

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 4 May 2023

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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10

Correspondence

All correspondence by email

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 4 – Portfolio Assignments****ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL****COUNCILLOR PORTFOLIOS - WEF 4 May 2023**

Portfolio and Name Current as at 19 May 2022	Areas of Responsibility	Comments
Chairman (‘Leader the Council’) Russell La Forte J Ordish (WODC – Michele Mead)	Policy and Strategy Framework Governance Official Representation Public Relations Protocol Parish Clerk 'Line Manager'	Outgoing Chairman to become Vice Chairman (WODC – D Harvey (Deputy Leader) - Climate)
Resources Ben Lings (WODC – S Coul – Finance)	Finance and Management Precept IT Council Archives Asset Management	
Environment Paul Sparrowhawk Alex Chapman (WODC – N MacRae)	Flooding and Drainage Waste Collection and Recycling Grounds Maintenance Traffic Calming/Issues Transport/Bus Environmental and Regulatory Conservation Area Champion *Rural Economy/Local Business	
Health and Leisure Paul Sparrowhawk Robert Anstee (WODC – J Doughty)	Sports and Leisure Parish Clubs/Societies Community and Public Health Public Events Heritage *Chimney Champion *Cote Champion	
Communities [and Housing?] Gill Ball Ben Lings (WODC – M Davies – Housing and Communities)	Vulnerable Residents Champion Neighbourhood Policing Assets of Community Value Voluntary Sector Engagement Liaison with Neighbouring Parishes (and RAF BzN) Liaison with Parochial Council Broadband	
Strategic Planning Russell La Forte John Ordish* (WODC – J Haine – Planning)	Local Plan Neighbourhood Plan TBC Planning and Development Sect 106 and CIL Community Emergency Plan Community Trust Liaison *Shifford Champion	

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9e - Allotments

SLCC Advisor by email

Hi Elaine, I have been asked to reply, although I am copying in the National Legal Advisor in case he wishes to comment.

The important document is the Scheme of 21 July 1970. You can obtain a copy from the Charity Commission if you don't already have one. It's very unlikely that there has been any amendment.

There's no doubt that the best thing to do is to transfer management of the allotments to the Parish Council under the provisions of section 33 of the Small Holdings and Allotments Act 1908 and dissolve the charity. The PC will then manage the allotments just as it manages its other facilities. There used to be a rule that allotments income had to be 'ring-fenced' but this is no longer the case and a council's allotment income forms part of its general funds, although in theory the trust provisions continue to apply (at least according to the late Paul Clayden) so you will need to ensure that any provisions on maintenance continue to be complied with. The Charity Commission is probably not that familiar with the provisions of section 33 of the Small Holding and Allotments Act 1908 (which of course had not been passed when the Inclosure Award of 15 December 1855 was made).

You will need the assistance of solicitors familiar with the local council sector to arrange for the legal transfer of management (and the trust funds) and ensure the land is registered at the Land Registry in the name of the PC. The important phrase is at the end of section 33(1): 'thereupon the land shall vest in the council'.

On the 23 April the clerk contact Wellers Law Group LLP ([Parish Council Legal Services - Wellers Law Group](#)) who are used to the parish council sector for some guidance on how this can be done and costs. Details to be available at the meeting.

Clerk's Briefing Notes – 4 May 2023
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12b – Cleanslate Grant Request

Mental Health needs a great deal of attention, and it needs to be faced and dealt with.



10th March 2023

Dear Sir or Madame,

Over the previous years you have very kindly supported our charity and we have been incredibly grateful for that support. I am writing to you today, to see if you were in a position to help us further.

In January Thames Valley Police, reported that 20 violent and sexual crimes were committed in the Aston Cote Shifford and Chimney area. The statistic show that violent and sexual crimes are consistently the highest reported crimes in the area.

Over the last two years Clean Slate have seen an almost 60% increase in referrals. There are many reasons demand for Clean Slate has increased, including increased levels of domestic violence occurring during the COVID-19 pandemic and lockdown, and also as a result of increased referrals from statutory services, where waiting lists are becoming increasingly long. On 12/12/22 the Domestic abuse commissioner confirmed that fewer than half of domestic abuse survivors were able to access community-based support. It was also confirmed that only 29% of survivors who wanted support for their children, were able to access it.

Specialist services which offer counselling and support are one of the most effective ways to enable victims and survivors to feel safer post-abuse. Clean Slate have been piloting 1-1 mother and daughter counselling sessions, due to the current demand from the local area and are now looking to expand this service further.

As a student social worker, I have been very grateful to have the opportunity to work with Clean Slate, over the last 4 months, where I have witnessed the lifesaving services they provide. One service user, who had experienced multiple forms of Domestic Abuse throughout her life, stated that if it wasn't for Clean Slate, she didn't think she would still be here today. The changes I have witnessed in the individuals who attend the group, inspire me to do all I can to help Clean Slate expand their services further.

I am contacting you to see if you would be in a position to help Clean Slate expand their services, to offer more vital support to young people. Clean Slate receive many calls from parents, looking for advice and support for their children who have witnessed and experienced multiple forms of abuse. The Guardian recently published that about 7% of children have attempted suicide by the age of 17 and almost one in four, had self-harmed in the past year. With the lack of support available from statutory services, we believe so much more could be being done to help vulnerable individuals, access vital support, which would enable many lives to be improved and ultimately many lives to be saved.

Over the next two years we would like to expand our services, with the aim of providing group support work and individual counselling sessions for children aged between 10-16 years. Currently our annual running costs stand at around £72307. Client contributions and donations cover around £36000, and we are looking to receive grants and funding for the additional amount.

Registered charity No: 1197726
Clean Slate, The Chapel, Brice Road, Upper Heyford, Bicester, Oxon, OX25 5TE
Tel: 01869 232461, E-mail: office@cleanslate.org.uk, Website: www.cleanslate.org.uk



Aston, Cote, Shifford and Chimney Parish Council

*Mental Health needs a great deal of attention, and it
needs to be faced and dealt with.*



Any donations we receive towards this total would be greatly appreciated and will go towards developing our youth services and continuing our current services.

Please let me know if this is something you can help me with.

We would be happy to come and talk to your group or you can visit our website for more information
www.cleanslate.org.uk

Many thanks

Andrea Pastova
Student social worker

www.cleanslate.org.uk

Tel: 01869 232461

Email: andreapastova@cleanslate.org.uk

Registered charity No: 1197726

Clean Slate, The Chapel, Brice Road, Upper Heyford, Bicester, Oxon, OX25 5TE
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Aston, Cote, Shifford and Chimney Parish Council

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees

('Foundation' model constitution)

Date of constitution: 10th May 2021

1. Name

The name of the Charitable Incorporated Organisation is Clean Slate

2. National location of principal office

The Chapel, Building 572 Brice Road, Upper Heyford, Oxon, OX25 5TE

3. Object

To further or benefit Adults and Young People (the beneficiaries) in the UK, in particular in Cherwell and wider Oxfordshire, without distinction of sexual orientation, race or of political, religious, or other opinions by associating together the said beneficiaries and voluntary and other organisations in a common effort to advance education, protect and preserve good physical and mental health, for the victims of Physical, Mental and Sexual Abuse. Relieve financial hardship and to provide facilities in the interest of social welfare for recreation leisure time occupation with the object of improving the conditions of life for the beneficiaries.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

4. Powers

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land.
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.
- (3) sell, lease, or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011.
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause.
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

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5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

- (1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public.
- (b) sell goods, services, or any interest in land to the CIO.
- (c) be employed by, or receive any remuneration from, the CIO.
- (d) receive any other financial benefit from the CIO.

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

- (2) Scope and powers permitting trustees' or connected persons' benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

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(d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minute book.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(a) "the CIO" includes any company in which the CIO:

(i) holds more than 50% of the shares.

(ii) controls more than 50% of the voting rights attached to the shares.

(iii) has the right to appoint one or more directors to the board of the company.

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- (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation).

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared.
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having.
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 16 years.

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- if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

[(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees or appoint a new charity trustee.

(3) Number of charity trustees

(a) There must be at least [three] charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees or appoint a new charity trustee.

(b) The maximum number of charity trustees is [12]. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First charity trustees

The first charity trustees are as follows [and are appointed for the following terms] –

Angela Hall..... [for [4] years]

Nadia Brown..... [for [3] years]

Rebecca Sutherland [for [2] years]

10. Appointment of charity trustees

(1) Apart from the first charity trustees, every trustee must be appointed [for a term of [three] years] by a resolution passed at a properly convened meeting of the charity trustees.

(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Ex officio Trustee[s]

(a) The founders Nadia Brown and Angela Hall for the time being shall automatically be a charity trustee, for as long as he or she holds that office.

(b) If unwilling to act as a charity trustee, the office holder may:

(i) before accepting appointment as a charity trustee, give notice in writing to the trustees of his or her unwillingness to act in that capacity.

(ii) after accepting appointment as a charity trustee, resign under the provisions contained in clause [12] (Retirement and removal of charity trustees).

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The office of ex officio charity trustee will then remain vacant until the office holder ceases to hold office.

[(3) Nominated Trustee[s]

- (a) Clean Slate may appoint up to 12 charity trustees.
- (b) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.
- (c) Each appointment must be for a term of three years.
- (d) The appointment will be effective from the latter of:
 - (i) the date of the vacancy.
 - (ii) the date on which the charity trustees or their secretary or clerk are informed of the appointment.
- (e) The person appointed need not be a member of the appointing body.
- (f) A trustee appointed by the appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO].

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution.
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

12. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings).
 - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated.
 - (c) dies.
 - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months.
 - (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

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- (2) Any person retiring as a charity trustee is eligible for reappointment.
- [(3) A charity trustee who has served for [three] consecutive terms may be reappointed for a further 3 consecutive terms if elected at an Annual General Meeting.

13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees.
- by resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that.
- a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees.
- the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

14. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee.
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable.
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

- (1) **Calling meetings**
 - (a) Any charity trustee may call a meeting of the charity trustees.

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- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- [(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

[17. Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members

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(including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO.
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011.
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity) must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).
- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting.
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting or agreed by all members in writing.
- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
 - (a) a copy of the proposed resolution has been sent to all the members eligible to vote.
 - (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

- (1) **Calling of general meetings of members**

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The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is [14] days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid, and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

20. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
 - who was disqualified from holding office.
 - who had previously retired or who had been obliged by the constitution to vacate office.
 - who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise.

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting. (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)

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- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
 - (a) it must comply with the provisions of the General Regulations.
 - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

[(1) General]

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form.
- (b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees.
- (2) proceedings at general meetings of the CIO.
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting.
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions.
- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual

Aston, Cote, Shifford and Chimney Parish Council

reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

Aston, Cote, Shifford and Chimney Parish Council

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting.
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting.
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO.
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full.
 - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution.
 - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

Aston, Cote, Shifford and Chimney Parish Council

30. Interpretation

In this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee.
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above.
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within subclause (a) or (b) above.
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above.
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest.
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.

Aston, Cote, Shifford and Chimney Parish Council

Clean Slate for the period from 1st November 2021 to 31st March 2022

<u>Contents</u>	<u>Page</u>
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Aston, Cote, Shifford and Chimney Parish Council
**CHARITY COMMISSION
FOR ENGLAND AND WALES**
**Independent examiner's report
on the accounts**
Section A Independent Examiner's Report
**Report to the
trustees/directors/memb
ers of**
Clean Slate
**On accounts for the year
ended**

 March 31st 2022

Charity no: 1132281

Set out on pages

2-7

**Responsibilities and
basis of report**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/03/2022.

**Independent
examiner's statement**

I report in respect of my examination of Clean Slate's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:
Pattira Udomsathapol
Date:

22/06/2022

Name:

Pattira Udomsathapol

**Relevant professional
qualification(s) or body
(if any):**
Address:

14 All Saints Road, Acton

London

W3 8FG

IER

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October 2018

Clerk's Briefing Notes – 4 May 2023
Aston, Cote, Shifford and Chimney Parish Council



Trustees' Annual Report for the period

	Period start date	Period end date
	1 st November 2021	31 st March 2022
From		To

Section A Reference and administration details

Charity name	Clean Slate		
Other names charity is known by			
Registered charity number (if any)	1132281		
Charity's principal address	The Chapel, Building 572 Brice Road		
	Upper Heyford		
	Oxon		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Postcode</td> <td style="border: 1px solid black; padding: 2px;">OX25 5TE</td> </tr> </table>	Postcode	OX25 5TE
Postcode	OX25 5TE		

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lorraine Hyland	Chair		
2	Jan Robinson	Secretary		
3	Rebecca Sutherland	Secretary		
4	Amy Farrell			
5	Ian Bush			
6	Vanessa Phillipson			
7				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Nadia Brown CEO

Aston, Cote, Shifford and Chimney Parish Council**Section B Structure, governance and management****Description of the charity's trusts**

Type of governing document <small>(eg trust deed, constitution)</small>	Constitution Adopted on the 25th September 2009 Amended on the 13th January 2014
How the charity is constituted <small>(eg trust, association, company)</small>	Unincorporated
Trustee selection methods <small>(eg appointed by, elected by)</small>	Trustees are appointed or reappointed annually at the Annual General Meeting held in February

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Board Trustees are responsible for the integral running of Clean Slate, and to ensure that services given are ethically and morally delivered. All disputes and complaints are dealt with by the Trustees if major or complex. This is made up of a group of named persons who are held accountable to the charity and the Charities Commission.

CEO is a paid member of staff who is supported by 3 part-time coordinators, they oversee the general running of the whole service. They are accountable to the Board of Trustees. The CEO seeks the views of users, the staff, and volunteers in deciding the activities we provide.

There is a safeguarding policy in place.

Criminal Records Bureau checks are carried out prior to commencement of employment or trusteeship and checks are carried out again in line with statutory requirements.

Clean Slate is affiliated with The Survivors Trust. Members of the NCS & ACCPH, we have a long running affiliation with Dorchester Living who allow us to run our services from their premises free of charge. All trustees give their time voluntarily and received no remuneration or other benefits.

Section C Objectives and activities**Summary of the objects of the charity set out in its governing document**

To further or benefit Adults and Young People (the beneficiaries) in the UK, in particular in Cherwell and wider Oxfordshire, without distinction of sexual orientation, race or of political, religious or other opinions by associating together the said beneficiaries and voluntary and other organisations in a common effort to advance education, protect and preserve good physical and mental health, for the victims of Physical, Mental and Sexual Abuse. Relieve financial hardship and to provide facilities in the interest of social welfare for recreation leisure time occupation with the object of improving the conditions of life for the beneficiaries

Aston, Cote, Shifford and Chimney Parish Council

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.

The main activities are as follows:

- Counselling
- Peer to peer Emotional support
- Group support
- Freedom programme (Domestic Abuse Programme for women)
- Online support groups
- Educational courses around personal development.
- Volunteer development

These activities promote long-term emotional support for survivors of abuse in Oxfordshire. We aim to encourage individuals to explore their own mental health needs and adopt positive coping strategies for long term recovery. To support Men, Women and their families who have been victim too or witnessed domestic, sexual, mental, emotional, and financial abuse regardless of personal background, faith, gender, or personal circumstances.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We are extremely grateful for the many hours volunteers have spent listening and encouraging our clients and working with the team. Without this valuable contribution of time, energy, and expertise we would not have been able to achieve so much.

The volunteers are the life blood of our charity. Contributions in Kind from volunteers was £39,750 this period.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Section E

Financial review

Aston, Cote, Shifford and Chimney Parish Council**Brief statement of the charity's policy on reserves****Details of any funds materially in deficit**

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

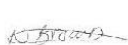
Section F**Other optional information**

Due to the increase in referrals and volunteers, a decision was made to upgrade the charity to a CIO. This work has now been completed and we were officially registered as a CIO on the 31st January 2022. Our new registration number is 1197726. We continue to trade until the 31st March 2022 to ensure that all commitments we all paid up, including PAYE. We also needed to claim back any Gift Aid and to ensure that all grants were allocated to the correct budgets. Our bank account remains the same. We ended the charity with a balance of £36,368.00. This was then the opening balance of the new CIO.


Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

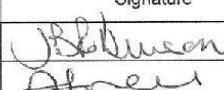
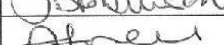
Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Nadia Brown	
Position (eg Secretary, Chair, etc)	CEO	
Date	21/6/2022	

Aston, Cote, Shifford and Chimney Parish Council

 CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name CLEAN SLATE		No. of entry 1132201		CC16a
	Receipts and payments accounts				
	For the period from	Period start date 1st November 2021	To	Period end date 31st March 2022	
Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	0	19,988	-	19,988	26,078
Contract	0	-	-	0	660
Charitable Trusts	1,658	10,000	-	11,658	18,449
Parish Councils	1,179	-	-	1,179	1,740
Fundraisers	65	-	-	65	9,193
Donations/Pledges	2,345	-	-	2,345	2,110
Client Contribution	5,370	-	-	5,370	12,891
Gift Aid	2,261	-	-	2,261	3,604
Furlough/Sundry	-	-	-	-	0
Sub total (Gross income for AR)	12,878	29,988	-	42,866	74,725
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	0	-	-	-	-
Total receipts	12,878	29,988	-	42,866	74,725
A3 Payments					
Project Manager	10,609	7,503	-	18,112	28,449
Male Project Co-ordinator	2,199	833	-	3,032	7,190
Administration Salaries	0	5,418	-	5,418	13,253
Tax & NI	670	-	-	670	9,140
Rent	960	-	-	960	600
Office Repairs & Furniture	0	-	-	0	1,921
Telephone & Internet	90	-	-	90	414
Zoom Communication	72	-	-	72	173
Mobile Phone	0	-	-	0	78
Printing	0	-	-	0	64
Office Supplies	219	-	-	219	610
Postage	47	-	-	47	49
Fundraising Charges	81	-	-	81	346
Insurance	164	-	-	164	540
Accounts Audit & Payroll	177	-	-	177	397
IT & SOFTWARE	0	-	-	0	1,956
Subscriptions	160	-	-	160	180
Training	27	-	-	27	4,479
Volunteer Expenses	360	-	-	360	680
Supervision	0	-	-	0	320
Travel Expenses	525	-	-	525	216
DBS Checks	116	-	-	116	224
Womens Support Group Sundry	222	-	-	222	382
Male Support Services	0	-	-	0	135
Emotional Support Services	120	-	-	120	-
Freedom Programme Sundry	26	-	-	26	11
Sub total	16,844	13,752	-	30,597	71,808
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	16,844	13,752	-	30,597	71,808
Net of receipts/(payments)	- 3,967	16,236	-	12,269	2,917
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	11,749	12,350	-	24,099	21,182
Cash funds this year end	7,782	28,586	-	36,368	24,099

Clerk's Briefing Notes – 4 May 2023
Aston, Cote, Shifford and Chimney Parish Council

Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NARWEST BANK	7,742	28,586	-
	PAYPAL			-
	KINDLINK	40		-
	PETTY CASH			-
	Total cash funds <small>(agree balances with receipts and payments account(s))</small>	7,782	28,586	-
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	HMRC PAYE	Unrestricted	1,337	22 April 2022
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		S.B. ROBINSON		6/7/22
		A. FARRELL		6/7/22

Aston, Cote, Shifford and Chimney Parish Council

Agenda 16a - Receipts and Payments Account to 31 March 2023

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL					
Receipts and Payments ACCOUNT					
FINANCIAL YEAR 2022/23					
ANNUAL RETURN - SUPPORTING PAPERS					
Explanation of Income and Expenditure Variances - Receipts and Payments Basis					
		Full Year Actual 2022/23	Full Year Actual 2021/22	Variance £	Variance %
INCOME					
Precept	Box 2	29,715	29,319	396	1%
Other Income	Box 3	4,018	4,812	(794)	-17%
TOTAL INCOME		33,733	34,131		
EXPENDITURE					
Salaries	Box 4	6,910	6,301	609	10%
Other Expenditure	Box 6	18,938	25,701	(6,763)	-26%
TOTAL EXPENDITURE		25,848	32,002		
FIXED ASSETS	Box 9	20,116	20,116	0	0%

Explanation of Variances

	2022 £	2023 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	72,451	74,580					Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	29,319	29,715	396	1.35%	NO		
3 Total Other Receipts	4,812	4,018	-794	16.50%	YES		Grant funding of £750 in 2021-22 not received/applied for in 2022-23 as not required for any projects.
4 Staff Costs	6,301	6,910	609	9.67%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	25,701	18,938	-6,763	26.31%	YES		Savings of £3,820 on grass cutting due to the dry summer with further underspend of £2,126 on grants due to them not being requested though budgeted. Smaller underspends on Subscriptions (£436) and Village Maintenance (£373) contributed to the reduced expenditure in 2022/23 when compared to 2021/22.
7 Balances Carried Forward	74,580	82,465	7,885	10.57%	NO		
8 Total Cash and Short Term Investments	74,580	82,465	7,885	10.57%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	20,116	20,116	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		
Excessive Reserves Ratio	2.54374	2.7752					

Clerk's Briefing Notes – 4 May 2023
Aston, Cote, Shifford and Chimney Parish Council

Year End Figures

	£	31/03/2023	Performance Against Budget	%	Commentary
2022-23 Budget					
RECEIPTS					
Precept	29715	29715	0	0%	Complete
WODC Grant CTSG	0	0	0	0%	No longer paid
OCC grass cutting grant	1049	1049	0	0%	Recieved in Full against Grass Cutting Verges and WM
Interest	50	916	-866	-1732%	CCLA Investment Account
VAT Refund	0	2054	-2054	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
Total Receipts	30814	33733	-2919	-9%	
EXPENDITURE					
Clerk's salary	4,404	5469	-1065	-124%	Add Hours Paid in May
Working from home allowance	216	216	0	-100%	
HMRC	1,155	1441	-286	-125%	Add Hours Paid in May
Bank charges	72	72	0	-100%	£6 per month due quarterly.
Office equipment	150	0	150	0%	
Office running costs	650	783	-133	-120%	Photocopying/Printing/Stamps plus sundries/Norton/Microsoft
Website costs	150	190	-40	-127%	Renewal due for 2 years in 2022
Insurance	364	341	23	-94%	
Audit	240	200	40	-83%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	70	436	-14%	
Chairman's Allowance	100	15	85	-15%	
Grass Cutting - verges & WS	5000	2332	2668	-47%	
Grass Cutting - playing field & WM	3000	1748	1252	-58%	
Grants paid under statute	5435	3309	2126	-61%	
Dog & Litter Bin Emptying	420	346	74	-82%	
Fete Bins	0	0	0	0%	
Training & Travel	527	552	-25	-105%	
Clock Maintenance	229	462	-233	-202%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	550	443	107	-81%	Bus Shelter cleaning due for Renewal - Nov 202
Defibrillator pads/batteries	200	165	35	-83%	
Repairs	0	0	0	0%	Included in VMB
VAT Paid	0	1947	-1947	0%	
Village maintenance (Lengthsman)	1500	1127	373	-75%	
Small Grants	1115	750	365	-67%	
Total Expenditure	26023	21978	4045	-84%	
Projects					
Aston History Project	1000	0	1000	0%	History Boards
Cote Noticeboard	1000	910	90	0%	
New Reserve - North Farm	3800	0	3800	0%	
New Reserve - Office Equipment	1000	0	1000	0%	
Chimney Defibrillator	6105	2960	3145	0%	
Total Project Spend	12905	3870	9035	0%	
Contingency Budget	5000	0	5000	0%	
OVERALL EXPENDITURE	37916	25848	12068	-68%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7102	11755	4653	0%	
Reserves					
Opening at 1 April	74580		74580	0%	
Closing at 31 March	67478	14987	82465	22%	
Closing reserves analysis:					
Working day to day balance	18323	7042	25365	38%	
Contingency reserve	5000	0	5000	0%	
Recreation Reserve	33476	0	33476	0%	
North Farm	0	3800	3800		
Aston History Boards	0	1000	1000		
Traffic Calming	9679	0	9679	0%	
Defibrillator Maintenance	0	3145	3145	0%	To be populated with remaining from Chimney Defib project once complete.
Office Equipment	1000	0	1000	0%	
	67478	14987	82465	22%	

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 16b – Annual Return 22/23

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Aston, Cote, Shifford and Chimney Parish Council

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Clerk's Briefing Notes – 4 May 2023
Aston, Cote, Shifford and Chimney Parish Council

Annual Internal Audit Report 2022/23

Aston, Cote, Shifford and Chimney Parish Council

www.astonoxon-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

20/04/2023 21/04/2023 22/04/2023

Name of person who carried out the internal audit

NICHOLAS HOSKINSINTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

22/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Clerk's Briefing Notes – 4 May 2023
Aston, Cote, Shifford and Chimney Parish Council

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Aston, Cote, Shifford and Chimney Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes	No*	*Yes' means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.					<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.					<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.					<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.					<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.					<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.					<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.					<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.astonoxon-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Clerk's Briefing Notes – 4 May 2023
Aston, Cote, Shifford and Chimney Parish Council

Section 2 – Accounting Statements 2022/23 for

Aston, Cote, Shifford and Chimney Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	72,451	74,580	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	29,319	29,715	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,812	4,018	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	6,301	6,910	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	25,701	18,938	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	74,580	82,466	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	74,580	82,466	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	20,116	20,116	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

12/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Aston, Cote, Shifford and Chimney Parish Council

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Aston, Cote, Shifford and Chimney Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 16f – Bank Reconciliation – 31 March 2023****ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL****BANK RECONCILIATIONS AT****31 March 2023**

	£	£	£
	Receipts	Payments	
<u>Unity Trust Current Account</u>			
<i>Balance per Cash Book:</i>			
Balance b/f at 1/4/22			<u>25,852.19</u>
Total receipts in year	32817.25		
Total expenditure in year		<u>25847.99</u>	
	<u>32,817.25</u>	<u>25,847.99</u>	<u>6,969.26</u>
<i>Closing balance per Cash Book</i>			<u>32,821.45</u>
RECONCILIATION			
Balance per Bank Statement			32821.45
<i>Reconciling Items</i>			
	0.00	0.00	
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Balance per Cash Book			<u>32,821.45</u>

<u>CCLA</u>			
Balance per Bank Statement (no new statement)			49,644.09
Less: uncleared transactions			
NONE		<u>0.00</u>	
Balance per Cash Book			<u>49,644.09</u>

TOTAL CASH BALANCES**82,465.54**Prepared by: E AnsteeDate: 31.03.2023

Reviewed by: _____

Date: _____

Clerk's Briefing Notes – 4 May 2023
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 16e Notice of Public Rights

Smaller authority name: **ASTON, COTE, SHIFFORD and CHIMNEY Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE

1. Date of announcement Sunday 4 June (a)

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:

(b) E Anstee Parish Clerk
16 Foxwood, Aston, OX18 2DZ
EMAIL: clerk@astonoxon-pc.gov.uk

commencing on (c) Monday 5 June 2023

and ending on (d) Friday 14 July 2023
[the 30th working day after (c) above]

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ



5. This announcement is made by (e) E Anstee, Parish Clerk

Aston, Cote, Shifford and Chimney Parish Council

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.