.00	0%
£ 10,000.00	Community Trust (50% match funding pot)	£ -	£ 10,000.00	0%
£ 5,000.00	Coronation (St James Church Tower Gate/Celebrations/Footpath)	£ -	£ 5,000.00	0%
£ 82,722.54	TOTAL	£19,114.20	£ 63,608.34	23%