

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 7 February 2019

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Clerk's Briefing Notes – Meeting on 7 February 2019
Aston, Cote, Shifford and Chimney Parish Council

Correspondence sent since 3 January 2019

1. 18 03350 FUL - Planning Response 4Jan19
2. 18 03576 FUL - Planning Response 4Jan19
3. Ltr to AL - Fellowship hire 30 Jan 19
4. Ltr to Aston School re grant 3 January 2019
5. Ltr to EA - Great Brook maintenance 4 Jan 19
6. Ltr to JH - Aston, Bull Street and Cote ditch ownership 4 Jan 19
7. Precept Return - WODC 2019-20

Clerk's Briefing Notes – Meeting on 7 February 2019
Aston, Cote, Shifford and Chimney Parish Council

Aston and Cote Community Trust (Charity no. 304258)
Blythehale
Cote
Bampton
OX18 2EG

Phone: 07790 689074
Email: paulfarrow@yahoo.co.uk

Elaine Anstee
Parish Council of Aston, Cote, Chimney & Shifford
16 Foxwood,
Aston,
OX18 2DZ

3 January 2019

Dear Elaine.

RE: Play Facilities Reserve for new playground for Aston, Cote, Chimney & Shifford

I am writing to give update on Aston & Cote Community Trust's new playground project for the Parish Council of Aston, Cote, Chimney and Shifford. I am pleased to say that we have reached our fundraising target, obtained planning permission for the playground and will be placing the order very early in the new year with a view to completion as soon as possible in 2019. Regarding your letter dated 19th March 2018, outlining the terms and conditions of the £11,000 pledged by the Parish Council to the project, please find below a point-by-point response:

- I am pleased to confirm that the funds to complete the playground are either in Aston & Cote Community Trust's bank account or have been formally committed by other funders. We would be happy to provide documentary evidence of the funds in hand and promised.
- Due to the turnaround time of 14 – 16 weeks from placing the order to installation, it will not be possible to complete the project before 31 March 2019. However, we will not be far off, and hope to have the playground installed by the village fete in June 2019. Therefore, we would like to request a short extension from the Parish Council of Aston, Cote, Chimney and Shifford to accommodate this timeframe.
- For all our funders, we will be happy to provide a post completion report summarizing the costs of the project. We would be happy to address any questions you may have about the points above.

Yours sincerely
Paul Farrow
On behalf of Aston & Cote Community Trust

ANNUAL REVIEW OF PARISH COUNCIL'S RISK ASSESSMENT

1.0 Introduction

- 1.1 As part of its Annual Governance Statement which is submitted to the external Auditor, the Parish Council is required to confirm that "we have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks."
- 1.2 The Practitioner's Guide to Governance and Accountability for Local Councils, produced by NALC states that "risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Risk management is not just about financial management; it is about ensuring the achievement of objectives set by the council to deliver high quality public services."
- 1.3 The council is expected to keep the risks it faces under review and to formally review the risk assessment at least once per year.
- 1.4 Aston, Cote, Shifford & Chimney Parish Council last carried out a review of its risk assessment in February 2018.

2.0 Risk Assessment Review 2019

- 2.1 The Clerk has reviewed the risk assessment.
- 2.2 The inclusion of a new section relating to Data Protection and the Freedom of Information Act (highlighted in grey) was implemented in 2018.
- 2.3 The Clerk is not proposing any further amendments, although it is for the Council to make the final decision on whether the risk assessment is complete and whether any amendments need to be made.

3.0 Recommendation

- 3.1 That the Parish Council considers the risk assessment, proposing any amendments considered necessary. If there are no amendments to be made, that the Parish Council approves and adopts the risk assessment as attached.

Prepared by Elaine Anstee, Clerk & RFO
31 January 2019

Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL RISK ASSESSMENT

Originally adopted at a meeting of the Parish Council on 6 March 2008
Last reviewed and reapproved at a meeting of the Parish Council on 1 February 2018

Business Area	Risk	Likelihood	Impact	Control Measures
Clerk	Misappropriation of funds	L	H	<ul style="list-style-type: none"> Recruitment procedures – interview/references Maintain appropriate level of fidelity guarantee insurance Bank reconciliation checked to original documentation on a quarterly basis by Chairman
	Poor performance/incompetence	L	H	<ul style="list-style-type: none"> Recruitment procedures – interview/references Membership of SLCC Training courses Oversight by experienced councillors
	Health & safety issues – lone working at home	L	M	<ul style="list-style-type: none"> Require Clerk to keep up to date on Health & Safety issues Employers' liability insurance
	Loss of trained and experienced Clerk through resignation	M	M	<ul style="list-style-type: none"> Recruitment procedures – ensuring Clerk is committed Training Support

Aston, Cote, Shifford and Chimney Parish Council

Business Area	Risk	Likelihood	Impact	Control Measures
Councillors	Bringing Parish Council into disrepute			<ul style="list-style-type: none"> Obtain training on Code of Conduct and other regulations/procedures as appropriate
	Not declaring an interest as necessary			<ul style="list-style-type: none"> Ensure Councillors have up to date documentation on Code of Conduct
	Misrepresenting Parish Council; acting in isolation but claiming to represent Council	L	H	<ul style="list-style-type: none"> Clear procedural Standing Orders Libel and slander insurance All official correspondence to be sent by the Clerk Official media contact to be conducted through Chair, with statements to be agreed by Parish Council
Legal/Statutory Powers	Health and Safety	L	L	<ul style="list-style-type: none"> Personal Accident insurance
	Acting outside of legal powers	M	H	<ul style="list-style-type: none"> Use of reference books
	Not maximising use of legal powers – missing out on things the Parish Council are permitted to do	M	L	<ul style="list-style-type: none"> Membership of NALC – referring new and unclear matters to them Identify legal power for new activities before commit to them Legal powers used for expenditure noted on agendas and minutes

Aston, Cote, Shifford and Chimney Parish Council

Business Area	Risk	Likelihood	Impact	Control Measures
Data Protection & Freedom of Information	Not complying with Data Protection Regulations or Freedom of Information Act	M	H	<ul style="list-style-type: none"> The Parish Council is registered with the Information Commissioner as a Data Controller Model Publication Scheme as recommended by Information Commissioner adopted by Parish Council on 4 December 2018 Model Publication Scheme published on Parish Council website Clerk trained on Freedom of Information Act to appropriate level All Parish Council records to be held by Parish Clerk only; councillors made aware of need to destroy records containing personal data Physical files kept in locked cabinets; electronic files maintained on a computer protected with up-to-date firewall and anti-virus software with password required for access Clerk and councillors to receive appropriate training on new General Data Protection Regulations 2018 Data Protection Officer to be appointed if required by new Data Protection Act (1998)

Aston, Cote, Shifford and Chimney Parish Council

Business Area	Risk	Likelihood	Impact	Control Measures
Public Involvement	Acting without a mandate from the public represented by the Parish Council	M	H	<ul style="list-style-type: none"> Encourage local residents to register as candidates for elections Support local Parish magazine, enter an article providing updates from the
Public Involvement				<p>Parish Council in each edition of the magazine</p> <p>Parish Council pages on Parish website – includes recent Minutes</p> <ul style="list-style-type: none"> Parish Council Twitter account Actively promote Annual Parish Meeting Keep Parish Noticeboards up to date with Parish Council news Update Parish Plan as considered necessary
Procedures	Not following correct procedures for meetings – exposing decisions taken to challenge	L	M	<ul style="list-style-type: none"> Use of reference books Membership of NALC – referring new and unclear matters to them Training of Clerk Experience of Councillors Ensure Councillors are aware of procedure for calling Extraordinary Meetings Clear procedural Standing Orders

Aston, Cote, Shifford and Chimney Parish Council

Business Area	Risk	Likelihood	Impact	Control Measures
Emergencies	Not dealing effectively with major local emergencies	L	H	<ul style="list-style-type: none"> Basic emergency plan developed. Consider further development of emergency procedures Ensure Councillors are aware of procedure for calling Extraordinary Meetings in event of emergency
Records	Loss by fire/flood/computer failure	L	L	<ul style="list-style-type: none"> Records kept in secure premises Back-ups of computerised records maintained
	Destruction by error	L	L	<ul style="list-style-type: none"> Clerk to refer to legal time period for document retention before destroying records Clerk to consider historical significance of records before destroying them, and if in any doubt to seek advice from Parish Council/third party expert
Financial	Poor cashflow management	M	H	<ul style="list-style-type: none"> Recruitment procedures – appointment of suitably qualified/experienced Clerk, and identification of training needs
	Poor record keeping	L	H	
	Failure to comply with VAT/Inland Revenue regulations	L	M	

Aston, Cote, Shifford and Chimney Parish Council

	Failure to comply with audit regulations	L	M	<ul style="list-style-type: none"> • Training for Clerk • Training for Councillors • Reference books • Financial Procedure Manual maintained; changes to procedures to be agreed at Parish Council meeting • Retention of suitable internal auditor to check accounts and records on an annual basis • Quarterly accounts circulated to Councillors and included on meeting agendas • Actual cash balance notified to Councillors on a monthly basis • Expenditure checked against budget before it is committed to • Bank reconciliation checked to original documentation on a quarterly basis by Chairman
	Inadequate precept	L	H	<ul style="list-style-type: none"> • Budget prepared by Clerk following input from Councillors • Precept set on basis of draft budget

Aston, Cote, Shifford and Chimney Parish Council

Business Area	Risk	Likelihood	Impact	Control Measures
	Incorrect salary payments made	L	M	<ul style="list-style-type: none"> Changes to salaries decided at Parish Council meetings and minuted Salary payments made are signed (cheque or online) by 2 Councillors
	Payments made to incorrect suppliers/for wrong amount	L	M	<ul style="list-style-type: none"> Payments to be made included on agenda of full Parish Council meetings for review/approval Payments signed (cheque or online) by 2 Councillors Original invoices provided to Councillors signing cheques Direct Debit payments to be limited and mandates signed in accordance with cheque signature procedures
	Not maximising interest	L	L	<ul style="list-style-type: none"> Maximise funds kept in interest bearing account Review banking arrangements from time to time
	Not maximising grant income	L	L	<ul style="list-style-type: none"> Consider availability of grants when undertaking new projects and apply for any that are appropriate
Suppliers/Contractors	Poor reputation of supplier/contractor impacting on Parish Council	L	M	<ul style="list-style-type: none"> Obtain references before trading with new supplier/contractor as appropriate
	Supplier/contractor not properly insured	L	M	<ul style="list-style-type: none"> Obtain copy of current insurance as appropriate

Aston, Cote, Shifford and Chimney Parish Council

Business Area	Risk	Likelihood	Impact	Control Measures
	Competitive Pricing/Best Value	L	M	<ul style="list-style-type: none"> Quotation/tender procedures specified in Standing Orders and followed for new contracts
	Management of relationship with major supplier/contractor	L	M	<ul style="list-style-type: none"> Consider need for dealings with contractor/supplier to be carried out by more than one member of the Parish Council, particularly for initial meeting and signing off work All paperwork to be routed through Clerk
Benches	Health and Safety – risk of injury to public	M	H	<ul style="list-style-type: none"> Public liability insurance Inspect every 6 months Carry out maintenance where necessary
	Loss/Damage	L	L	<ul style="list-style-type: none"> Visual confirmation of existence at least every 6 months Ensure properly secured Theft/accidental damage insurance
War Memorial	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> Public liability insurance Inspect every 6 months Carry out maintenance where necessary
	Loss/Damage	L	M	<ul style="list-style-type: none"> Theft/accidental damage insurance

Aston, Cote, Shifford and Chimney Parish Council

Bus Shelters	Health and Safety – risk of injury to public	M	H	<ul style="list-style-type: none"> Public liability insurance Inspect every 6 months Carry out maintenance where necessary
	Loss/Damage	L	L	<ul style="list-style-type: none"> Theft/accidental damage insurance
Business Area	Risk	Likelihood	Impact	Control Measures
Notice Boards	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> Public liability insurance Inspect every 6 months Carry out maintenance where necessary
	Loss/Damage	L	L	<ul style="list-style-type: none"> Visual confirmation of existence at least every 6 months Ensure properly secured Theft/accidental damage insurance
Dog Bins/Litter Bins provided by Parish Council	Health and Safety – risk of injury to public	L	M	<ul style="list-style-type: none"> Public liability insurance Inspect every 6 months Carry out maintenance where necessary
	Loss/Damage	L	L	<ul style="list-style-type: none"> Visual confirmation of existence at least every 6 months Ensure properly secured

Aston, Cote, Shifford and Chimney Parish Council

Electrical Equipment	Health and Safety – risk of injury to user/fire risk	L	H	<ul style="list-style-type: none"> • Only purchase electrical equipment that complies with current safety standards • Keep equipment properly maintained • Users to do a visual check on flexes for wear and tear every six months and remove damaged equipment • Test electrical equipment as appropriate
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Aston, Cote, Shifford and Chimney Parish Council

Enquiries_THM <enquiries_THM@environment-agency.gov.uk>

Wed 23/01/2019, 15:56

Dear Elaine

THMGE4845

Thank you for your enquiry, and my apologies that we are a little late with our response. Your query was passed to our Asset Performance Team who have provided the following:

I am responding to your letter 4th January 2019

Regarding the Maintenance of ditches and Great Brook near Aston, West Oxfordshire.

Any development for housing or other buildings requires Planning consent, as a part of this consent the Environment Agency are a consultee if the build is in or within 8 meters of a watercourse, the build falls partly or fully within a designated flood zone or the build will have an obvious effect on flood risk.

We are only a consultative and not a deciding body in the planning process so cannot influence planning decisions easily.

When any of the above happens we scrutinise the application and assess the flood risk add or removed from the area as a result and make comments to the planning authority in relation to that.

I would be confident that any comments made to the authority by the Environment Agency would take into consideration the impact upstream and downstream before commenting.

Sustainable Urban Drainage is also a common way for authority bodies to minimise the effect of surface water into watercourses which I'm sure will be in the plans for any consent.

The Great brook has received routine maintenance in the 2018/19 maintenance programme and the field teams have been and undertaken maintenance on behalf of the riparian owners.

There is no explanation of where funding has been allocated except from the intended watercourse I'm pleased to tell you.

There were a couple of issues that remain on the Great brook which the field team have needed to withdraw from for the time being.

There are trees and limbs that have fallen within the channel which we intend to remove when access can be gained. Harvest time and now Wet land has stopped us from being able to remove fallen limbs and trees which probably would benefit the area if they were removed.

We have removed blockages from the channel and the water is free flowing when the field team left the area.

Riparian owners can attempt to undertake maintenance if they feel the efforts from the Environment Agency are not going to effectively reduce flooding risk to the area.

But please be aware that in some cases a Flood Risk Activity Permit may be required.

I have attached a link [Here](#) which would help you to understand if a permit is required if you or an owner would like to investigate.

Aston, Cote, Shifford and Chimney Parish Council

Our Planned maintenance activity is available on the .gov website for anyone to look at, this will tell you what areas we intend to ask for funding for and where and what type of activity the Environment Agency would like to undertake on behalf of the riparian owners if we are successfully funded from DEFRA.

This is not a forgone conclusion but a plan to show where we would like to work in the future and for the next 5 years.

Please take a look

[Here](#)

I am happy to guide you through the .gov maintenance plan if required as I am sure it can be difficult to navigate at first. Please drop me a line if this is something I can help with.

Regards

Shaun Shackelford

Technical Specialist

Asset Performance Upper Tribs

Environment Agency - Thames

I hope that we have correctly interpreted your request.

Please refer to our Open Government Licence for the permitted use of the supplied information:

<http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

Kind Regards

Philip Winfield

Customers and Engagement Officer

Environment Agency - Thames

Internal: 48216

External: 02084748216

Email: enquiries_THM@environment-agency.gov.uk

We respond to requests for recorded information that we hold under the Freedom of Information Act 2000 (FOIA) and the associated Environmental Information Regulations 2004 (EIR).

Did you know that the Environment Agency publishes most of its data via www.data.gov.uk? Using this site you can search for our data alongside other environmental data providers from the Defra Network and local authorities.

Aston, Cote, Shifford and Chimney Parish Council**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL****Financial Matters****1. Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance at 31 December 2018

28054.38

December payments

(1076.37)**Balance at 31 January 2019****26978.01***NATIONWIDE DEPOSIT ACCOUNT*

Balance at 31 December 2018

39,106.79

Transactions in month

NIL**Balance at 31 January 2019****£39,106.79***SANTANDER BUSINESS DEPOSIT ACCOUNT*

Balance at 31 December 2018

536.85

Transactions in month: interest received

0.15**Balance at January 2019****£537.00****TOTAL CASH HOLDING AT 31 January 2019****£67698.17**

Clerk's Briefing Notes – 7 February 2019
Aston, Cote, Shifford and Chimney Parish Council

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL
9 MONTHS ENDED 31 December 2018
RECEIPTS & PAYMENTS ACCOUNT

		BUDGET		ACTUAL	PRIOR YR	PRIOR YR
	Relevant Statute	Full Year Budget 2018/19	Budget for 9 months 2018/19	31 December 2018/19	6m ended 31 Dec 2017/18	Full Year 2017/18
RECEIPTS						
Precept		26,026	26,026	26,026.00	12,791.00	25,582.00
Council tax support grant (WODC)		513	513	513.00	279.50	559.00
Grants (grass cutting)		1,049	1,049	1,048.60	1,048.60	1,048.60
Interest		101	51	0.83	0.28	170.28
Sundry						
VAT refund received				602.12		1,053.72
TOTAL RECEIPTS		27,689	27,639	28,190.55	14,119.38	28,413.60
PAYMENTS						
<u>Ordinary Expenditure</u>						
Clerk's Salary	LGA 1972, s112	4,621	3,466	3,194.78	2,219.00	4,445.00
Office equipment	LGA 1972, s111		0			
Office running costs	LGA 1972, s111	500	375	432.79	164.86	389.83
Bank charges		72	54	54.00	36.00	72.00
Website	LGA 1972, s111			141.01		
Insurance	LGA 1972, s111	422	422	363.55	401.67	401.67
Audit	LGA 1972, s111	200	200	200.00	200.00	200.00
Village Hall Rental/Cost APM	LGA 1972, s111	40	40	13.40	18.50	18.50
Subscriptions	LGA 1972, s143	382	206	198.41	212.29	347.29
Chairman's Allowance	LGA 1972 s15(5)	100	25		7.50	7.50
<u>Expenditure under Statute</u>						
Grass Cutting - verges & War Mem	HA 1980, s116	5,805	3,290	3,242.03	1,836.98	3,146.90
Grass Cutting - playing field	LG(MP)A 1976, s19	1,530	1,148	1105.00	792.00	1,152.00
Grants - See Separate Analysis		3,950	1,050	2416.80	1,155.00	4,640.00
Dog & Litter Bin Emptying	Litter Act 1983	228	171	187.81	109.68	219.36
Training & Travel	LGA 1972, s174	220	165	200.00		40.00
Clock Maintenance	PCA 1957, ss2 & 6	229			509.00	509.00
Bus Shelter Cleaning	LG(MP)A 1953, s4	110	83	116.00	27.00	27.00
Repairs (incl Cote phone kiosk)		500	375		18.32	881.11
<u>Expenditure from "Free Resource" (S137)</u>						
Village maintenance/Lengthsman		1,500	1,125	750.00	218.50	437.00
Subscriptions		111	111	106.00	106.00	106.00
Grants - See Separate Analysis		1,400		356.00	0.00	650.00
<u>Projects</u>						
Southlands Noticeboard					1,371.55	1,371.55
Queen's Birthday Medals	LGA 1972, s137					20.00
Bench donated to Comm.Trust					20.00	324.98
Bench at Southlands						
New Playground project	LG(MP)A 1976, s19	11,326				
Cleaning of War Memorial		3,000	3,000	2,490.00		
Contingency Sum		5,000				
VAT Paid				1,487.85	618.63	1,174.05
TOTAL PAYMENTS		41,246	15,304	17,055.43	10,042.48	20,580.74
Excess/(Deficit) of Receipts over Payments for Financial Year						
		(13,557)	12,335	11,135.12	4,076.90	7,832.86
Reserves						
Opening at 1 April		56,395	56,395	56,394.59		48,561.73
Closing at period end		42,838	68,729	67,529.71		56,394.59
Closing reserves analysis:						
Working day to day balance		5,000	16,247	15,372.71		16,918.59
Contingency Reserve		0	5,000	5,000.00		5,000.00
Playground reserve			11,326	11,000.00		
Traffic Calming Reserve		3,362	1,681	1,681.00		
Recreation reserve		34,476	34,476	34,476.00		34,476.00
		42,838	68,729	67,529.71		56,394.59



Volunteer Link Up (West Oxfordshire), Volunteer Centre West Oxfordshire
Methodist Church Centre, 10 Wesley Walk, Witney, Oxon, OX28 6ZJ.
Tel/Fax 01993 776277 email office@vlu.org.uk website www.vlu.org.uk

Dear Mrs Anstee

Volunteer Link Up needs your help, this year more than ever. As you may well know, Oxfordshire County Council withdrew its funding for daytime support last year, leaving us with an annual shortfall of £31,000. We successfully bid last year for transition funding to allow us to attempt to find alternative sources of funding. With the grant, we recruited a charity fundraiser who has raised some funds, but as anyone who has tried to raise funds recently will know, it is becoming increasingly competitive and we have been unable to replace the shortfall.

We want to continue to serve the residents of West Oxfordshire with the services of our good neighbour scheme; providing transport for those people who cannot access public transport, due to frailty, old age or ill health. Volunteer Link Up volunteers also help local residents by taking them shopping or doing their shopping for them should they not want to go out. For many of our clients, though, the trip to the shops may be the only outing they may have in any given week. Our befrienders also visit lonely and isolated people, quite often to simply chat and have a cup of tea. Volunteer befrienders also help to sort the post to split out the junk mail from the mail that has to be reviewed, bills requiring payment, etcetera. This helps the families or guardians of these, often elderly, people and gives them more time to socialise with their loved ones, rather than doing these more mundane tasks. And our small team of practical helpers, gardeners and DIYers, help local residents to continue to live independently by doing the small tasks that we all take for granted; things like changing lightbulbs, changing the batteries in smoke detectors and making small repairs. One of our volunteers recently helped an elderly woman who was at her wits' end as her garden gate had come ajar and her small dog kept escaping. She was desperately worried that the dog might be knocked down or run away completely. She called us, told us her problem and we arranged for one of our DIY volunteers to go around and fix the gate. The lady rang us afterwards and thanked us and the volunteer profusely for what was a small job. But for her, it wasn't and her pet no longer wanders. This is what Good Neighbours do; they support those in their communities who need a little bit of support to continue to live independently. But they need us to link the volunteer to the client. All of our services are bespoke to the clients' needs.

Although our funding has ceased, the need for our support continues to grow. At 31 March, 2018, our 205 registered volunteers had provided services for 950 West Oxfordshire residents. And given the rurality of the district, the most popular service we provide is transport. If you are an elderly or ill person who can no longer drive and lives in one of the many villages that lost their bus service, the cost of taking a taxi even the shortest distance can be very expensive and families do not always live nearby and are able to help. Our volunteers provide their services for free and in the case of transport, we only ask that the resident pay a small fee to help cover the cost of petrol.

Our office costs, as you can imagine, have continued to increase, and without the county council funding, we have been forced to use our reserves to allow us to continue to provide these vital services for residents, and allow for redundancy payments should the worst happen.

But we can't continue without your help. This year we need your support more than ever before. For fit and able people, the tasks Volunteer Link Up's volunteers provide may seem minor, but can make the difference for the client being able to live in the familiar family home or having to sell up and move into residential care.

Please find enclosed Volunteer Link Up's Annual Report for 2017-18. Volunteer Link Up's 72 drivers provided on average 45-50 return journeys per week to hospitals, medical centres, or simply to visit friends and loved ones. The driver not only would pick the client up at their door, transport them to their destination, they would also accompany the client, if necessary, to their appointment, wait for them and return them safely home. Our volunteer befrienders visited 117 clients on a regular basis throughout the year. Our team of volunteers providing "practical tasks" helped 56 clients on a regular basis and in addition, provided 934 one off tasks, while on other occasions, providing regular support (gardening etcetera). The need is there, and it is our task to continue to fund this service. We hope you can help.

Should you need additional information, please do not hesitate to contact Pat Chirgwin, our General Manager.

With our very best wishes for 2019.

Yours faithfully,


Steve Good
Chairman



Volunteer Centre
West Oxfordshire



LOTTERY FUNDED



Volunteering
England

VOLUNTEER LINK UP (WEST OXFORDSHIRE)

ANNUAL REPORT 2017-2018



Volunteer Centre
West Oxfordshire

**ACCREDITED MEMBER OF THE NATIONAL COUNCIL for VOLUNTARY
ORGANISATIONS**

COMPANY LIMITED BY GUARANTEE (7096574) AND REGISTERED CHARITY (1133530)

Financial Statements

For the year ended 31 March 2018

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Trustees' annual report
Reference and administrative information

For the year ended 31 March 2018

Charity registration number: 1133530

Company registration number: 07096574

**Registered Office/
Principal Address:** Methodist Church Centre
10 Wesley Walk
Witney, OX28 6ZJ

Telephone/Fax: 01993 776277
E-mail: office@vlu.org.uk
Web site: www.vlu.org.uk

Trustees:

Keith Blois	(Chairman)
Richard Dossett-Davies	
Jeanette Baker	
Richard Stockting	(Treasurer)
Roger Bryant	
Carol Frost	
Dr. Paul Watson	
John Dickinson (deceased)	(resigned 10 November 2017)
Jim King	
Mike Alexander	(appointed 1 April 2017)
Steve Good	(appointed 1 April 2017)

Minute Secretary: Catherine Sager

Bankers: National Westminster Bank plc
23 High Street
Witney, OX28 6LW

80 Cheapside
COIF Charity Deposit Fund
London, EC2Y 5AQ

Independent Examiner: Dale Mitchell
Morgan Cameron Limited
Accountants
9 Thorney Leys Park
Witney, OX28 4GE

Senior Management Team:	Patricia Chirgwin	Manager
	Ruth Lapworth	Deputy Manager & Volunteer Co-ordinator
	Rosie White	Volunteer Co-ordinator
	Catherine Sager	Office Administrator
	Kathy Dunmore	Archiving & Holiday Cover

Trustees' annual report

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2018.

The reference and administrative information set out on page 2 forms part of this report.

Structure, Governance and Management **Governing document**

The charitable company is governed by a memorandum and articles of association.

Objectives

Volunteer Link-Up is the Volunteer Centre for West Oxfordshire, linking people who have time to spare with opportunities to help local residents and charitable organisations who need their services. Details of how these objectives were fulfilled during 2016-17 are given in the reports of the Manager and the Chairman.

The Trustees take into account the Charity Commission guidance on public benefit and believe that the activities of VLU are in line with that guidance.

Organisational structure

VLU has employed four members of staff; a Manager, Deputy Manager/Volunteer Co-ordinator, Volunteer Co-ordinator and Office Administrator who run the office, match volunteers with opportunities, etc. They are accountable to the Trustee Board.

The Trustee Board is made up entirely of the Charity's Trustees. They meet at least four times a year at times determined by themselves. Trustees are elected at the Annual General Meeting. The Trustee Board provides for the administration, management and control of the affairs and property of VLU. It seconds three or four members of the Trustee Board to determine staff remuneration, duties and conditions of service.

Connected charities

VLU is accredited by the NCVO (National Council for Voluntary Organisations).

Objectives and activities

VLU is a volunteer centre serving Witney, Carterton and surrounding areas. It aims to link people who have some time to spare with people who need help in our community.

VLU aims to co-operate and collaborate with voluntary bodies and statutory authorities operating in similar charitable fields and exchange information and advice. VLU responds to requests from Social and Community Services, the Health Authority and NHS Trusts, other statutory services, charities, local voluntary groups and individuals who need help. The following gives some idea of our activities.

- **Transport** for those who are unable to use public transport, or for those living in rural areas where it is not available, to hospitals, day centres, health centres, clinics and other activities.
- **Visiting and support** for elderly people, people with special needs, those suffering with depression, agoraphobia, heart disease, strokes, arthritis, visual impairment or other difficulties. Taking elderly or disabled people shopping or on outings in their wheelchairs.

Trustees' annual report (*continued*)

Objectives and activities *Continued*..

- **Practical help** with garden tidying, lawn mowing, basic decorating for elderly and disabled people on low incomes. Conservation work.
- **Befriending** work with families, single parents, teenagers with behavioural and emotional problems and children and adults with learning disabilities.
- **Regular assistance** at Family Centres, day centres and clubs for elderly people and those with special needs, mental health problems or physical disabilities, classes for adult basic education and reading help in schools, riding for disabled people, crèches and sports and leisure activities for those with special needs.
- **Support for Good Neighbour Schemes in Oxfordshire**
- **Committee work and support for local charities**

Achievements and performances

The charity has continued providing services and activities in line with the objectives as stated in its Constitution. Achievement and performances of the charity are disclosed in Manager's and Chairman's report on Pages 6 – 8.

Financial review

VLU is entirely dependent upon its funders for its continuance. Its main sources of funds are grants from Oxfordshire County Council, West Oxfordshire District Council and Age UK.

The overall result for the year was a deficit of £4,884. At 31 March 2018 general reserves stood at £95,719. Details of income and expenditure are given in the statement of financial activities.

Reserves policy

The essential principle stated in the Reserves Policy agreed by the Trustees is that the reserves should be sufficient to enable the organisation to continue to operate for up to two years if it were to suffer a significant fall in its funding that could not be replaced from other sources.

Action necessary in order to maintain Reserves at the requisite level:

- 1 Regular monitoring of the finances of VLU is needed to ensure that any necessary corrective action can be taken promptly if the level of reserves becomes significantly depleted.
- 2 Attempts should be made to achieve an increase in the level of funding for the activities of VLU which is at least commensurate with the increases in costs which it necessarily incurs. The main costs are likely to continue to be staff salaries and there may be times when these rise by more than the prevailing rate of inflation, e.g. due to "incremental creep".

Risk review

The Trustees believe that risks are well managed within the charity's operations. The nature of the operations requires appropriate risk assessments and health and safety policies to cover the range of different activities. The charity has relevant policies providing employers' and public liability insurance.

The Trustees are not aware of any other material financial risks affecting the charity.

Trustees' responsibilities for the financial statements

The Trustees (who are also Directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRSSE);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Our grateful thanks are expressed to National Westminster Bank for its continued services, as well as those who have sent donations to us, who are listed in the notes to the Financial Statements.

Small company provisions

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities, and the small companies regime under the Companies Act 2006.

On behalf of the Trustees

Keith Blois
Chairman

Date:

Manager's report

This past year has had many ups and downs for Volunteer Link Up. As most people know, the year started with the unfortunate news that Oxfordshire County Council would no longer fund the work of our Good Neighbour Scheme. The County Council did have a transition funding programme to which we applied and were granted funds to allow Volunteer Link Up to transition to a self-sufficient charity. We have spent the past year seeking alternative funding for Volunteer Link Up's projects using a charity fundraiser applying for grants from charitable trusts and I, as Manager, have applied for funding from the statutory sector.

As has been reported in the Chairman's Report, Volunteer Link Up has suffered losses in 2017; one of our volunteers was killed in a car crash in the autumn and as reported, we sadly lost our dear friend and colleague, Sue Emery Lace, who co-ordinated the Good Neighbour Schemes across Oxfordshire as part of the Community Information Network, a project we are subcontracted by AgeUK to provide. And as the Chair reported, sadly, three days after Sue's death, we also lost one of our Trustees, John Dickinson. As you can imagine, this was a great shock to all of us.

But it hasn't all been bad news. When I started my work as Manager here in 2005, we supported approximately 550 West Oxfordshire residents to allow them to live independently. Our volunteer drivers provided residents with approximately 30 drives per week, mostly in the local area, but we found that more people were beginning to ask for help to access Oxford hospitals. We later discovered that the NHS was applying rules they had in place but had not been applying. To save costs, they signposted residents to local community transport schemes. And as can be imagined, our number of drives increased.

At 31 March 2018, Volunteer Link Up's 205 volunteers supported 950 West Oxfordshire residents, almost double the number of residents we helped thirteen years ago. In recent weeks, we have regularly provided in excess of 50 transport journeys per week. And though in 2005, we mainly supported people in Witney and its surrounding villages, in 2018, we support residents living in most of the villages in West Oxfordshire, covering everywhere from Burford to Woodstock and Northmoor to Chipping Norton – and all the villages and hamlets in between. Any eligible person, living in the district, can telephone us and make their request, and as long as we have a willing volunteer, we will help them. Our Annual Quality survey regularly shows that both the clients who use our service and the volunteers we support into opportunities regularly grade us very highly.

In addition to our work as a Good Neighbour Scheme, mentioned above, we entered into the fifth year of our partnership with AgeUK Oxfordshire to support and develop Good Neighbour Schemes in Oxfordshire. We sadly lost Sue Emery Lace, our Good Neighbour Scheme Co-ordinator, in October 2017, and we were unable to recruit her able replacement, Rosie White, until February 2018. Rosie has 'hit the ground running' and has done a wonderful job, for which I am very grateful. Existing schemes have been well supported and new schemes are continuing to set up under her supportive guidance.

We are also working with OCVA, Oxfordshire Community and Voluntary Action, and act as the Volunteer Centre for West Oxfordshire. We support local charities by providing their brokerage opportunities to members of the public; we also host what has become a very successful volunteer fair, which allows people to get to know local organisations and their need for support. We also support OCVA with a project called the Rural Oxfordshire Network; where local communities get together to address issues. Recent topics have included rural isolation and youth.

Staffing has been a challenge in 2017-18. As I've said, Sue Emery Lace sadly passed away last Autumn and we did not recruit Rosie White until February 2018; and my own health has been an issue. I was

diagnosed with Crohn's disease in the winter of 2017, which meant a few hospital stays to treat my illness medically. Unfortunately, this was unsuccessful, and I have recently had an operation which we hope will correct my issues. I am incredibly grateful and my Deputy Manager, Ruth Lapworth, Transport Administrator, Catherine Sager, and Good Neighbour Scheme Co-ordinator, Rosie White, have ensured that our work commitments were fulfilled and hopefully I was not missed too much! I must also thank Kathy Dunmore, who supports us booking transport when staff are on leave and Elaine Carpenter, who continues to come into the office regularly to help us by doing all the jobs we don't have time to do ourselves – every week is a new challenge for Elaine!

We have continued to produce two editions of 'The Link', our newsletter that provides information and news for all who are interested. I would like to thank Ruth, who ably edits each edition to ensure it is an interesting read!

As mentioned in the Chairman's Report, some excellent news at the end of the financial year, we were chosen as 'Charity of the Year' at the West Oxfordshire Business Awards. This had involved an application and interview process, but the reward was great and we will hopefully receive financial benefit next year, which will greatly help our financial situation.

Finally, I would like to thank our Trustees for their support throughout what has been a very difficult year. Our Chair, Keith Blois, and Vice-Chair, Jeanette Baker, have been of great support, helping us to face the challenges. I would also like to thank Richard Stocking, our Treasurer, who has continued to greatly support the work and staff of Volunteer Link Up in the past year.

This has not been an easy year, but I look forward to the opportunities in the year to come.

Patricia Chirgwin,
Manager

Chairman's Report

In addition to the on-going challenges of previous years this past year has presented VLU with some unexpected additional challenges. However, in spite of this it is clear that our clients have continued to receive the support they need. Indeed, the fact that most of them would be completely unaware of the problems that VLU has faced in the past year, is a great compliment to the dedication and skill of VLU's volunteers and its staff.

The first challenge arose from the tragic death of Sue Emery-Lace who was a much valued member of VLU's staff – a wonderful colleague and friend of the other staff. The fact that she collapsed while in a meeting with her colleagues made the whole event even more traumatic for the staff team. They showed great resilience in the manner in which they coped with this tragedy. Sue has been greatly missed.

At about the same time as Sue's death, sadly John Dickinson (a Trustee) also died. John had been a Trustee for several years and his contribution to the Trustees' work was greatly appreciated.

Unfortunately, some ill-health has impacted on the staff team and with such a small team any unexpected absences obviously have a disproportionate effect. However, as noted above, the team maintained their high standard of service to VLU's clients.

Our volunteers continue to make a massive difference to many people's lives. They do this in a quiet and modest way – so much so that it is sometimes difficult to thank them for their commitment to VLU's work yet without them VLU would be nothing. All of them give their time and their support to members

of the community who need help. It is dangerously invidious to comment on one particular group of volunteers but it must be noted those who drive people to the Oxford hospitals have faced and continue to face particular difficulties. These are the great uncertainty about journey times and the extended delays associated with the actual hospital appointments both of which impact on their time commitment.

The issue of funding remains a real challenge. During the year VLU has received grants from a number of Trusts with whom we have not previously had contact and their support is very much appreciated. Applications for grants have been made to a large number of other Trusts and we remain optimistic that some of these will result in further grants being received. However, given the intense competition for grants and the fact that most Trusts do not even acknowledge receipt of applications the situation is difficult to assess.

A positive note is to record that VLU has twice received awards recognizing its work. The first was as winner in the 'Charity' category of the West Oxfordshire 2018 Business Awards. The second was winning the 'Best Group in West Oxfordshire' at the Oxfordshire Charity and Volunteer Awards 2018. Given the high quality of charity work in Oxfordshire both these awards are remarkable achievements.

The Trustees are very aware of how lucky VLU is to have such a committed staff team who, throughout this complex year, have maintained the highest standard of caring and compassionate service for VLU's clients. They have been from time to time assisted in the office by some volunteers which has been much appreciated.

The Trustees continue to commit substantial time and energy to providing VLU with a framework within which to maintain its operations. As in previous years I am grateful for their support and especially to Jeanette Baker who, as Vice Chair, has provided me with much good advice and help.

Keith Blois, Chairman

I report on the financial statements of the company for the year ended 31 March 2018, which are set out on pages 12 to 14.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare financial statements which accord with the accounting records, comply with the accounting requirements of the 2011 Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

.....
Dale Mitchell
Morgan Cameron Limited
Accountants
Date: 12 October 2018

9 Thorney Leys Park
Witney
Oxfordshire
OX28 4GE

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Clerk's Briefing Notes – 7 February 2019
Aston, Cote, Shifford and Chimney Parish Council

Anthony Robert Harris <tony.r.harris@btinternet.com>

Wed 23/01/2019, 10:38

Good Morning Elaine,

Would you please add to the agenda of the next Parish Council Meeting an item from the Aston Parish Community Minibus (APCM) Committee.

It is a request for the Parish Council Committee to consider making a donation to the APCM Charity (Registered Charity No 1063777) to enable it to continue to supply its valuable service to the residents of Aston and surrounding villages.

Without donations the minibus runs at a loss and would therefore have to cease operating.

We have recently had a major service on the minibus, new brakes and battery. This has depleted our reserves by over £500.

Please find attached a copy of the 2018 Accounts.

I have also attached a copy of the APCM Summary of Accounts going back to 2002.

I have attached the Summary Of Accounts to demonstrate our reliance on generous donations from individuals and organisations, such as the Parish Council, to enable us to continue to provide a much needed service to the community of Aston and surrounding villages.

The bottom line shows that with the exception of only six years since 2002, without donations, we have been showing a financial loss.

I sincerely hope that the Parish Council will look favourably upon the APCM Committee's request for a donation.

Thank you in anticipation.

Regards

Tony Harris

Treasurer

Aston Parish Community Minibus (APCM)

December 2018

Aston Parish Community Minibus

Accounts for Period 1st. January - 31st. December 2018

Income:

	£
Fares	438.00
Hire	2,160.20
National Trust Visit	-
Donations	200.00
Bank Interest	-
Postage (Tokens)	-
Aston Village Fete	-
Transfer	-

Totals: £2,798.20

Expenditure:

	£
Fuel (Inc Admin)	810.76
Road Fund Licence	245.00
Insurance	814.01
MOT	50.00
Maintenance	532.58
Postage (Tokens)	-
Gratuity	-
Administration	-
Parking	-
Driver's Medical	-
Aston Village Fete	-
Transfer	-

Totals: £2,452.35

Income less Expenditure £ 345.85

B/F 31 Dec 2017:

Current A/C	7,681.25
Tokens (NT)	-
Tokens (WODC)	-

Total: £7,681.25 C/F 1st. January 2018

Deposit A/C (31 Dec 2017)	181.73
Interest	0.19
Transferred from Current A/	-
Transferred to Current A/C	-
Total:	<u><u>£ 181.92</u></u>

Totals For 2018

Total B/F Dec 2017	7,681.25
Income less Expenditure:	<u>345.85</u>
Current A/C	8,027.10
Deposit A/C	181.92
Total Assets:	<u><u>£8,209.02</u></u>

AR Harris

Treasurer

Aston Parish Community Minibus

Registered Address:

15, Woodbridge Close

Aston, Bampton

Oxon. OX18 2DB

Registered Charity Number: 1063777

Community Minibus

December 2018

Aston Parish Community Minibus

Summary of Accounts

Income	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Fares	3,121.50	3,057.00	2,593.25	2,663.20	2,913.94	1,359.10	1,371.25	1,132.62	1,219.60	1,067.90	983.80	932.50	811.00	656.50	471.00	620.30	436.00
Hire	2,326.31	2,199.50	2,387.35	1,876.00	2,118.50	1,267.00	1,791.90	1,913.40	1,011.30	1,574.00	1,462.15	1,373.90	1,379.25	2,771.50	2,118.45	2,949.90	2,160.20
National Trust Visit	-	-	-	-	-	-	-	-	-	-	-	102.00	-	-	-	-	-
Donations	273.50	1,296.00	567.50	1,703.60	1,411.50	235.10	122.40	239.90	888.71	674.40	1,129.50	702.00	3,130.00	610.00	500.00	1,650.00	200.00
Bank Interest	0.34	0.46	0.49	1.47	0.73	179.05	151.36	1.96	1.78	2.52	-	-	-	-	-	-	-
Postage (Tokens)	-	16.45	13.36	9.66	8.84	5.02	6.65	3.48	3.80	1.95	-	2.20	-	-	-	-	-
Aston Village Fete	-	-	-	-	-	-	-	-	-	-	-	-	906.70	-	-	-	-
Insurance Refund	-	-	-	-	-	-	-	-	-	122.95	-	-	-	-	-	-	-
Sponsorship	-	-	100.00	100.00	-	175.00	-	-	-	-	-	-	-	-	-	-	-
Administration	147.27	3.59	6.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from Deposit	1,600.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale Old Minibus	-	-	-	-	-	-	-	-	-	-	-	-	300.00	-	-	-	-
Total Income	7,468.92	6,573.00	5,667.95	6,353.93	6,453.51	3,220.27	3,443.56	3,291.36	3,375.17	3,443.72	3,545.45	3,112.60	6,526.95	4,038.00	3,089.45	5,220.20	2,798.20
Expenditure																	
Fuel (Inc Admin)	866.42	722.12	886.04	926.20	931.35	654.01	905.40	714.53	901.77	847.87	806.23	769.82	788.36	568.23	546.08	579.12	810.76
Road Fund Licence	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	90.75	181.50	181.50	181.50	181.50	230.00	230.00	235.00	245.00
Insurance	1,113.86	1,081.67	1,118.07	1,184.80	1,126.15	1,103.30	1,069.45	1,059.49	1,138.23	948.91	881.47	808.86	892.56	885.38	812.50	819.75	814.01
MOT	-	-	46.80	44.15	47.95	54.65	57.65	58.65	59.55	59.55	59.55	59.55	-	59.55	57.14	50.00	50.00
Maintenance	1,012.77	982.58	198.14	920.06	622.15	460.70	441.35	1,076.68	516.08	448.93	597.60	695.40	26.29	1,012.92	1,028.78	1,128.77	532.58
Parking	34.70	30.50	38.40	45.00	43.40	19.60	22.60	21.00	-	3.00	-	-	-	-	-	-	-
Postage (Tokens)	-	16.45	12.64	9.57	8.14	6.28	7.80	3.48	-	1.95	2.20	-	-	-	-	-	-
Aston Village Fete	-	-	-	-	-	-	-	-	-	-	-	-	181.05	-	-	-	-
Gratuity	-	-	-	-	-	-	-	-	-	-	16.26	-	-	-	-	-	-
Administration	58.23	43.97	307.18	64.88	43.80	75.98	-	-	24.00	204.64	59.88	116.19	148.01	102.50	102.50	-	-
Driver's Medical	-	-	-	-	-	-	-	-	-	188.00	-	-	155.00	-	-	-	-
Permit	-	-	-	-	-	-	-	-	-	11.00	-	-	-	-	-	-	-
Rescue Service	-	-	-	-	-	-	-	-	-	139.27	-	-	-	-	-	-	-
Transfer to Deposit A/C	-	-	-	2,000.00	2,700.00	-	-	-	-	-	500.00	-	-	-	-	-	-
Lease	4,233.12	4,233.12	4,070.62	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New Minibus	-	-	-	-	-	-	6,000.00	-	-	-	-	-	8,200.00	-	-	-	-
Total Expenditure	7,484.10	7,275.41	6,842.89	5,359.66	5,687.94	2,539.52	8,669.25	3,098.83	2,730.38	2,841.98	3,437.45	2,575.01	10,385.95	3,059.09	2,777.00	2,916.14	2,452.35
Income - Expenditure	- 15.18	- 702.41	- 1,174.94	994.27	765.57	680.75	- 5,225.68	192.53	644.79	801.74	108.00	537.59	- 3,859.00	978.91	312.45	2,305.06	345.85
Inc - Exp - Donations	- 288.68	- 1,998.41	- 1,742.44	- 709.33	- 845.93	445.65	- 5,348.08	- 47.37	106.08	127.34	- 1,021.50	- 164.41	- 6,989.00	368.91	- 187.55	655.06	145.85

on Parish Community Minibus

[illegible]