

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 7 April 2022

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Prepared by Elaine Anstee
31st March 2022

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10

Correspondence

Ltr to WODC – Dog Bin Invoice 33453000 – 28 March 22

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9c – Fete Grant Application

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 and cote fete	
Address	41 Marsh Furlong Aston Ox18 2fn	
Email address:	Rdbelb140206@outlook.com	
Website:		
Contact Details:	First Contact	Second Contact
Name:	Emma Hunter	
Position:	Chair	
Address:	41 Marsh Furlong Aston Ox18 2fn	
Phone Number:		
Mobile Number:	07849016388	
Email Address:	Rdbelb140206@outlook.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: A non-profit Organisation
When did your group/organisation start?	31/01/2022			
What does your organisation do?	We organise local events mainly the village fete to raise.funds For our chosen outside charity aswell.support local community Groups			
Who does your group /organisation serve mainly?	<i>e.g. children, young people, senior citizens, rurally isolated people etc</i> Local community			
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:				
From what sources does your organisation raise its income?	Income Source	Amount £		
	Donation Hook's	£1000		
	Stall fees.	150		
	Garage sale	150		
Bank Details	Acc No: 55326705	Sort Code: 09-01-55		
	Bank Name: Santander	Bank Address: High Street Witney		

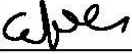
Aston, Cote, Shifford and Chimney Parish Council

DETAILS OF MANAGEMENT STRUCTURE:	
How many people are there on your management committee?	2
How many staff do you employ?	0
How many volunteers do you have?	9

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 a new fete Committee that have organised our first village fete since the pandemic. The fete is not only to get the village community together to celebrate the Queens platinum jubilee. This Will also raise funds for our chosen charity as well support some local community groups.	
Please justify the need for this project?	
The fete is a much needed to raise spirits after the pandemic. Aswell as a celebration of our monarch of 70 years.	
How will you monitor the progress of the project?	
We hold regular meetings aswell have a WhatsApp group.	
How do you plan to judge the success of the project?	
The success of the project social media updates aswell as advertising with what's available on the day.	
TIMESCALE:	
Start Date	11am
Finish Date	3pm
Ongoing, give details	7pm-11pm family disco
Please confirm that the expenditure has not yet been occurred nor the order placed by ticking in this box:	<input 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)	
Hall hire	£250 DEPOSIT +£175 HIRE
Public liability	£274 for 10 million liability
Inflatable hire	£674. 00
Marquee hire	£50 for the scouts
PA/Disco hire	£160 for the whole day and evening
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	We have a donation from Hook's hatchery Aswell as our local garage sale and pitch Fees from the stall. Sale of tickets for a family disco.

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:	
Dated:	29/03/2022
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>	

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12a Annual Parish Meeting Draft Agenda

Parish of Aston, Cote, Shifford & Chimney

Annual Parish Meeting

Monday 25 April 2022 – 7.30pm

Agenda

Questions relating to the presentations will be taken after each item.

1. Welcome by Parish Council Chairman
2. Present/Apologies for absence
3. Consideration of minutes of Annual Parish Meeting held on 8 November 2021
4. Parish Council Report
5. Aston & Cote Community Trust
6. Aston and Cote Fete
7. Oxford County Councillor Report
8. West Oxfordshire District Council Report
9. Matters raised by members of the parish



Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12b OALC/NALC 'What would your council like NALC to be doing?'



t: 020 7637 1865
e: nalc@nalc.gov.uk

w: www.nalc.gov.uk
a: 109 Great Russell Street,
London WC1B 3LD

11 MARCH 2022

All smaller local councils

Dear chairs and councillors of smaller councils

The National Association of Local Councils (NALC) has a committee specifically dedicated to smaller local (parish and town) councils – these are defined as those councils with an electorate under 6,000. The members who serve on the committee all come from small local councils themselves.

We would like to hear from you on the issues you would like us to address that are specific to small councils and to invite you to tell us what services NALC could consider offering to meet your needs. For instance, are there any specific issues you would like us to feed into NALC's online events, committee meetings or national network sessions which you would find particularly useful and/or is there a particular issue you think we should be lobbying government about which we aren't currently?

In case you might find it useful, the committee has been considering the following subjects:

- practice regarding planning consultations
- carbon literacy
- identifying future membership needs for advice/guidance and providing feedback/input on NALC services
- practical issues arising from small councils having limited capacity
- sharing good practice, supporting NALC campaigns/big themes and helping develop the evidence base including through surveys
- improving good governance
- increasing take-up of the Local Council Award Scheme and CILCA

We hope you will consider this request as an agenda item at your next local council meeting.

We look forward to hearing from you.

Please reply to policycomms@nalc.gov.uk by 30 April 2022.

Yours sincerely,

Cllr Graham Ford
Chair
NALC Smaller Councils Committee

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 12c Trustee for Bampton Education Trust

Sealed 8 October 1906.

No. 423.

County—**OXFORD.**

Parish—**BAMPTON.**

Foundation—**Free School or Grammar School.**

E.E. 44,890.

Stamp 10s.

Scheme—including—

Appointment of Trustees—for :—

Use of School-house,

Exhibitions,

Bursaries,

School Library.



BOARD OF EDUCATION.

In the Matter of the **FREE SCHOOL**, otherwise
the **GRAMMAR SCHOOL**, in the Parish of
BAMPTON, in the County of **OXFORD**;

In the Matter of the Charitable Trusts Acts, 1853
to 1894; and

In the Matter of the Board of Education Act, 1899,
and the Board of Education (Powers) Orders in
Council, 1900 to 1902.

THE BOARD OF EDUCATION in exercise of the powers
conferred on them by the above-mentioned Acts and Orders

Do hereby **ORDER** that the following Scheme be and the
same is hereby established.

Aston, Cote, Shifford and Chimney Parish Council

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SCHEME FOR THE ADMINISTRATION OF THE ABOVE-MENTIONED FOUNDATION.

Administration of
Foundation.

1. The above-mentioned Foundation and its endowment (consisting of the particulars specified in the Schedule hereto), and all other the endowment (if any) of the Foundation, shall henceforth be administered by the body of Trustees hereinafter constituted, in conformity with the provisions of this Scheme, under the name of the Bampton Exhibition Foundation, hereinafter called the Foundation.

TRUSTEES.

Trustees.

2. The body of Trustees shall, when complete, consist of nine persons, being :—

ONE Ex-officio Trustee, namely—

The VICAR for the time being of Bampton Proper,

SEVEN Representative Trustees to be appointed each for the term of three years :—

THREE by the Parish Council of Bampton,

Two by the Parish Council of Aston and Cote,

ONE by the Parish Meeting of Lów, and

ONE by the Oxfordshire County Council; and

ONE Coöptative Trustee to be appointed by resolution of the Trustees for the term of five years.

A Representative Trustee need not be a member of the appointing body.

The first Representative Trustees to be appointed by the County Council shall be appointed for the remainder of the term for which the existing County Councillors were elected, and thereafter until the appointment of his successor.

Religious opinions
of Trustees.

3. Except as regards the Vicar of Bampton Proper, religious opinions or attendance or non-attendance at any particular form of religious worship shall not in any way affect the qualification of any person for being one of the Trustees under this Scheme.

Declaration by
Trustees.

4. No person shall be entitled to act as a Trustee, whether on a first or any subsequent entry into office, until after signing in the minute book of the Trustees a declaration of acceptance and of willingness to act in the trusts of this Scheme.

Trustees not to
be personally
interested in the
Foundation.

5. Except in special circumstances with the approval in writing of the Board of Education, no Trustee shall take or hold any interest in any property belonging to the Foundation otherwise than as a Trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Foundation.

Determination of
Trusteeship.

6. Any Representative or Coöptative Trustee who is absent from all meetings of the Trustees during a period of one year, and any

s681.

Aston, Cote, Shifford and Chimney Parish Council

Trustee who is adjudicated a bankrupt, or who is incapacitated from acting, or who communicates in writing to the Trustees a wish to resign, shall thereupon cease to be a Trustee.

7. Upon the occurrence of a vacancy the Trustees shall, at their next meeting, cause a note thereof to be entered in their minute book, and in the case of a vacancy in the office of Representative Trustee shall cause notice thereof to be given as soon as possible to the proper appointing body. Any competent Trustee may be re-appointed.

8. On a casual vacancy occurring in the office of Trustee otherwise than by effluxion of time, the Trustee appointed to fill the vacancy shall hold office only for the unexpired residue of the term of office of the Trustee in whose place he is appointed.

MEETINGS AND PROCEEDINGS OF TRUSTEES.

9. The Trustees shall hold ordinary or stated meetings at least twice in each year. A special meeting may at any time be summoned by any two Trustees upon four clear days' notice being given to all the other Trustees of the matters to be discussed.

10. There shall be a quorum when four Trustees are present at any meeting.

11. At every meeting the Trustees present shall appoint a Chairman. Every matter shall be determined by the majority of the Trustees present and voting on the question. In case of equality of votes the Chairman shall have a second or casting vote.

12. The Trustees shall provide and keep a minute book and books of account. All proper accounts in relation to the Foundation shall in each year be made out and certified, and copies sent to the Board of Education in such form as the Board may require.

13. Within the limits prescribed by this Scheme, the Trustees shall have full power from time to time to make regulations for the management of the Foundation, and for the conduct of their business, including the summoning of meetings, the deposit of money at a proper bank, and the custody of documents.

14. The first meeting of the Trustees shall be summoned by the Ex-officio Trustee as soon as possible after the date of this Scheme, or, if he fails to summon a meeting for two calendar months after that date, by any two Trustees.

PROVISIONS AS TO PROPERTY.

15. Application shall forthwith be made by the Trustees to the Charity Commissioners for an Order vesting all freehold or leasehold lands and hereditaments belonging to the Foundation not already vested in the Official Trustee of Charity Lands in the said Official Trustee for all the estate and interest therein belonging to or held in trust for the Foundation.

Aston, Cote, Shifford and Chimney Parish Council

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Investment of cash.

16. All sums of cash now or at any time belonging to the Foundation, and not needed as a balance for immediate working purposes, shall (unless otherwise ordered by the Board of Education) as soon as possible be invested, under the authority of a further Order of the Charity Commissioners, in the name of the Official Trustees of Charitable Funds.

Allotments Extension Act, 1882.

17. The Trustees may set apart and let in allotments under the Allotments Extension Act, 1882, any portions of the land belonging to the Foundation other than buildings and the appurtenances of buildings.

Management of property.

18. Subject as herein provided, all the property of the Foundation not occupied for the purposes thereof shall be let and otherwise managed by the Trustees, according to the general law applicable to the management of property by Trustees of Charitable Foundations.

Repairs and insurance.

19. The Trustees shall keep in repair and insure against fire all the buildings of the Foundation not required to be kept in repair and insured by the lessees or the tenants thereof.

SCHOOL-HOUSE.

Use of School-house.

20. The Trustees shall allow the School-house forming part of the Foundation to be used for county council lectures or classes, or other educational purposes approved by the Trustees. They may from time to time let or lend the building for other purposes not interfering with the educational character of the Foundation.

APPLICATION OF INCOME.

Application of income.

21. After payment of the expenses of administration, the yearly income of the Foundation shall be applied by the Trustees at their discretion in one or more of the following ways:—

Exhibitions.

(1.) The maintenance of Exhibitions, each consisting of a payment equivalent to the tuition fees payable at the School or Institution at which it is held, together with, if the Trustees think fit, a yearly payment of not less than 5*l.* or more than 10*l.*, tenable—

- (a) at any Public Secondary School, or
- (b) at an Institution of technical, professional, or industrial instruction for persons not exceeding 18 years of age, approved by the Trustees, or
- (c) during the engagement of the holder as a Pupil Teacher in a Public Elementary School;

and to be awarded as nearly as possible equally between boys and girls, whose parents are bonâ fide resident in the Ancient Parish of Bampton, and who are and have for not less than three years been in attendance at a Public Elementary School. Each Exhibition shall be awarded for a period of three years, which may be extended from time to time by the Trustees, while the holder remains at the School or Institution, or continues to be a Pupil Teacher.

*Superseded:
29/8/72*

Aston, Cote, Shifford and Chimney Parish Council

- (2.) The maintenance of Bursaries, each of the yearly value of not less than 5*l.* nor more than 10*l.*, for Ex-Pupil Teachers, whose parents are resident as aforesaid, while they are in attendance at a Training College or Hostel recognised for the time being by the Board of Education under the Regulations affecting Training Colleges.

Bursaries for Ex-Pupil Teachers.

Within the limits fixed by this Scheme, the Exhibitions and Bursaries shall be freely and openly competed for, and shall be awarded for merit on the result of such examination, and under such regulations and conditions as the Trustees think fit, but so that as nearly as possible the number may be awarded in each year. Any Exhibition, for which there is no duly qualified candidate, who, on examination, is adjudged worthy to take it, shall for that turn not be awarded;

General conditions as to Exhibitions and Bursaries.

The Exhibitions and Bursaries shall be tenable only for the purposes of education. If the holder of an Exhibition or Bursary is, in the judgment of the Trustees, guilty of serious misconduct or idleness, or fails to maintain a reasonable standard of proficiency, or wilfully ceases to pursue his education, the Trustees may deprive him of the Exhibition or Bursary, and for this purpose may act on the report of the proper authorities of the School or Institution at which the Exhibition or Bursary is held, or on such other evidence as the Trustees think sufficient. Under this clause the decision of the Trustees shall be final in each case.

Deprivation.

- (3.) As to a sum not exceeding 5*l.* per annum, in the provision at the existing Public Elementary School at Bampton, or at any other Public Elementary School in the said Ancient Parish, of books for a library.

School Library.

The benefits under this paragraph shall be open to past and present pupils of the Public Elementary Schools aforesaid, whose parents are bona fide resident as aforesaid, and who are not more than 21 years of age, but the Trustees may allow adults of either sex to use the library, and attend the lectures and classes in the School-house if there is room for them.

22. No boy or girl shall, by reason of any exemption from attending prayer or religious worship, or from any lesson or series of lessons on a religious subject, be deprived of any advantage or emolument out of the endowment of the Foundation, to which he or she would otherwise have been entitled.

Religious exemption.

GENERAL PROVISIONS.

23. Any question as to the construction of this Scheme, or as to the regularity or the validity of any acts done or about to be done under this Scheme, shall be determined conclusively by the Board of Education,

Questions under Scheme.

Aston, Cote, Shifford and Chimney Parish Council

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upon such application made to them for the purpose as they think sufficient.

Date of Scheme.

24. The date of this Scheme shall be the day on which it is established by an Order of the Board of Education.

SCHEDULE OF PROPERTY.

Description.	Extent or Amount.	Tenant, Person liable, or Persons in whose Name invested.	Gross Yearly Income.
<i>Real Estate.</i>	<i>A. R. P.</i>		<i>£ s. d.</i>
School-house with garden	—	In hand.	—
Land at Bampton	7 3 17	Theophilus Carter	19 0 0
<i>Personal Estate.</i>	<i>£ s. d.</i>		
Consols	457 9 2	The Official Trustees of Charitable Funds.	11 8 8
Cash at Metropolitan Bank of England and Wales, Limited.	15 4 5		—

This Schedule is made up to 1 September 1906.

Sealed by Order of the Board this 8th day of
October 1906.

L.S.

W. N. BRUCE.

LONDON: Printed by EYRE and SPOTTISWOODE,
Printers to the King's most Excellent Majesty.
For His Majesty's Stationery Office.

1906.

Aston, Cote, Shifford and Chimney Parish Council

Sealed 29th August 1972

County - OXFORD

No. 6912 S

Ancient Parish - BAMPTON

Foundation - BAMPTON EXHIBITION FOUNDATION

Scheme

SCHEME MADE BY THE SECRETARY OF STATE FOR EDUCATION AND SCIENCE UNDER SECTION 18 OF THE CHARITIES ACT 1960.

The Scheme dated 8th October 1906 made by the Board of Education for the regulation of the BAMPTON EXHIBITION FOUNDATION, in the Ancient Parish of Bampton, in the County of Oxford, shall have effect with the substitution for clause 21 of the following clause:-

"Application of Income

"21. After payment of any expenses of administration, the yearly income of the Foundation shall be applied by the Trustees in promoting the education (including social and physical training) of young persons who have not attained the age of 25 years, resident in the Ancient Parish of Bampton, who in the opinion of the Trustees are in need of financial assistance."

The Secretary of State for Education and Science orders that the foregoing Scheme be established.

Given under the Official Seal of the Secretary of State for Education and Science on 29th August 1972.

LS

L3371 6/72-70 8/72-70

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 13a – Governance – Councillor's Travelling Allowance Scheme 2022-23

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL COUNCILLORS' TRAVELLING ALLOWANCES SCHEME FINANCIAL YEAR 2022/23

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

1. Name and Duration

- 1.1. This scheme may be cited as the Aston, Cote, Shifford & Chimney Parish Council Councillors' Travelling Allowances Scheme.
- 1.2. This scheme shall have effect for the period 1 April 2022 to 31 March 2023.

2. Travel and other Expenses

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

Aston, Cote, Shifford and Chimney Parish Council

- 2.5. The rates of the allowances in respect of travel shall be as follows:
- | | |
|--------------|--|
| All Vehicles | Inland Revenue non profit making rate
(currently 45p per mile) |
| Cycles | Inland Revenue non profit making rate
(Currently 12p per mile). |
- 2.6. Taxis should be used, and payment will be made, only where travel by other forms of public transport or by car is not possible.
- 2.7. Standard class fares only will be reimbursed.
- 2.8. Related travel expenses, including car parking and road tolls will be reimbursed.
- 2.9. Travel allowances and related expenses will only be reimbursed for travel or duties undertaken outside the parish boundary.
- 2.10. In respect of all the claims for travel allowances and related expenses, it is expected that members exercise economy and efficiency, to minimise claims.

3. Claims and Payments

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

4. Publicity

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

This allowances scheme was adopted by
Aston, Cote, Shifford & Chimney Parish Council
on 7 April 2022

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 13b Governance – Small Grant Application Form for 22-23

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

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:
When did your group/organisation start?				
What does your organisation do?				
Who does your group /organisation serve mainly?	<i>e.g. children, young people, senior citizens, rurally isolated people etc</i>			
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:				
From what sources does your organisation raise its income?	Income Source	Amount £		
Bank Details	Acc No:	Sort Code:		
	Bank Name:	Bank Address:		

Aston, Cote, Shifford and Chimney Parish Council

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?	

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:			
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			
Please confirm that the expenditure has not yet been occurred nor the order placed by ticking in this box:	<input style="width: 30px; height: 30px; border: 1px solid black;" 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)			
How much funding is your organisation requesting from Aston, Cote, Shifford & Chimney Parish Council via this form?			
Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves			

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:	
Dated:	
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>	

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 16a*****Financial Matters*****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance at 28 February 2022	26,502.89
March payments	(1017.70)
Receipts - Refund	385.00
Bank Charges	18.00

Balance at 31 March 2022	28,852.19
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CCLA INVESTMENT ACCOUNT

Balance at 31 January 2022	48,709.01
Transactions in month of February	6.81

Balance at 28 February 2022	48,715.82
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TOTAL CASH HOLDING AT 31 March 2022	<u>£74,568.01</u>
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Clerk's Briefing Notes – 7 April 2022
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 16b Monthly (Year to Date) Financial Report – For Information

	£	As at 31/03/2022	Performance Against Budget	%	Commentary
2021-22 Budget					
RECEIPTS					
Precept	29319	29319	0	0%	Complete
WODC Grant CTSG	0	0	0	0%	No longer paid
OCC grass cutting grant	1049	2184	-1135	-108%	Recieved in Full against Grass Cutting Verges and WM
Interest	100	22	78	78%	CCLA Investment Account
VAT Refund	0	2595	-2595	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
Total Receipts	30468	34120	-3652	-12%	
EXPENDITURE					
Clerk's salary	4,073	4889	-817	-120%	Includes Honorary
Working from home allowance	216	198	18	-92%	
HMRC	967	1412	-445	-146%	
Bank charges	72	97	-25	-135%	£6 per month due quarterly.
Office equipment	250	0	250	0%	
Office running costs	384	835	-451	-218%	Photocopying/Printing/Stamps plus sundries/Norton/Microsoft
Website costs	150	17	133	-11%	Renewed for 2 years in 2020
Insurance	347	347	0	-100%	
Audit	240	200	40	-83%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	721	-215	-143%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WS	7607	3771	3836	-50%	
Grass Cutting - playing field & WM	1909	2597	-688	-136%	
Grants paid under statute	5235	2911	2324	-56%	
Dog & Litter Bin Emptying	400	389	11	-97%	
Fete Bins	0	0	0	0%	
Training & Travel	527	248	279	-47%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	747	539	208	-72%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	200	717	-517	-358%	
Repairs	500	0	500	0%	
VAT Paid	0	2377	-2377	0%	
Village maintenance (Lengthsman)	1500	80	1420	-5%	
Small Grants	1115	1370	-255	-123%	
Total Expenditure	27314	23716	3598	-87%	
Projects					
Aston History Project (£5K)	1280	500	780	0%	
Traffic Calming Reserve	7210	4077	3133	0%	Section 106 funding received £10k
Defib in Cote Phone Box (3.5K)	550	615	-65	0%	Refurb of Telephone box.
VE 75 Bench - 8 May 2020	0	895	-895	0%	Funded from Village Maintenance Budget
New Dog Bin - Great Brook Road	0	0	0	0%	Funded from repairs budget
					Proposed - so funding available to support
New Reserve - North Farm	5000	1200	3800	0%	any consultations
New Reserve - Office Equipment	500	0	500	0%	Proposed
New Dog Bin - Ham Lane	287	0	287	0%	Agreed
Chimney Defibrillator	7000	895	6105	0%	
Total Project Spend	21827	6087	15740	0%	
Contingency Budget	5000	0	5000	0%	
			0		
OVERALL EXPENDITURE	37916	32002	5914	-84%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7448	10404	-17852	0%	
Reserves					
Opening at 1 April	72451	0	72451	0%	
Closing at 31 March	44965	0	44965	0%	
Closing reserves analysis:					
Working day to day balance	1363	0	1363	0%	
Contingency reserve	5000	0	5000	0%	
Recreation reserve	34476	1000	33476	-3%	
Traffic Calming Reserve	4126	0	4126	0%	
	44965	1000	43965	-2%	

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 16c – Bank Reconciliation 31.3.22.**

BANK RECONCILIATIONS AT	31 March 2022			
	£	£	£	
	Receipts	Payments		
<u>Unity Trust Current Account</u>				
<i>Balance per Cash Book:</i>				
Balance b/f at 1/4/21			<u>23,756.71</u>	
Total receipts in year	34097.94			
Total expenditure in year		27,299.63		
	34,097.94	32,002.46	2,095.48	
<i>Closing balance per Cash Book</i>			<u>25,852.19</u>	
RECONCILIATION				
Balance per Bank Statement			28870.19	
<i>Reconciling Items</i>				
NONE	0.00	0.00		
	0.00	0.00	0.00	
Balance per Cash Book			<u>28,870.19</u>	
<u>CCLA</u>				
Balance per Bank Statement (no new statement)			<u>48,715.82</u>	
Less: uncleared transactions				
NONE			0.00	
Balance per Cash Book			<u>48,715.82</u>	
TOTAL CASH BALANCES			<u>77,586.01</u>	
Prepared by:	E Anstee		Date:	31.3.2022
Reviewed by:			Date:	

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 16d – Renewal of membership of Community First Oxfordshire

Dear Parish Clerk

MEMBERSHIP OF COMMUNITY FIRST OXFORDSHIRE 2022/23

The past year has been like no other. The ongoing pandemic has proven the value of community but also the need for organisations like CFO to step up their support for the wonderful work undertaken by local volunteers.

CFO has adapted both the way we work and the services we offer to respond to the changed world we live in. Our [community halls adviser](#) offers regular online support sessions, for example, which have proven invaluable in bringing people together to offer mutual support and solve common problems. And our community development workers have been pioneering [services](#) and [training](#) designed to allow communities and individuals to take stock and plan ahead, finding out what's needed and setting out what needs to be done to achieve it.

Other challenges are more longstanding, such as housing and development. Last year, CFO launched a new range of [Town Planning services](#). Building on our [Neighbourhood Planning](#) service, these are designed to help communities successfully deal with the often complex spatial planning and development issues facing them. Many CFO members have taken up our offer of **free planning advice sessions**, and we are delighted to extend that offer into this year – get in touch to set up a meeting! You can explore the full range of what your membership brings in the attached leaflet. We can also confirm that **fees remain the same as last year**.

We really do hope you will consider becoming a CFO member this year. To do so, simply complete the attached form along and email it back – we will also be sending this letter by hard copy.

Our warmest regards,

Emily Lewis-Edwards and Tom McCulloch

Joint Chief Executives

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 18 – CONFIDENTIAL