

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 6 JULY 2017

<i>Page</i>	<i>Contents</i>
2	Correspondence sent since last meeting
3 - 9	Small Grant Scheme Proposed Guidance Notes and Application Form (revised) (Agenda Item 8c)
10	Financial Matters: Cash balances at 30 June 2017 (Agenda Item 14a)
11	Financial Matters: Receipts & Payments Account for 3 months to 30 June 2017 (Agenda Item 14b)
12	Financial Matters: Bank Reconciliations at 30 June 2017 Agenda Item 14c)

Correspondence sent since 1 June 2017

- a) Order for replacement noticeboard at Southlands

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

SMALL GRANT SCHEME

GUIDELINES

Aston, Cote, Shifford & Chimney Parish Council is keen to support local causes and amenities and will do all it can to support fundraising for specific projects or charitable causes.

Any expenditure has to be within the constraints of the legal powers limited to Parish Councils and within the bounds of “Best Practice” as ultimately the funds come from the pockets of council tax payers in the Parish. In addition, the Council is subjected to internal and external audits that examine the grants that are awarded, so the Council must demonstrate that it is aware of the issues involved and has taken care in its funding award criteria.

This application document outlines the background to the grants scheme. Application forms should be completed as far as is possible and practicable – do not worry if there is some information that your organisation can't supply, just fill in what you can. The more information there is, the better, but please be assured that you will not be turned down simply because more information is required before a decision is made.

Please bear in mind the following guidelines when completing your application:

- All grant applications must be submitted on the official grant funding application form, with supporting documentary evidence.
- In general, the Parish Council will try to support organisations promoting the following initiatives:
 - Promoting local recreational facilities
 - Combating rural isolation
 - Promoting sports, health & fitness
 - Promoting the village or rural affairs
 - Supporting the local economy
 - Providing opportunities to promote educational advancement
 - Projects for children and young people
 - Projects specifically aimed towards senior citizens
- Grant applications will be assessed on the following criteria, which are in no priority order –
 - The benefit to all or part of the parish of Aston, Cote, Shifford & Chimney
 - The benefit to all or some of the residents of Aston, Cote, Shifford & Chimney
 - What proportion of the residents will benefit from the grant
 - The assessment of the viability and robustness of the application
 - The availability of Parish Council funds for grants
- The Council is limited in how much it can grant and to whom grants can be made. Generally speaking, the more tangible the project or scheme and the greater number of people in the Parish that it benefits, the stronger the case

- Grants for assistance in the running (revenue) costs of an organisation will be considered but in a way as to encourage self-sustainable funding.
- It is anticipated that the maximum grant which will be awarded under this scheme will be £500. Applications for larger grants will be considered dependent on their merit and the funds available.
- The Parish Council reserves the right to refuse applications or to provide a lower grant than that requested.
- Awards will not be made to:
 - Commercial enterprises set up to generate profit
 - Those supporting party political issues / parties
 - Projects with campaigning objectives
 - Individuals
 - Health, education or welfare organisations whose services should be provided by statutory funding.
- Awards will not normally be made:
 - To bodies that could be funded by their national or umbrella body (unless for a specific project or exceptional reason)
 - For buildings that are uninsured.
 - For buildings or property not owned by the applicant
- Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated.
- The organisation must have clearly stated aims and objectives.
- The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation a similar written document.
- Aston, Cote, Shifford & Chimney Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- Organisations that receive a grant are required to acknowledge the contribution from Aston, Cote, Shifford & Chimney Parish Council on publicity and printed material.
- Please be advised that representatives of the Council may visit the site or project in pursuance of their decision making process or after award of funding
- Grants must be formally applied for using the Aston, Cote, Shifford & Chimney Parish Council Grant Application Form together with all supporting documentation as requested in that form.

- Whilst application forms received under this scheme will be treated as confidential, applicants must bear in mind that the applications will be considered at Parish Council meetings which are open to members of the public and the minutes of which are public documents published on the Parish Council website. Applications submitted under this scheme may also be subject to disclosure under the Freedom of Information Act.
- Payment will be made to an organisation, not an individual – only applications from organisations with a bank account in the organisation’s name can be considered.
- An organisation can only apply for one grant during each Council financial year (1 April to 31 March).
- The timing of the application and consideration thereof will be in accordance with the timetable below, provided always that in case of exceptional urgency grants may be submitted and considered at any other time during the year.

Timetable

Opening date for grant applications: 1st September

Final submission date for applications: 23rd December

Month in which the application will be considered (check with the Parish Clerk for the precise date of the meeting): January

Date by which grant decision letters will be circulated 31st March

Grant applicants if they wish can address the meeting at which their grant is considered. For further details please contact the Parish Council Clerk

This process is designed to be fair and open to all parties. The Council will as far as it is able treat all applications equally and will not discriminate on the grounds of gender, racial or ethnic origin, religion or belief, ethical beliefs, disability, age or sexual orientation.

If there are any points that are unclear or you would like any assistance with completing your form, please contact the Clerk on astonpc@live.co.uk. You are strongly advised to keep a copy of your completed form for your records

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
 SMALL GRANT SCHEME
 APPLICATION FORM - 2017/18**

ABOUT YOUR ORGANISATION:		
Name		
Address		
Email address:		
Website:		
Contact Details:	First Contact	Second Contact
Name:		
Position:		
Address:		
Phone Number:		
Mobile Number:		
Email Address:		

DETAILS OF ORGANISATION STRUCTURE :

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

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

Please indicate:	A registered charity?	A company limited by guarantee?	Applying for charitable status?	Other: Please state:
------------------	-----------------------	---------------------------------	---------------------------------	----------------------

When did your group/organisation start?

What does your organisation do?

Who does your group /organisation serve mainly?
e.g. children, young people, senior citizens, rurally isolated people etc

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

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

Total amount spent in the last financial year:

Current unrestricted reserve or savings as at date of application:

Current restricted reserve or savings as at date of application.

	Income Source	Amount £
From what sources does your organisation raise its income?		

DETAILS OF MANAGEMENT STRUCTURE :

How many people are there on your management committee?

How many staff do you employ?

How many volunteers do you have?

PROJECT SPECIFIC INFORMATION :

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

--

Please justify the need for this project?

--

How will you monitor the progress of the project?

--

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

--

TIMESCALE :

Start Date	
Finish Date	
Ongoing, give details	

FINANCIAL INFORMATION ABOUT THE PROJECT :

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

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

<p>Please detail other sources of funding obtained for this project, including funds being provided from th organisation's reserves</p>	
---	--

DECLARATION:

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

Signed:

Dated:

Please include the following:

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

Please post the signed application together with all supporting papers to: Helen Sandhu, Clerk, Aston, Cote, Shifford & Chimney Parish Council. 1 Manor Road, Aston, Bampton, OX18 2DD.

Financial Matters

1. Cash Balances

	£
<i>SANTANDER CURRENT ACCOUNT</i>	
Balance at 31 May 2017	235.69
Transactions in month	NIL
Balance at 30 June 2017	<u>235.69</u>
 <i>UNITY TRUST CURRENT ACCOUNT</i>	
Balance at 31 May 2017	17,840.89
Bank charges 3 months April to June	(18.00)
June payments	(861.13)
Balance at 30 June 2017	<u>16,961.76</u>
 <i>NATIONWIDE DEPOSIT ACCOUNT</i>	
Balance at 31 May 2017	39,106.79
Transactions in month	NIL
Balance at 30 June 2017	<u>£39,106.79</u>
 <i>SANTANDER BUSINESS DEPOSIT ACCOUNT</i>	
Balance at 31 May 2017	534.92
Transactions in month: interest received	0.05
Balance at 30 June 2017	<u>£534.97</u>
 TOTAL CASH HOLDING AT 30 JUNE 2017	 <u>£56,839.21</u>

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
3 MONTHS ENDED 30 JUNE 2017
RECEIPTS & PAYMENTS ACCOUNT

	Relevant Statute	BUDGET		ACTUAL	PRIOR YR	PRIOR YR
		Full Year Budget 2017/18	Budget for 3 months 2017/18	3m ended 30 June 2017/18	3m ended 30 June 2016/17	Full Year 2016/17
RECEIPTS						
Precept		25,582	12,791	12,791.00	12,528.00	25,055.00
Council tax support grant (WODC)		559	280	279.50	380.00	760.00
Grants (grass cutting)		1,049	1,049		1,048.60	1,048.60
Interest		30	8	0.14	4.81	241.30
Sundry						8.00
VAT refund received					702.17	1,708.57
TOTAL RECEIPTS		27,220	14,127	13,070.64	14,663.58	28,821.47
PAYMENTS						
<u>Ordinary Expenditure</u>						
Clerk's Salary	LGA 1972, s112	4,445	1,106	1,106.00	1,082.20	4,358.20
Office equipment	LGA 1972, s111					
Office running costs	LGA 1972, s111	500	125	103.36	83.46	305.24
Bank charges		72	18	18.00		54.00
Website	LGA 1972, s111				139.48	193.20
Insurance	LGA 1972, s111	432	432	401.67	411.86	411.86
Audit	LGA 1972, s111	200				200.00
Village Hall Rental/Cost APM	LGA 1972, s111	40	40	18.50	32.39	32.39
Subscriptions	LGA 1972, s143	362	202	195.29	208.04	336.04
Chairman's Allowance	LGA 1972 s15(5)	100	25	7.50		
<u>Expenditure under Statute</u>						
Grass Cutting - verges & War Mem	HA 1980, s116	4,961	1,844	854.54	317.33	3,068.49
Grass Cutting - playing field	LG(MP)A 1976, s19	1,296	504	216.00	360.00	1,152.00
Grants - See Separate Analysis		3,950	1,050	855.00	630.00	2,790.00
Dog & Litter Bin Emptying	Litter Act 1983	217	54	54.84	53.13	212.52
Training & Travel	LGA 1972, s174	220	55			
Clock Maintenance	PCA 1957, ss2 & 6	440	220	509.00		638.00
Bus Shelter Cleaning	LG(MP)A 1953, s4	110	28		27.00	108.00
Repairs (incl Cote phone kiosk)		500	125			
<u>Expenditure from "Free Resource" (S137)</u>						
Village maintenance/Lengthsman		1,500	375			190.00
Subscriptions		111	111	106.00	106.00	106.00
Grants - See Separate Analysis		1,400		0.00		285.00
<u>Projects</u>						
Southlands Noticeboard		1,800				
VAS on Bampton Road		5,000				
Queen's Birthday Medals	LGA 1972, s137				367.29	367.29
Bench donated to Comm.Trust				20.00		361.23
Pedestrian Barrier Works					421.81	421.81
Defib at Village Hall	PHA 1936 s234					
Contingency Sum		5,000				
VAT Paid				327.46	189.75	1,014.92
TOTAL PAYMENTS		32,656	6,314	4,793.16	4,429.74	16,606.19
Excess/(Deficit) of Receipts over Payments for Financial Year						
		(5,436)	7,813	8,277.48	10,233.84	12,215.28
Reserves						
Opening at 1 April		48,562	48,562	48,561.73		36346.45
Closing at period end		43,126	56,375	56,839.21		48,561.73
Closing reserves analysis:						
Working day to day balance		8,650	25,324	22500.71		15936.00
Contingency Reserve		0		5000.00		5000.00
Recreation reserve		34,476	31,051	29338.50		27626.00
		43,126	56,375	56839.21		48,562

Financial Matters**Bank Reconciliations at 30 June 2017**SANTANDER CURRENT ACCOUNT

	£
Bank Statement Balance at 30 June	235.69
Reconciling items NONE	NIL
Cash Book Balance at 31 March	<u>235.69</u>

UNITY TRUST CURRENT ACCOUNT

	£
Bank Statement Balance at 30 June	16,961.76
Reconciling items NONE	NIL
Cash Book Balance at 30 June	<u>16,961.76</u>

SANTANDER DEPOSIT ACCOUNT

	£
Bank Statement Balance at 30 June	534.97
Reconciling items NONE	NIL
Cash Book Balance at 30 June	<u>534.97</u>

NATIONWIDE DEPOSIT ACCOUNT

	£
Bank Statement Balance at 30 June	39,106.79
Reconciling Items NONE	NIL
Cash Book Balance at 30 June	<u>39,106.79</u>
Total Cash Balances at 30 June	<u><u>56,839.21</u></u>