

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 6 October 2022

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Prepared by Elaine Anstee
30 September 2022

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9

Correspondence

All correspondence by email

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 8c) - MyVision Oxfordshire – Grant Request

Dear Mrs E Anstee,

There are 4,370 blind or visually impaired people in West Oxfordshire (RNIB Sight Loss Data Tool, 2021). **MyVision Oxfordshire** (formerly known as Oxfordshire Association for the Blind, more information here: <https://www.oxeyes.org.uk/were-changing-our-name/>) aims to provide any person with a visual impairment with the tools and skills they need to live independent and active lives. The only way we can do this is with your help.

An initial diagnosis of visual impairment or deterioration can be devastating and overwhelming. Many people who receive a diagnosis of visual impairment have no prior experience with visual impairment and are unsure where to turn. MyVision Oxfordshire provides a well-established and respected information and advice service, which aims to provide visually impaired people in Oxfordshire with the information they need to access services available to them. This is delivered in the following forms:

- A dedicated helpline available Monday-Friday 10am-3pm, which acts as a friendly signpost to the right place. The types of queries we receive can range from how to apply for benefits to information on daily living aids and equipment that might help them to live independently.
- Information leaflets, website, social media, and other forms of communication, for people to inform themselves at their leisure.
- Support and training at our well-equipped resource centre. Individuals can visit the resource centre and discuss their needs with our Client Advice Officer, who offers guidance on a wide range of daily living aids and technology. Equipment at the resource centre is available for purchase and, when available, we can offer some pieces on loan.

?

"Can't thank you both enough for the time you spent with us both today. S is absolutely blown away with the advice, support and practical solutions you had to offer her. It has been an absolutely invaluable visit and I know very reassuring for her future. What an amazing resource and team you are!"*

**name removed*

- The companion of a lady who visited our resource centre in 2021

Through these services, MyVision Oxfordshire aims to ensure that blind and visually impaired people across Oxfordshire can access the resources they need to live independently.

The information and advice service acts as an invaluable resource for visually impaired people in regaining their independence and confidence. I understand that Aston Cote Shifford and Chimney Parish Council must be inundated with requests for donations, but we would be extremely grateful for any support you could provide. If you have any questions, or require any further information, please let me know.

Aston, Cote, Shifford and Chimney Parish Council

Thank you for your consideration.

Best wishes,

Fundraising Assistant

MyVision Oxfordshire

Bradbury Lodge, Gordon Woodward Way, Oxford, OX1 4XL

Charity Number: 1140556 Company Number: 07465300

Tel: 01865 725 595 **Email:** Margaret.Hart@myvision.org.uk

Website: www.myvision.org.uk

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 11a - Consultation on Main Modifications to Submission Draft Salt Cross Garden Village Area Action Plan (AAP).

Dear Sir/Madam

Consultation on Proposed Main Modifications to the Submission Draft Salt Cross Garden Village Area Action Plan (AAP)

I am writing to advise you that the District Council has published for consultation a series of proposed Main Modifications to the submission draft Salt Cross Garden Village Area Action Plan (AAP).

The AAP is intended to guide the future delivery of Salt Cross Garden Village, a planned new community to the north of the A40 near Eynsham. The AAP establishes a vision for Salt Cross which is supported by a series of core objectives and policies set out on a thematic basis.

The AAP was formally published in August 2020 and submitted for independent examination in February 2021 with examination hearing sessions held in June/July 2021.

Subsequently the examination was paused to enable the District Council to undertake further work on the phasing of essential infrastructure. Consultation on that additional work took place in March/April 2022 and on the 26 May 2022, the Inspectors wrote to the Council to confirm that the AAP can be made sound through a number of changes known as 'Main Modifications'.

The Council has therefore prepared a series of proposed Main Modifications (MMs) to the AAP and these have been published for a statutory 6-week period of consultation from Friday 23 September until Friday 4 November 2022.

Document Availability

The following documents have been published as part of the consultation:

- Schedule of proposed Main Modifications (MMs)*
- Sustainability Appraisal (SA) Addendum Report*
- Habitat Regulations Assessment (HRA) Addendum Report*

All of these documents are available online at www.westoxon.gov.uk/gardenvillage and the schedule of proposed Main Modifications has also been made available at the locations listed in the table below.

If you would like to respond to the consultation, please note the following key points:

- The primary focus of the consultation is the proposed Main Modifications (MMs) to the Area Action Plan (AAP). Comments should not be submitted on aspects of the AAP that remain unaltered from the original submission draft published in August 2020.*
- In addition to comments on the proposed Main Modifications, comments can also be submitted on the two accompanying SA and HRA addendum reports.*
- All comments will be made publicly available and provided to the Inspectors to be taken into account in finalising their examination report.*

When to comment

The consultation period runs from Friday 23 September until Friday 4 November 2022.

Comments must therefore be submitted no later than 5pm on Friday 4 November 2022

Aston, Cote, Shifford and Chimney Parish Council

How to comment

If you wish to comment on the proposed Main Modifications or the other supporting documents we would invite you to use the Council's standard response form. A separate guidance note has been made available to assist you in completing the form.

The response form and guidance note can be obtained via the following: · Online at www.westoxon.gov.uk/gardenvillage

· On request by telephoning the Planning Policy Team on 01993 861667 or emailing planning.consultation@westoxon.gov.uk

Representations may be made in writing or by way of electronic communications. The postal address for written submissions is as follows:

Planning Policy Team

West Oxfordshire District Council

Elmfield

New Yatt Road

Witney

OX28 1PB

Electronic representations should be sent by email to the following address:

planning.consultation@westoxon.gov.uk

Representations may be accompanied by a request to be notified at a specified address of the following matters:

- 1. The publication of the recommendations of the person appointed to carry out an independent examination of the Area Action Plan under Section 20 of the Act;*
- 2. The adoption of the Area Action Plan.*

Next Steps and Further Information

All duly made representations will be submitted to the Inspector together with the proposed Main Modifications and supporting documentation. For further information please contact the Planning Policy Team on 01993 861667 or email planning.consultation@westoxon.gov.uk

Yours faithfully

Chris Hargraves

Planning Policy Manager

West Oxfordshire District Council

Consultation document locations:

West Oxfordshire District Council Witney Town Centre Shop 3 Welch Way Witney OX28 6JH Tel: 01993 861000 Open: Monday – Friday 9am to 5pm Witney Town Council Town Hall Market Square Witney OX28 6AG Tel: 01993 704379 Open: Mon, Tues and Thurs 8.30am to 5pm, Wed 9.30am to 5pm and Fri 8.30am to 4.30pm. Carterton Town Council 19 Alvescot Road Carterton OX18 3JL Tel: 01993 842156 Open: Monday – Friday 9.30am to 4.00pm

Clerk's Briefing Notes – 1 September 2022
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14b) Bins

Dear Parish Clerk,

Over the last year we have been implementing the West Oxfordshire District Council (WODC) Waste Bin Placement and Renewal Programme that we wrote to you about in 2021. I am pleased to inform you that this work is now complete and over 600 new dual litter/dog waste bins have been installed throughout the district.

Firstly, I would like to thank the Parish Council for their support during the implementation phase. The project team has held many site meetings with Town and Parish Councils and dealt with enquiries from residents and businesses. In addition, we have also made some other improvements along the way that we would like to inform you about, as well as outlining a new fairer charging regime that will be introduced on the 1st April 2023. The following information should assist you.

Single Point of Contact for Town and Parish Councils Regarding Waste Bins

We want to make it easier for Town and Parish Councils to contact WODC about waste bins. With immediate effect, please use the following email address if you have any enquiries regarding waste bins (except when it relates to the fairer charging regime, when you should email me) - contracts@publicagroup.uk Please do not make this email address public, it is not intended for residents use.

The Location of New Waste Bins

The locations of new waste bins are now on a digital map, here is a link - <https://westoxfordshire.maps.arcgis.com/apps/instant/interactivelegend/index.html?appid=fea406b8cd574bb3b77fd4b868429d3f>

If any aspects of this are incorrect, please let us know and we will update the map.

Emptying Schedules

Waste bins in your parish are scheduled to be emptied every week on a Tuesday.

Overflowing Waste Bins

Sometimes, waste bins can overflow. This can happen if there is an event in the area or over a bank holiday weekend period. If this happens, Town and Parish Councils and residents can now report this on the WODC website and the link is below. We would be grateful if you would promote this to residents on your website and social media platform(s) <https://www.westoxon.gov.uk/overflowingbin>

Fairer Charging Regime

WODC is responsible for supplying and emptying waste bins that are located on the adopted highway. The WODC Cabinet has reviewed the costs that Town and Parish Councils are charged to empty waste bins located on land owned/managed by the Town and Parish Councils, i.e play parks, playing fields etc; and where Town and Parish Councils have requested additional bins which do not meet the WODC policy.

In your Parish there are a total of 7 waste bins that are located on land owned/managed by the Town and Parish Councils and/or have been requested by the Town and Parish Council.

Aston, Cote, Shifford and Chimney Parish Council

These bins will be emptied once a week from 1st April 2023 and the cost of this and disposal of the waste material will be £8.37 per bin, making the total annual cost for your parish £3047.68. This charge will also include up to 12 additional unscheduled empties per year to take into account any additional collections following reports of overflowing bins. This cost will not be introduced until 1st April 2023 so that Town and Parish Councils can build the costs into their annual budget setting process. Invoices will be sent from WODC in June and October 2023, after the Town and Parish Councils have received their precepts.

The supply of new waste bins and replacements will be met by WODC in the future.

If you require any further information or assistance regarding the Fairer Charging Regime, please email me.

I hope this provides your Council with all the information it needs. Once again, thank you for your support in implementing the improvements to waste bins in West Oxfordshire.

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 14 c) Asset Check**

REVIEW OF EXISTENCE AND CONDITION OF PARISH ASSETS – Exterior Assets				
2022				
Asset	Location	Existence confirmed	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
		Y/N		
War Memorial, posts & chains	Aston village square			
Bus Shelters				
1	High Street, Aston			
2	Near Cote crossroads, Cote			
3	End of Saxel Close, Cote Road, Aston			
Notice Boards				
General	Corner of Southlands			
Parish Council	Cote Road, corner with Bull Street			
Parish Council	By the allotments in Cote			
Benches & Seats				
Cote				
War Memorial Green Aston	Centre of Aston			
VE/VJ Day seat	Playing field, corner next to Cote Road			
Golden Jubilee Bench QE II	Corner of Southlands/Bull Street			
Silver Jubilee Bench GV	Corner of lane running from Bull Street towards Chimney			
Litter & Dog Bins (funded by Parish Council)				
Litter Bin	Cote Allotments			
Litter bin	Bridge on Great Brook Road leading to Ham Lane			
Litter bin	Ham Lane, Aston			

Aston, Cote, Shifford and Chimney Parish Council

Asset	Location	Existence confirmed	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
		Y/N		
Telephone kiosk				
Red phone box	Cote			
Defibrillators (funded by the Parish Council)				
91001 DefibSafe 2 External Cabinet, Locked, Standard	Village Hall, Recreation Ground, Aston			
cPAD Zoll AED 3 Semi Auto Defib+ Defibsafe 2 Stainless Steel Thermal Bag Unheated Cabinet Box	Telephone Box, Cote			
cPAD Zoll AED 3 Semi Auto Defib+ Stainless Steel Cabinet No Power c/w Thermal Bag	Chimney - By entrance to BBOWT			
?	Aston Depot, Aston			
Office Equipment				
Filing cabinet – 4 drawer	Meeting room Village Hall			
Two door metal cabinet	Meeting room Village Hall			
Shredder	Stored by Clerk at private address			
HP Laptop with Norton Anti Virus and Microsoft 365 and Windows 10	Stored by Clerk at private address			

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 15a*****Financial Matters*****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance at 31 August 2022	29,388.56
September payments	(1,632.97)
Income – Precept	14,857.50

Balance at 30 September 2022	<u>£42,433.09</u>
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CCLA INVESTMENT ACCOUNT

Balance at 31 July 2022	48,846.24
Transactions in month of August	44.57

Balance at 31 July 2022	<u>48,890.81</u>
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TOTAL CASH HOLDING AT 30 September 2022	<u>£91,503.90</u>
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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15b Monthly (Year to Date) Financial Report – For Information

	£	30/09/2022	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%	Received in Full against Grass Cutting Verges and WM
Interest	50	163	-113	-225%	CCLA Investment Account
VAT Refund	0	1538	-1538	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
Total Receipts	30814	32465	-1651	-5%	
EXPENDITURE					
Clerk's salary	4,404	2952	1452	-67%	Add Hours Paid in May
Working from home allowance	216	108	108	-50%	
HMRC	1,155	812	343	-70%	Add Hours Paid in May
Bank charges	72	36	36	-50%	£6 per month due quarterly.
Office equipment	150	0	150	0%	
Office running costs	650	290	360	-45%	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	0	240	0%	
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	1997	3003	-40%	
Grass Cutting - playing field & WM	3000	1262	1738	-42%	
Grants paid under statute	5435	1209	4226	-22%	
Dog & Litter Bin Emptying	420	141	279	-34%	
Fete Bins	0	0	0	0%	
Training & Travel	527	222	305	-42%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	550	280	270	-51%	Bus Shelter cleaning due for Renewal - Nov 2022
Defibrillator pads/batteries	200	0	200	0%	
Repairs	0	0	0	0%	Included in VMB
VAT Paid	0	1362	-1362	0%	
Village maintenance (Lengthsman)	1500	75	1425	-5%	
Small Grants	1115	150	965	-13%	
Total Expenditure	26023	11511	14512	-44%	
Projects					
Aston History Project (£5K)	1000	0	1000	0%	History Boards
Cote Noticeboard	1000	910	90	0%	
					Proposed - so funding available to support
New Reserve - North Farm	3800	0	3800	0%	any consultations
New Reserve - Office Equipment	1000	0	1000	0%	Proposed
Chimney Defibrillator	6105	2960	3145	0%	Awaiting Installation Invoice - ID
Total Project Spend	12905	910	11995	0%	
Contingency Budget	5000	0	5000	0%	
			0		
OVERALL EXPENDITURE	37916	15381	22535	-41%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7102	20953	-28055	0%	
Reserves					
Opening at 1 April	74580	0	74580	0%	
Closing at 31 March	67478	0	67478	0%	
Closing reserves analysis:					
Working day to day balance	18323	0	18323	0%	
Contingency reserve	5000	0	5000	0%	
Recreation Reserve	33476	0	33476	0%	
Traffic Calming	4876	0	4876	0%	
Defibrillator Maintenance	0	0	0	0%	To be populated with remaining from Chimney Defib project once complete.
Office Equipment	1000	0	1000	0%	
	62675	0	62675	0%	

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15d) – External Auditor Report and Certificate for 2021/22



Our ref: 979/1137511

9 September 2022

Mrs E Anstee
Aston Cote Shifford and Chimney Parish Council
16 Foxwood
Aston
Oxfordshire
OX18 2DZ

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Dear Elaine

Annual Governance and Accountability Return for the Year ended 31 March 2022

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2022.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <http://bit.ly/SmallerAuthorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

Partners: Geoff Norman FCCA, Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, Peter Simons FCA CTA, Andy Page FCA, April Foster FCCA, John Harvey FCCA, Jen Arber FCCA MAAT, Tim Woodgates CTA FCCA. Associates: Michelle Watson FCCA, Paul Nash FCCA, Robert Pluck FCCA, Rich Dixon FCCA, Gemma Roger ACA, Simon Reid FCA, Amanda Elty FCA, Lorna Bloor FCCA. Registered to carry on audit work in the UK and regulated for a range of investment business activities; and licensed to carry out their reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Clerk's Briefing Notes – 1 September 2022
Aston, Cote, Shifford and Chimney Parish Council

Section 3 - External Auditor Report and Certificate 2021/22

In respect of

Aston, Cote, Shifford and Chimney Parish Council

1 Respective responsibilities of the body and the auditor

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2021/22

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 the *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.

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

The Internal Auditor did not initially complete Box O on the Annual Internal Audit Report. When this was updated and resubmitted the 'Not applicable' answer given was consistent with other items on the AGAR and so no concern remains in this area.

3 External auditor certificate 2021/22

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 2022.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

07/09/2022

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 15e) Bank Reconciliation to 30 September 2022.**

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL			
BANK RECONCILIATIONS AT	30 September 2022		
	£	£	£
	Receipts	Payments	
<u>Unity Trust Current Account</u>			
<i>Balance per Cash Book:</i>			
Balance b/f at 1/4/22			25,852.19
Total receipts in year	32302.04		
Total expenditure in year		15,381.40	
	32,302.04	15,381.40	16,920.64
<i>Closing balance per Cash Book</i>			42,772.83
RECONCILIATION			
Balance per Bank Statement			42613.09
<i>Reconciling Items</i>			
	0.00	0.00	
	0.00	0.00	0.00
Balance per Cash Book			42,613.09
<u>CCLA</u>			
Balance per Bank Statement (no new statement)			48,890.81
Less: uncleared transactions			
NONE			0.00
Balance per Cash Book			48,890.81
TOTAL CASH BALANCES			91,503.90
Prepared by:	E Anstee		Date: 30.09.2022
Reviewed by:			Date:

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15f) Aston Youth Football Small Grant

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 must 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 taxpayers 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 cannot 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
 - The proportion of the residents that 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. The more tangible the project or scheme and the greater number of people in the Parish that it benefits, the stronger the case

Aston, Cote, Shifford and Chimney Parish Council

- Grants for assistance in the running (revenue) costs of an organisation will be considered but, in a way, as to encourage self-sustainable funding.
- 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.
- Grants will not be given for expenditure which has already been occurred or committed via a purchase order and applicants will be required to confirm that their application meets this condition in their application.
- The grant shall be used for the purposes given on the application form and will be subject to any conditions sent in writing when notifying the applicant of their award. If the project for which Aston, Cote, Shifford & Chimney Parish Council offers funding is altered, curtailed, postponed, or cancelled in whole or in part the recipients shall notify Aston, Cote, Shifford & Chimney Parish Council immediately in writing and the grant may be reconsidered, reduced or recalled at the Parish Council's discretion.
- If expenditure on the event, project or activity for which Aston, Cote, Shifford & Chimney Parish Council provides funding is ultimately less than the funding provided, the recipients shall notify Aston, Cote, Shifford & Chimney Parish Council immediately in writing and the excess funding returned by cheque payable to Aston, Cote, Shifford & Chimney Parish Council within 30 days.
- Projects must commence within 12 months of notification of the funds being provided. If this cannot be achieved applicants can apply in writing for a six-month extension clearly stating the reasons for the delay and giving a new start date. Should the project fail to meet a revised deadline, or the extension not be granted the offer of grant funding will be withdrawn and the recipients will be required to return the funding by cheque payable to Aston, Cote, Shifford & Chimney Parish Council within 30 days.

Aston, Cote, Shifford and Chimney Parish Council

- All organisations which are successful in their grant applications must provide in writing further information once the application has been completed, to include the date the project was completed, the total final cost of the project, and the total of the Parish Council grant funding applied to the project. A copy of the paid invoices verifying the expenditure must be supplied at the same time.
- 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.
- 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, always provided 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:	1 st July
Final submission date for applications:	23 rd 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	31 st March

Applicants for grants 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 clerk@astonoxon-pc.gov.uk. You are strongly advised to keep a copy of your completed form for your records.

Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL SMALL GRANT SCHEME APPLICATION FORM – 2022/23

ABOUT YOUR ORGANISATION:		
Name	Aston Youth FC	
Address	Aston Village Hall Playing Field Cote Road OX18 2DU	
Email address:	info@astonyouthfc.org	
Website:	www.astonyouthfc.org	
Contact Details:	First Contact	Second Contact
Name:	Nick Angus	Steve Kavanagh
Position:	Chairman	U13s Coach
Address:	39 Rissington Drive, Witney OX28 5FG	2 Bury Mead, Stanton Harcourt OX29 5SD
Phone Number:	07972037882	07580921977
Mobile Number:	07972037882	07580921977
Email Address:	nickangus@hotmail.co.uk	skavanagh.personal@gmail.com

Aston, Cote, Shifford and Chimney Parish Council

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: Football club
When did your group/organisation start?	January 2015			
What does your organisation do?	Providing football in a safe controlled environment for children aged 5 to 15			
Who does your group /organisation serve mainly?	<i>e.g. children, young people, senior citizens, rurally isolated people etc</i> Children			
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:	£15,000			
Total amount spent in the last financial year:	£11,000			
Current unrestricted reserve or savings as at date of application:	NA			
Current restricted reserve or savings as at date of application:	NA			
From what sources does your organisation raise its income?	Income Source	Amount £		
	Subscriptions	£10,000		
	Sponsorship	£5,000		
	Refreshments on Matchdays	£1,000		
Bank Details	Acc No: 13767668	Sort Code: 30-64-14		
	Bank Name: TSB	Bank Address: 13 High St, Witney, OX28 6PS		

Aston, Cote, Shifford and Chimney Parish Council

DETAILS OF MANAGEMENT STRUCTURE:	
How many people are there on your management committee?	4
How many staff do you employ?	0
How many volunteers do you have?	30

Aston, Cote, Shifford and Chimney Parish Council

PROJECT SPECIFIC INFORMATION:			
Please give more details about the project for which you are applying for this grant:			
We are looking to purchase a set of 21x7ft portable goals for our u13 and u14 age group to help them transition from the 9 aside goals to the full size adult goals. They have played one game in full size goals. However they are just too big, hence why we are looking to purchase these.			
Please justify the need for this project?			
This will help the children transition from the 9v9 to 11v11 goals			
How will you monitor the progress of the project?			
NA			
How do you plan to judge the success of the project?			
NA			
TIMESCALE:			
Start Date			
Finish Date			
Ongoing, give details		Goals will be purchased whenever the grants are confirmed	
Please confirm that the expenditure has not yet been occurred nor the order placed by ticking in this box:		<input checked="checked" type="checkbox"/>	
FINANCIAL INFORMATION ABOUT THE PROJECT :			
Please provide a breakdown of the total cost of this project including VAT (please provide details on a separate sheet if necessary)			
Goals 21x7ft	£3,000		
How much funding is your organisation requesting from Aston, Cote, Shifford & Chimney Parish Council via this form?		£500	
Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves		£1,440 from the football foundation £1,060 from the clubs funds	

Aston, Cote, Shifford and Chimney Parish Council

DECLARATION:	
<p>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.</p>	
Signed:	Nick Angus
Dated:	29/09/2022
Please include the following:	<ul style="list-style-type: none"> • 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
<p>Please either email to the Clerk at clerk@astonoxon-pc.gov.uk or post the signed application together with all supporting papers to: Elaine Anstee, Clerk, Aston, Cote, Shifford & Chimney Parish Council. 16 Foxwood, Aston, Bampton, OX18 2DZ.</p>	