

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

## CLERK'S BRIEFING NOTES

### PARISH COUNCIL MEETING ON 7 February 2022

---

<i>Page</i>	<i>Contents</i>
2	Correspondence (Agenda Item 9)
3	May Elections – Notice for Voices (Agenda Item 11a)
4-6	Defibrillators (Agenda Item 11b)
7-18	Annual Review of Parish Council's risk assessment (Agenda Item 11d)
19-21	Half yearly review of the PC assets – external (Agenda Item 11e)
22	Account Balances (Agenda Item 15a)
23	Monthly Financial Report (Agenda Item 15b)
24	Bank Reconciliation as at 31 December 2021 (Agenda Item 15c)

Prepared by Elaine Anstee  
31<sup>st</sup> January 2022

## **Aston, Cote, Shifford and Chimney Parish Council**

### **Agenda Item 9**

#### *Correspondence*

All correspondence by email.

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 11a

## May Elections – Article for Voices

### Parish Council Elections

#### A Parish Council

Local councils are the first tier of governance and are the first point of contact for anyone concerned with a community issue. They are democratically elected local authorities and exist in England, Wales and Scotland. The term 'local council' is synonymous with 'parish council', 'town council' and 'community council'.

They represent the concerns of residents and providing services to meet local needs. Parish councils have a wide range of powers including looking after community buildings, planning, street lighting, allotments. They also have the power to raise money through council tax.

#### Becoming a Parish Councillor

“By becoming a parish councillor, you become someone your community will look to for help, guidance and support. A community leader with the power to influence decisions for the benefit of the people you serve. Seeing your community change for the better, because of decisions you have helped to make, is something that can give you a sense of achievement and pride.”

Our Parish Council election is on Thursday **5 May**. There are seven councillors to be elected, why not stand?

#### How to stand as a Parish Councillor

Firstly, you must be qualified to stand. This means you must be at least 18 and a British subject or a citizen of the Commonwealth or European Union.

You must satisfy at least **one** of the following:

- be a local government elector for the parish of Aston, Cote, Shifford & Chimney;
- have, during the whole of the previous 12 months, occupied land or other property in the parish, either as owner or tenant;
- have, during the whole of the previous 12 months, had your principal or only place of work in the parish;
- have resided in the parish during the whole of the previous 12 months.

#### Becoming nominated

Nomination papers and guidance notes will be available from West Oxfordshire District Council.

WODC 01993861000 New Yatt Road Witney	Tel.
--	------

You can download the application form and the detailed conditions for being an applicant from the District Council website <http://www.westoxon.gov.uk> and follow the links.

Completed nomination papers should be returned to the District Council by 4pm on Thursday 7 April.

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 11b

#### Defibrillator Cabinet Quote

The Community Heartbeat Trust (Solutions)  
 PO Box 168  
 .  
 Haverhill  
 Suffolk  
 CB9 1AX  
 Tel : 0330 1243067  
 Email : office@communityheartbeat.org.uk  
**VAT Reg No:** 187 5510 82



#### QUOTATION

Page 1

Aston, Cote, Shifford and Chimney Parish Council  
 16 Foxwood  
 .  
 Aston  
 Oxfordshire  
 OX18 2DZ

<b>Quotation No</b>	8515
<b>Quotation Date</b>	11/01/2022
<b>Order No</b>	
<b>Account Ref</b>	AST005

This is not a V.A.T I invoice

Qty	Ordered	Product Code	Description	Unit Price	Net Amount
1.00		CPAD-VP-ZOLLAED3	cPAD Zoll AED 3 Semi Auto Defib+ Stainless Steel Cabinet	2,145.00	2,145.00
1.00		ZOLL-THERMAL-BAG00	Zoll Thermal Bag Black	55.00	55.00
1.00		AWARENESS	Cardiac Arrest Response Seminar Face to Face	175.00	175.00
1.00		ANNUAL-SUPPORT-ZO	Annual Support Cost Zoll AED3 Year ? (min 5 years)	165.00	165.00
1.00		INCLUDED	Webnos Governance System	0.00	0.00
1.00		INCLUDED2	Post Rescue Counselling	0.00	0.00
1.00		ELECTRICIAN-COST-L	LOL Electrician Cabinet Fitting	200.00	200.00

**Please note prices are subject to VAT at 20%**

**Carriage**                      £                      25.00

## **Aston, Cote, Shifford and Chimney Parish Council**

**RE: Aston Village Hall, Oxfordshire - Defibrillator Cabinet - Door**

**Orders <orders@welmedical.com>**

Fri 14/01/2022 16:26

**To: Elaine Anstee <elaine.anstee@astonoxon-pc.gov.uk>**

Good afternoon,

Unfortunately, we no longer sell this cabinet, and so would not be able to supply the parts.  
We carry this cabinet that retails at £495 + VAT – 12 lead time.

## Aston, Cote, Shifford and Chimney Parish Council



I hope this helps.

Kind regards,  
Michella

---

**From:** Elaine Anstee <elaine.anstee@astonoxon-pc.gov.uk>

**Sent:** 11 January 2022 20:04

**To:** Enquiries <enquiries@welmedical.com>

**Subject:** Fw: Aston Village Hall, Oxfordshire - Defibrillator Cabinet - Door

## Aston, Cote, Shifford and Chimney Parish Council

### Agenda Item 11d

*To carry out the annual review of the Parish Council's risk assessment (not open spaces)*

### 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 2021.

#### 2.0 Risk Assessment Review 2022

- 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 A review of the section 'Data Protection & Freedom of Information' is recommended. The specific risk being the use of personal emails for Parish Council business, including confidential activity, and the potential for inadvertent release to the public. The suggestion to include '*Councillor's will be provided with a Parish Council email and are recommended to use this. If for any reason a councillor cannot use the provided email the personal email will be included in a distribution list in Microsoft Office and used for all parish emails to councillors.*'
- 2.4 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 the Clerk  
31 January 2022

# 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 4 February 2021

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



**Aston, Cote, Shifford and Chimney Parish Council**

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Councillors</b>	Bringing Parish Council into disrepute	) L	) H	<ul style="list-style-type: none"> <li>• Obtain training on Code of Conduct and other regulations/procedures as appropriate</li> <li>• Ensure Councillors have up to date documentation on Code of Conduct</li> <li>• Clear procedural Standing Orders</li> <li>• Libel and slander insurance</li> <li>• All official correspondence to be sent by the Clerk</li> <li>• Official media contact to be conducted through Chair, with statements to be agreed by Parish Council</li> </ul>
	Not declaring an interest as necessary			
	Misrepresenting Parish Council; acting in isolation but claiming to represent Council			
	Health and Safety	L	L	<ul style="list-style-type: none"> <li>• Personal Accident insurance</li> </ul>
<b>Legal/Statutory Powers</b>	Acting outside of legal powers	M	H	<ul style="list-style-type: none"> <li>• Use of reference books</li> <li>• Membership of NALC – referring new and unclear matters to them</li> <li>• Identify legal power for new activities before commit to them</li> <li>• Legal powers used for expenditure noted on agendas and minutes</li> </ul>
	Not maximising use of legal powers – missing out on things the Parish Council are permitted to do Adoption of General Power of Competence in November 2019.	M	L	

**Aston, Cote, Shifford and Chimney Parish Council**

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Data Protection &amp; Freedom of Information</b>	Not complying with Data Protection Regulations or Freedom of Information Act	M	H	<ul style="list-style-type: none"> <li>• The Parish Council is registered with the Information Commissioner as a Data Controller</li> <li>• Model Publication Scheme as recommended by Information Commissioner adopted by Parish Council on 4 December 2018</li> <li>• Model Publication Scheme published on Parish Council website</li> <li>• Clerk trained on Freedom of Information Act to appropriate level</li> <li>• All Parish Council records to be held by Parish Clerk only; councillors made aware of need to destroy records containing personal data</li> <li>• 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</li> <li>• Clerk and councillors to receive appropriate training on General Data Protection Regulations 2018</li> <li>• <i>Data Protection Officer not required by Data Protection Act (1998)</i></li> </ul>

**Aston, Cote, Shifford and Chimney Parish Council**

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

**Aston, Cote, Shifford and Chimney Parish Council**

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
<b>Emergencies</b>	Not dealing effectively with major local emergencies	L	H	<ul style="list-style-type: none"> <li>• Basic emergency plan developed. Consider further development of emergency procedures</li> <li>• Ensure Councillors are aware of procedure for calling Extraordinary Meetings in event of emergency</li> </ul>
<b>Records</b>	Loss by fire/flood/computer failure	L	L	<ul style="list-style-type: none"> <li>• Records kept in secure premises</li> <li>• Back-ups of computerised records maintained</li> </ul>
	Destruction by error	L	L	<ul style="list-style-type: none"> <li>• Clerk to refer to legal time period for document retention before destroying records</li> <li>• Clerk to consider historical significance of records before destroying them, and if in any doubt to seek advice from Parish Council/third party expert</li> </ul>
<b>Financial</b>	Poor cashflow management	M	H	<ul style="list-style-type: none"> <li>• Recruitment procedures – appointment of suitably qualified/experienced Clerk, and</li> </ul>
	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	<p>identification of training needs</p> <ul style="list-style-type: none"> <li>• Training for Clerk</li> <li>• Training for Councillors</li> <li>• Reference books</li> <li>• Financial Procedure Manual maintained; changes to procedures to be agreed at Parish Council meeting</li> <li>• Retention of suitable internal auditor to check accounts and records on an annual basis</li> <li>• Quarterly accounts circulated to Councillors and included on meeting agendas</li> <li>• Expenditure checked against budget before it is committed to.</li> <li>• Bank reconciliation checked to original documentation on a quarterly basis by Nominated Councillor/Chairman</li> </ul>
	Inadequate precept	L	H	<ul style="list-style-type: none"> <li>• Budget prepared by Clerk following input from Councillors</li> <li>• Precept set on basis of draft budget</li> </ul>

**Aston, Cote, Shifford and Chimney Parish Council**

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
	Incorrect salary payments made	L	M	<ul style="list-style-type: none"> <li>• Changes to salaries decided at Parish Council meetings and minuted</li> <li>• Salary payments made are signed/authorised (cheque or online) by 2 Councillors</li> </ul>
	Payments made to incorrect suppliers/for wrong amount	L	M	<ul style="list-style-type: none"> <li>• Payments to be made included on agenda of full Parish Council meetings for review/approval</li> <li>• Payments signed (cheque or online) by 2 Councillors</li> <li>• Original invoices provided to Councillors signing cheques</li> <li>• Direct Debit payments to be limited and mandates signed in accordance with cheque signature procedures</li> </ul>
	Not maximising interest	L	L	<ul style="list-style-type: none"> <li>• Maximise funds kept in interest bearing account</li> <li>• Review banking arrangements from time to time</li> <li>• Annual Investment Review/Statement</li> </ul>
	Not maximising grant income	L	L	<ul style="list-style-type: none"> <li>• Consider availability of grants when undertaking new projects and apply for any that are appropriate</li> </ul>

**Aston, Cote, Shifford and Chimney Parish Council**

<b>Suppliers/Contractors</b>	Poor reputation of supplier/contractor impacting on Parish Council	L	M	<ul style="list-style-type: none"> <li>Obtain references before trading with new supplier/contract or as appropriate</li> </ul>
	Supplier/contractor not properly insured	L	M	<ul style="list-style-type: none"> <li>Obtain copy of current insurance as appropriate</li> </ul>

<b>Business Area</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Control Measures</b>
	Competitive Pricing/Best Value	L	M	<ul style="list-style-type: none"> <li>Quotation/tender procedures specified in Standing Orders and followed for new contracts</li> </ul>
	Management of relationship with major supplier/contractor	L	M	<ul style="list-style-type: none"> <li>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</li> <li>All paperwork to be routed through Clerk</li> </ul>
<b>Benches</b>	Health and Safety – risk of injury to public	M	H	<ul style="list-style-type: none"> <li>Public liability insurance</li> <li>Inspect every 6 months</li> <li>Carry out maintenance where necessary</li> </ul>
	Loss/Damage	L	L	<ul style="list-style-type: none"> <li>Visual confirmation of existence at least every 6 months</li> <li>Ensure properly secured</li> <li>Theft/accidental damage insurance</li> </ul>

**Aston, Cote, Shifford and Chimney Parish Council**

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



**Aston, Cote, Shifford and Chimney Parish Council**

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

Prepared by the Clerk – 31st January 2022.

**Aston, Cote, Shifford and Chimney Parish Council****Agenda Item 11e***Half yearly review of external Parish Council assets***REVIEW OF EXISTENCE AND CONDITION OF PARISH ASSETS – Exterior Assets**

<b>Asset</b>	<b>Location</b>	<b>Existence confirmed Y/N</b>	<b>Identification of urgent maintenance where there is potential harm to public *</b>	<b>Identification of non-urgent routine maintenance required</b>
War Memorial, posts & chains	Aston village square			
<b>Bus Shelters</b>				
1	High Street, Aston			
2	Near Cote crossroads, Cote			
3	End of Saxel Close, Aston			
<b>Notice Boards</b>				
General	Corner of Southlands			
Parish Council	Cote Road, corner with Bull Street			
<b>Benches &amp; Seats</b>				
Cote				
<b>Benches &amp; Seats</b>				
War Memorial Green Aston				
VE/VJ Day seat	Playing field, corner next to Cote Road			
Golden Jubilee Bench QE II	Corner of Southlands/Bull Street			
Silver Jubilee Bench GV	Corner of lane running from Bull Street towards Chimney			
<b>Litter &amp; Dog Bins (funded by Parish Council)</b>				
Dog waste bin	Lane leading from Bull Street, Aston – by Cote turn		<b>Removed by WODC in error during bin replacement – remedial action ongoing.</b>	
Litter bin	Next to bus shelter, High Street, Aston		<b>Removed by WODC in error during bin replacement – remedial action ongoing.</b>	

## Aston, Cote, Shifford and Chimney Parish Council

Litter bin	Next to bus stop Vicarage Close		Removed by WODC in error during bin replacement – remedial action ongoing.	
Dog Bin, Isle of Whyte Bridge, Great Brook Road			Removed by WODC in error during bin replacement – remedial action ongoing.	
<b>Telephone kiosk and Defibrillators</b>				
Red phone box	Cote			
Cote	In phone box			
Chimney	By BBOWT gate in sentry box		Awaiting Installation	
Aston	On wall at Aston Village Hall		New Battery and pads installed in Jan 2022	Quote for replacement box on agenda.
<b>White Entrance Gates and signage</b>				
Entrance sign and gate	Cote - by the allotments			
Entrance sign and gate	Aston – by the village hall			
Entrance sign, speed sign and gate	Aston – by Westfield House			
Entrance sign and gate	Aston – North Street entrance to village.			
Entrance sign and gate	Aston – Bull Street entrance to village			
Entrance sign and gate	Cote – opposite PD Hooks – entrance to village			
Entrance sign and gate	Cote – from Shifford			
Entrance sign and gate	Shifford – from Cote			
Entrance sign and gate	Shifford from junction on B4449			
Entrance sign and gate	Chimney – corner after BBOWT car park			

### REVIEW OF EXISTENCE AND CONDITION OF PARISH ASSETS – Office Equipment

Asset	Location	Existence confirmed Y/N	Identification of urgent maintenance where there is potential harm to public *	Identification of non-urgent routine maintenance required
Filing cabinet – 4 drawer	Meeting room cupboard, Village Hall			
Two door metal cabinet	Meeting room cupboard, Village Hall			
Shredder	Stored by Clerk at private address			

**Aston, Cote, Shifford and Chimney Parish Council**

HP Laptop with Norton Anti Virus and Microsoft 365 and Windows 10	Stored by Clerk at private address			
---	------------------------------------	--	--	--

Completed by: \_\_\_\_\_

Date: \_\_

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

£

*UNITY TRUST CURRENT ACCOUNT*

Balance at 31 December 2021

**28,922.61**

January payments

(583.64)

**Balance at 31 January 2022****28,338.97***CCLA INVESTMENT ACCOUNT*

Balance at 30 November 2021

**48,702.63**

Transactions in month of December

1.65

**Balance at 31 December 2021****48,705.28****TOTAL CASH HOLDING AT 31<sup>st</sup> January 2022****£77,044.25**

## Aston, Cote, Shifford and Chimney Parish Council

## Agenda Item 15b

## Monthly (Year to Date) Financial Report – For Information

	£	As at 31/01/2022	Performance Against Budget	%	Commentary
<b>2021-22 Budget</b>					
<b>RECEIPTS</b>					
Precept	29319	29319	0	0%	Complete
WODC Grant CTSG	0	0	0	0%	No longer paid
OCC grass cutting grant	1049	1049	0	0%	Received in Full against Grass Cutting Verges and WM
Interest	100	11	89	89%	CCLA Investment Account
VAT Refund	0	2080	-2080	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
<b>Total Receipts</b>	<b>30468</b>	<b>32459</b>	<b>-1991</b>	<b>-7%</b>	
<b>EXPENDITURE</b>					
Clerk's salary	4,073	4164	-91	-102%	
Working from home allowance	216	162	54	-75%	
HMRC	967	1231	-264	-127%	
Bank charges	72	79	-7	-110%	£6 per month due quarterly.
Office equipment	250	0	250	0%	
Office running costs	384	707	-323	-184%	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	406	100	-80%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WS	7607	3771	3836	-50%	
Grass Cutting - playing field & WM	1909	2543	-634	-133%	
Grants paid under statute	5235	2911	2324	-56%	
Dog & Litter Bin Emptying	400	369	31	-92%	
Fete Bins	0	0	0	0%	
Training & Travel	527	125	402	-24%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	747	404	343	-54%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	200	0	0	-100%	
Repairs	500	0	500	0%	
VAT Paid	0	2059	-2059	0%	
Village maintenance (Lengthsman)	1500	80	1420	-5%	
<b>Small Grants</b>	<b>1115</b>	<b>1370</b>	<b>-255</b>	<b>-123%</b>	
<b>Total Expenditure</b>	<b>27314</b>	<b>20944</b>	<b>6370</b>	<b>-77%</b>	
<b>Projects</b>					
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	450	100	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	895	4105	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%	
<b>Total Project Spend</b>	<b>21827</b>	<b>5922</b>	<b>15905</b>	<b>0%</b>	
<b>Contingency Budget</b>	<b>5000</b>	<b>0</b>	<b>5000</b>	<b>0%</b>	
			0		
<b>OVERALL EXPENDITURE</b>	<b>37916</b>	<b>27865</b>	<b>10051</b>	<b>-73%</b>	
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>-7448</b>	<b>11515</b>	<b>-18963</b>	<b>0%</b>	
<b>Reserves</b>					
Opening at 1 April	72451	0	72451	0%	
Closing at 31 March	44965	0	44965	0%	
<b>Closing reserves analysis:</b>					
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%	
	<b>44965</b>	<b>1000</b>	<b>43965</b>	<b>-2%</b>	

**Aston, Cote, Shifford and Chimney Parish Council****Agenda Item 15c****Bank Reconciliation as at 31<sup>st</sup> December 2021**

<b>ASTON, COTE, SHIFFORD &amp; CHIMNEY PARISH COUNCIL</b>			
<b>BANK RECONCILIATIONS AT</b>	<b>31 December 2021</b>		
	£	£	£
	Receipts	Payments	
<b><u>Unity Trust Current Account</u></b>			
<b><i>Balance per Cash Book:</i></b>			
Balance b/f at 1/4/21			<b><u>23,756.71</u></b>
Total receipts in year	32447.53		
Total expenditure in year		27,299.63	
	<u>32,447.53</u>	<u>27,299.63</u>	5,147.90
<b><i>Closing balance per Cash Book</i></b>			<b><u>28,904.61</u></b>
<b>RECONCILIATION</b>			
Balance per Bank Statement			28904.61
<i>Reconciling Items</i>			
NONE	0.00	0.00	
	<u>0.00</u>	<u>0.00</u>	0.00
Balance per Cash Book			<b><u>28,904.61</u></b>
<b><u>CCLA</u></b>			
Balance per Bank Statement (no new statement)			<b><u>48,705.28</u></b>
Less: uncleared transactions			
NONE			0.00
Balance per Cash Book			<b><u>48,705.28</u></b>
<b>TOTAL CASH BALANCES</b>			<b><u>77,609.89</u></b>
Prepared by:	E Anstee		Date: 31.12.2021
Reviewed by:			Date: