

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 7 July 2022

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Prepared by Elaine Anstee
1st July 2022

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10

Correspondence

All correspondence by email

Aston, Cote, Shifford and Chimney Parish Council**ASTON, COTE, SHIFFORD AND CHIMNEY PARISH COUNCIL****COUNCILLOR PORTFOLIOS - WEF 07 July 2022**

Portfolio and Name Current as at 1st July 2022	Areas of Responsibility	Comments Previous role holders
Chairman (‘Leader the Council’) (WODC – Andy Graham) (WODC – Duncan Enright (Deputy Leader) - Environment)	Policy and Strategy Framework Governance Official Representation Public Relations Protocol Parish Clerk 'Line Manager'	Outgoing Chairman to become Vice Chairman Russell La Forte (John Ordish as vice chair)
Resources (WODC – D Levy – Finance)	Finance and Management Precept IT Council Archives Asset Management	Ben Lings Gill Ball
Environment (WODC – Lidia Arciszewska)	Flooding and Drainage Waste Collection and Recycling Grounds Maintenance Traffic Calming/Issues Transport/Bus Environmental and Regulatory Conservation Area Champion *Rural Economy/Local Business	Phil West* Paul Sparrowhawk
Health and Leisure (WODC – Joy Aitman – Stronger Health Communities)	Sports and Leisure Parish Clubs/Societies Community and Public Health Public Events Heritage *Chimney Champion *Cote Champion	Paul Sparrowhawk Jane West*
Communities [and Housing?] (WODC – Geoff Saul – Housing and Social Welfare)	Vulnerable Residents Champion Neighbourhood Policing Assets of Community Value Voluntary Sector Engagement Liaison with Neighbouring Parishes (and RAF BzN) Liaison with Parochial Council Broadband	Gill Ball Ben Lings
Strategic Planning (WODC – Carl Rylett – Planning & Sustainable Development)	Local Plan Neighbourhood Plan TBC Planning and Development Sect 106 and CIL Community Emergency Plan Community Trust Liaison *Shifford Champion	Russell La Forte John Ordish*

Note: WODC – Mathew Parkinson – **Customer Delivery** –

- Parish and town empowerment
- Customer Services
- Councillor development
- Equality and diversity
- ICT and services
- Broadband

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Agenda Item 13a – NALC Dementia Survey

A SURVEY ON DEMENTIA-FRIENDLY COMMUNITIES 2022

The National Association of Local Councils (NALC), alongside our partners at The University of Plymouth, Faculty of Health and Dementia-Friendly Parishes believe that local (parish and town) councils are ideally placed as the central point of communities to improve the quality of life of their community.

There is a mounting body of research that outlines the prevalence of dementia in our society and the effects that this can have on any individual; such as isolation and loneliness. This, in addition to the reduction of health services in rural communities, will be the largest health problem that our country faces. Dementia-Friendly Communities, as set up by local councils, can ensure that people living with dementia can live well in their community. And guarantee that people living with dementia have access to an active lifestyle in their community.

In 2020, NALC launched a survey to identify the work that local councils are already doing to assist those most vulnerable in their communities and gain insight into potential barriers to this progress. Following this, NALC published the 'Dementia-Friendly Communities' guide which demonstrates the positive impact of building Dementia-Friendly Communities and provides our local councils with the tools to help them build their own.

This short follow up survey is designed to gather feedback on the usage and effectiveness of this publication. All responses will be used to further support our local councils in ensuring that people living with dementia and their families continue to be included in all aspects of community life.

Please complete this survey by 23:45 on 22 July 2022.

If you have any questions, please get in touch with NALC at policycomms@nalc.gov.uk.

1-4 Name etc

5. Is your local council Dementia-Friendly?

"A city, town or village where people with dementia are understood, respected and supported, and confident they can contribute to community life. In a dementia-friendly community, people will be aware of and understand dementia, and people with dementia will feel included and involved, and have choice and control over their day-to-day lives". -The Alzheimer's Society

6. Did you use the Dementia-Friendly Communities guide?

7. If yes, did you find the guide helpful?

8. Did your council formally adopt a proposal and plan to work towards becoming a Dementia-Friendly Council?

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9. If yes, did your council identify a councillor responsible for the promotion of the Dementia Friendly Community approach?

10. Do you work with any Dementia-Friendly organisations?

11. If yes, who do you work with?

12. Has your council implemented any other actions from the guide's action planning checklist?

☐ Identify and put in place technology and training to increase the flexibility and connectivity to your community.

☐ Ensure all public buildings are Dementia-Friendly

☐ Ensure that responses to planning applications demonstrate an awareness of dementia where appropriate.

☐ Engage with local organisations, businesses and schools to promote an inclusive Dementia-Friendly Community

☐ Conduct an audit of current Dementia-Friendly activities in the area would identify gaps to promote awareness

☐ Setting up a Dementia-Friendly council working group

☐ Promoting the Alzheimer's Dementia Friends programme

☐ Other (please specify)

13. What is preventing your local council from becoming Dementia-Friendly?

14. Thank you from all of us at NALC and the University of Plymouth for completing this survey. Feel free to leave any further comments below.

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Agenda Item 13b *Cote Chapel Grass Cutting Grant Request*

Dear Elaine,

This is the time of year - though perhaps I am a little later than usual - when I submit our annual request to the Parish Council for a retrospective grant towards the cost of maintaining the graveyard at Cote Historic Baptist Chapel during the past calendar year. The cost in 2021 was the same as in 2020, namely £500 ; I will be happy to supply copies of invoices as necessary.

I am sure I need not emphasise the difficulties which we experienced in raising any revenues at all during the period of the pandemic ; no less seriously, we now anticipate with anxiety the possibility of having to undertake some necessary repairs to the fabric in the near future. Support from the Council in maintaining the graveyard in decent order will therefore, as always, be exceedingly welcome.

I look forward to your response. I trust you yourself remain in good health.

Kind regards,

(Dr.) Michael St John Parker.

(Chairman and Treasurer, Cote Chapel Local Management Committee.)

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Agenda Item 13c – OALC Fraud in Parish Councils

As a parish councillor, should I be concerned about fraud?

You should be aware of the possibility but hopefully there should not be concern. Council staff are usually completely trustworthy but occasionally things can go wrong which can have dire consequences for a parish council.

The types of risks particular to parish councils can include:

- wages and overtime claimed fraudulently;
- fraudulently contracted work or pay for contractors; and
- a lack of regular scrutiny by councillors and the council's appointed internal auditor.

In some circumstances friendships with council staff may become too close. Some parish councillors can leave too much unquestioned, unchallenged, or insufficiently scrutinised. Councillors are legally responsible for protecting taxpayers' money and proper control of your council's finances. Councillors should be interested in all areas of council work, knowledgeable about what is required of the council around finance and audit and mindful of their duty to protect public money.

Council finances are regulated by the Audit and Accounts Regulations https://www.legislation.gov.uk/ukxi/2015/234/pdfs/ukxi_20150234_en.pdf and the proper financial practices are set out in Governance and Accountability which is updated each year <https://www.nalc.gov.uk/library/our-work/jpag/3698-practitioners-guide-2022/file>

Each council has its own Financial Regulations which councillors should be familiar with too, probably based on NALC Model Financial Regulations (last updated 2019) <https://www.nalc.gov.uk/news/entry/1262-nalc-publishes-updated-model-financial-regulations> All councillors ought to know what software accounting system is used, if there is one.

All councillors should read the NALC publication The Good Councillors Guide to Finance and Transparency, available to download free from OALC website Member's Area.

OALC run training every year on finance. Councillors should attend training to learn more about their responsibilities. OALC training schedule here <https://www.oalc.org.uk/events>

Here are two cases where things went wrong. A parish council clerk altered cheques to the council's insurance broker and paid them into her own account. The council's insurance subsequently lapsed. The value of the fraud was over £4,000. As the council

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had no insurance cover, the council was also exposed to unlimited uninsured financial risk. Furthermore, the council was then perceived to be a 'bad payer'.

A parish council clerk set up an internet banking account for the council without its knowledge. He used this account to pay himself. The clerk told councillors the council did not require an audit. Councillors believed him and failed to ensure their responsibilities for protecting public money were undertaken properly.

Your first duty is to the taxpayer and your community. If you think something is not right, say so.

Do: • act quickly; • record your concerns - the more detail the better; and • tell someone; for example, call the internal auditor (do you know who the council's Internal Auditor is?) or external auditor (Moore oxon.sa@mooreuk.global How To Contact The Smaller Authorities Team | Moore - MOORE) or the police or your Chair depending on the situation.

Don't: • accuse anyone you suspect directly; • investigate the matter yourself; • do nothing; or • be afraid to report it.

Indicators of fraud can be behavioural, financial or organisational.

Behavioural indicators

- Increased stress for no obvious reason.
- Personal problems, including financial problems, alluded to but not shared.
- Reluctance to take holiday entitlement.
- Poor work practices, including bending rules, or using 'short cuts'.
- Constant complaints about the person.
- Person works late for no obvious reason.
- Secretive or economical with the truth.
- Income not equal to lifestyle.

Financial and organisational indicators

- Late or poorly presented accounts.
- Accounts and documents that are not circulated in advance.
- Standing orders and direct debits not recorded.

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- Auditors' reports not circulated and/or published.
- Accounts that do not balance.
- Hesitancy, avoidance or confrontation when asked direct questions.
- Inaccuracies that cannot be explained clearly.
- Poor records and minutes.
- Lack of openness and transparency, key decisions taken outside meetings.
- Poor forward planning.
- Final demands and 'red letters' received by the council.

But be aware your clerk might be under pressure because they have too much work to do in the hours they are contracted to do. Have they the skills – do they need help? Do they need training? Support?

Oxfordshire Association of Local Councils info@oalc.org.uk www.oalc.org.uk
info@oalc.org.uk National Association of Local Councils www.nalc.gov.uk

Society of Local Council Clerks www.slcc.co.uk

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INTERNAL CONTROLS POLICY

XXXXXXXX Parish Council

To be regularly reviewed by the Council, with other policies, at their May meeting or as agreed

Objective: To safeguard the council's funds and to minimise risk.

Policy:

1. On a regular basis, at least once in each quarter, and at each financial year end, a member (or two) other than the Chairman or a cheque signatory, shall be appointed to verify bank reconciliations for all accounts produced by the Council's RFO. The member shall sign the reconciliations and the original bank statements, or a similar document as evidence of verification. This activity when done will be reported, including any exceptions, to and noted by the council.
2. Completion of the Internal Financial Control Checklist & Certificate.
To complete the procedure, use the checklist overleaf:
 - Once the check is completed the appointed councillor is to complete and sign the certificate below.
 - RFO to sign certificate once inspection has finished.
 - Any comments to be reported back to council, minuted and actioned.

CERTIFICATE OF INTERNAL FINANCIAL CONTROL

Check carried out on the _____ (date)

We certify that the Internal Check was satisfactory, and any amendments are noted overleaf.

Cllr _____ RFO _____

Signed _____ Signed _____

Dated _____

Reported to Council at meeting held on _____

Minute Ref. _____

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Internal Controls Checklist

Internal Check List

Payments	Yes	No	Comment
Original bank statement cross referenced to entries in the spreadsheet/accounts system and supporting documents. <i>List below by statement number and bank account.</i>			
Invoices seen and correct. Invoices should be signed by signatories and initialled by RFO			
Bank accounts reconciled monthly and cross referenced to a minimum number of entries in the payments schedule			
List of electronic payments authorised and signed by approver			
All cheque payments authorised by two signatories and stubs initialled			
Petty cash (if any) checked and balanced to required holding			
Charge/Debit card statement checked against receipts/authorisation and powers			

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Direct Debit payments agree with authorised list			
Salaries	Yes	No	Comment
PAYE & NIC paid on time			
PAYE & NIC payments agree to payroll and agree to bank statement			
Check pension payments are made and agree with payments schedule			
Budget Control	Yes	No	Comment
All payments entered into the cashbook/system accurately.			
Payment schedule presented at Parish Council Meeting			
All payments within budget			
If not, approval to transfer minuted			
S137 is accounted for separately			
VAT	Yes	No	Comment
There is a separate VAT column on the accounting spreadsheet/system.			
The VAT is reclaimed regularly, quarterly or annually?			
Receipts	Yes	No	Comment
Receipts are correctly recorded on account spreadsheet/system <i>List below by receipt number</i>			
Receipts are reconciled against original bank statements			

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Receipts to Parish Council minuted			
A reconciliation of accounts is presented to council regularly Date of last one?			

Review Date: _____

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STATEMENT OF INTERNAL CONTROL

Prepared by E Anstee, RFO and Parish Clerk

Last reviewed and reapproved at a meeting of the Parish Council on 3 March 2022

Cash Book/Bank reconciliations	<ul style="list-style-type: none"> The cash book (spreadsheet) is kept up to date from original documents (paying-in books, invoices, cheque stubs, BACS transactions) The cash book is reconciled to the bank statement on a quarterly basis The bank reconciliation is reviewed and approved by a member of the Parish Council (usually the nominated councillor), with reference to the underlying records (cash book and bank statements) and the checklist. The bank reconciliation is reported to the full Parish Council and minuted as such The latest financial position and movements on the Parish Council's cash balances are reported at each council meeting and can be traced back to the expenditure approved in the previous meeting via the minutes
Financial Regulations	<ul style="list-style-type: none"> A document listing the Parish Council's financial regulations, based on the model version prepared by NALC/SLCC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Parish Council (<i>this was reviewed and adopted in September 2021</i>)
Order/Tender controls	<ul style="list-style-type: none"> The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. Official orders/letters are sent to suppliers for services which are not regular in nature
Legal Powers	<ul style="list-style-type: none"> General power of competence was adopted on 7 November 2019 under minute number 13b on page 1533. This is the default legal power used by the Parish Council. A proper legal power is identified in advance of any expenditure. The legal power for expenditure is shown on the agenda and minutes for payments made
Payment controls	<ul style="list-style-type: none"> Depending on the nature of the supply, the RFO signs the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct. Purchase orders/letters ordering the work are matched to purchase invoices where applicable. All invoices for payment are listed on the meeting agenda where the cheques are to be signed/BACS payments approved. The bank details to be checked by councillors by matching invoice to bank payments listing. Payments made are listed in the minutes of the meeting Original invoices are provided to the Councillors signing the cheques/authorising the BACS payments. The Councillors authorising the payments are to tick the boxes on the bank

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	<p>payments listing to confirm online details match.</p> <ul style="list-style-type: none"> • Invoices paid are numbered and the same number entered on the cheque counterfoil and in the cashbook for cross reference purposes • The cheque number used to settle an invoice and the date it was signed are entered on the invoice for cross reference purposes. For BACS payments, the BACS payment date is entered on the invoice for cross reference purposes.
VAT repayment claims	<ul style="list-style-type: none"> • RFO ensures that all invoices are addressed to the Parish Council. • RFO ensures that proper VAT invoices are received where VAT is payable • RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year
Income controls	<ul style="list-style-type: none"> • RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council • RFO ensures that the precept instalments are received when due • RFO ensures that other receipts (deposit interest, grass cutting grant) are received when due and correctly calculated • Income is banked promptly
Financial reporting	<ul style="list-style-type: none"> • A receipts & payments account, comparing actual expenditure to the budget and the prior year is prepared on a quarterly basis, presented to the Parish Council and minuted as such
Budgetary controls	<ul style="list-style-type: none"> • The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year • The precept is set on the basis of the budget by the deadline set by the District Council
Payroll controls	<ul style="list-style-type: none"> • The Clerk is paid under PAYE as an employee • The Clerk's salary is set by the Council and a minute is prepared to show the agreed salary • The salary is paid by SDO, with the SDO payment authorised by two Councillors • The RFO ensures that all the necessary payroll returns are made to HMRC and retains evidence that this has been done
Asset Control	<ul style="list-style-type: none"> • The RFO maintains a full asset register • The existence and condition of assets is checked on a six monthly basis by a member of the Parish Council • The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal
Internal Audit	<ul style="list-style-type: none"> • A suitably experienced independent internal auditor is appointed by the Parish Council • An internal audit of the Council's accounting records, and financial and other procedures is carried out once a year • The internal auditor prepares a report addressed to the Parish Council which is considered at the next meeting • The Parish Council ensures that it is satisfied that the internal audit is effective before making arrangements for the new annual internal audit

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Agenda Item 14 Governance – Policies for Review – Code of Conduct

THE ASTON, COTE, SHIFFORD AND CHIMNEY PARISH CODE OF CONDUCT

CODE OF CONDUCT

1. This code of conduct is adopted pursuant to the council's duty to promote and maintain high standards of conduct by members and co-opted members¹ of the council.
2. This code applies to you as a member or co-opted member of this council when you act in that role and it is your responsibility to comply with the provisions of this code.

Selflessness

3. You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself.

Objectivity

4. In carrying out public business you must make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

5. You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

Openness

6. You must be as open as possible about your actions and those of your council, and must be prepared to give reasons for those actions.

Honesty and integrity

7. You must not place yourself in situations where your honesty and integrity may be questioned, must not behave improperly and must on all occasions avoid the appearance of such behaviour.

Leadership

8. You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example in a way that secures or preserves public confidence.

General Obligations

9. You must treat others with respect and ensure that you are aware of and comply with all legal obligations that apply to you as a member or co-opted member of the council and act within the law;
10. You must not bully any person.
11. You must not do anything that compromises or is likely to compromise the impartiality of those who work for, or on behalf of the council.

¹ A "co-opted member" for the purpose of this code is, as defined in the Localism Act section 27 (4) "a person who is not a member of the council but who

a) is a member of any committee or sub-committee of the council, or

b) is a member of, and represents the council on, any joint committee or joint sub-committee of the council;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

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12. You must not disclose information given to you in confidence by anyone, or information acquired by you of which you are aware, or ought reasonably to be aware, is of a confidential nature except where:
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person, or
 - (iv) the disclosure is:
 - a) reasonable and in the public interest;
 - b) made in good faith and in compliance with the reasonable requirements of the council.
13. You must not improperly use knowledge gained solely as a result of your role as a member for your own personal advantage.
14. When making decisions on behalf of or as part of the council you must have regard to any professional advice provided to you by the council's officers.
15. When using or authorising the use by others of the resources of the council:
 - (i) you must act in accordance with the council's reasonable requirements;
 - (ii) you must make sure that you do not use resources improperly for political purposes and do not use them at all for party political purposes.

Registering and declaring interests

16. You must, within 28 days of taking office as a member or co-opted member, notify the council's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.
17. You must disclose the interest at any meeting of the council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'².
18. Following any disclosure of an interest not on the council's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
19. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

² A "sensitive interest" is described in the Localism Act 2011 as a member or co-opted member of a council having an interest, and the nature of the interest being such that the member or co-opted member, and the council's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

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6A: Member Code of Conduct

1.0 Introduction

The Council has a duty to promote and maintain high standards of conduct by members and co-opted members of the Council, and formally adopt a code of conduct, in accordance with the *Localism Act 2011*.

2.0 Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of the Councillor and in Local Government.

3.0 Definitions

For the purposes of this Code of Conduct, a “Councillor” means a member or co-opted member of the local authority. A “co-opted member” is defined in the *Localism Act 2011 Section 27(4)* as “a person who is not a member of the authority but who

- 3.1 is a member of any committee or sub-committee of the authority, or;
- 3.2 is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

4.0 General Principles of Councillor Conduct

Everyone in public office and all who serve the public or deliver public services, including Councillors and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles, (see Appendix A).

Building on these principles of selflessness, objectivity, accountability, openness, honesty and integrity and leadership, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in Councillors, on all occasions a Councillor shall:

- act with integrity and honesty

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- act lawfully
- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of Councillor.
- impartially exercise their responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently in accordance with the local authority's requirements and in the public interest.

These general principles have been incorporated into the obligations of the Code of Conduct as set out below.

5.0 Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including at face-to-face meetings, at online or telephone meetings, in written communication, in verbal communication, in non-verbal communication and in electronic and social media communication, posts, statements and comments.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

6.0 Standards of Councillor Conduct

This section sets out the obligations (in bold below), which are the minimum standards of conduct required of a Councillor. Should a Councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

Guidance is also included below each obligation to help explain the reasons for the obligations and how they should be followed.

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6.1 Respect

A Councillor:

6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.

6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from everyone. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the relevant social media provider and/or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

6.2 Bullying, Harassment and Discrimination

A Councillor:

6.2.1 Shall not bully any person.

6.2.2 Shall not harass any person.

6.2.3 Shall promote equalities and not discriminate against any person.

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any

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reasonable person.

Discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Legislation places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

6.3 Impartiality of Officers of the Council

A Councillor:

6.3.1 Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral, (other than political assistants where applicable). They should not be coerced or persuaded to act in a way that would undermine their neutrality. A Councillor may question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, a Councillor must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

6.4 Confidentiality and access to information

A Councillor:

6.4.1 Shall not disclose information either given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. They have received the consent of a person authorised to give it; or**
- ii. They are required by law to do so; or**
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is reasonable and in the public interest; and also made in good faith and in compliance with the reasonable requirements of the local authority and consultation with the Monitoring Officer has taken place prior to its release.**

6.4.2 Shall not improperly use knowledge gained solely as a result of their role as a Councillor for the advancement of themselves, their friends, family members,

Aston, Cote, Shifford and Chimney Parish Council
employer or business interests.

6.4.3 Shall not prevent anyone from getting information that they are entitled to by law.

6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers.

6.5 Disrepute

A Councillor:

6.5.1 Shall not bring their role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions.

6.6 Use of position

A Councillor:

6.6.1 Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone.

A Councillor should not take advantage of opportunities, responsibilities and privileges to further their own or others' private interests or to disadvantage anyone unfairly.

6.7 Local authority Resources and Facilities

A Councillor:

6.7.1 Shall not misuse council resources.

6.7.2 Shall, when using the resources of the local authority or authorising their use by others, act in accordance with the local authority's requirements; and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which they have been elected or appointed.

A Councillor may be provided with resources and facilities by the local authority to assist

Aston, Cote, Shifford and Chimney Parish Council

them in carrying out their duties as a Councillor. Examples may include office support, stationery, equipment such as phones, computers and transport and access and use of local authority buildings and rooms.

6.8 Compliance with the Code of Conduct

A Councillor:

- 6.8.1 Shall undertake Code of Conduct training as required by the local authority.**
- 6.8.2 Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination.**
- 6.8.3 Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 6.8.4 Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.**

It is extremely important for a Councillor to demonstrate high standards, to have your actions open to scrutiny and not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

7.0 Registering and Declaring Interests

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

7.1 Disclosable Pecuniary Interests

A Councillor must, within 28 days of taking office as a member or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see Appendix B), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

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You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If it is a 'sensitive interest', you must disclose the fact that you have an interest but do not have to disclose the nature of it. (A sensitive interest is an interest which, in the opinion of the Monitoring Officer, if disclosed, could lead to the Councillor, or a person connected with them, being subjected to violence or intimidation.) You are personally responsible for deciding whether or not you should disclose an interest in a meeting.

Following any disclosure of an interest not on the Council's register, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, by the Monitoring Officer, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

Where you have a disclosable pecuniary interest on a matter to be considered or being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Appendix B is a criminal offence under the Localism Act 2011.

7.2 Other Registerable Interests

You must also register your other registerable interests with the Monitoring Officer within 28 days of taking office and ensure these are kept up to date by notifying any changes within 28 days.

Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix C), you must disclose the interest. Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

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Where you have an Other Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

7.3 Non-Registerable Interests

Where a matter arises at a meeting which ***directly relates*** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests at 7.1 above), or the financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which ***affects*** your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests as set out at 7.2 above and appendix C you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have a Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

8.0 Gifts and Hospitality

A Councillor:

8.1 Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

8.2 Shall register with the Monitoring Officer any gift or hospitality with an

Aston, Cote, Shifford and Chimney Parish Council
estimated value of at least £50 within 28 days of its receipt.

8.3 Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.

The presumption should always be not to accept significant gifts or hospitality but there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

You do not need to register gifts and hospitality which are not related to your role as a Councillor.

It is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor.

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Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B: Disclosable Pecuniary Interests

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation Aston, Cote, Shifford and Chimney Parish Council	Any employment, office, trade, profession or vocation carried out for profit or gain
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> <p>(c)</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.</p>

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* 'Director' includes a member of the committee of management of an industrial and provident society.

* 'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix C: Disclosure of Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any Body
 - (i) exercising functions of a public nature
 - (ii)** directed to charitable purposes or
 - (iii)** one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 14b – General Power of Competence

A briefing paper for town and parish councils -The General Power of Competence

1. Legislative background to the power

Parish councils are corporate bodies their powers have accumulated through legislation since 1894. Their powers being constrained to specific and appropriate legislation until 2008 when they could, if eligible, exercise the Power of Well-being 2008 Order made under Sec 1 (2) of Local Government Act 2000 for the benefit of their community.

The Localism Act 2011, Chapter 1 of Part 1, Sections 1-8 has provided local authorities with a general power of competence, a radical new power with wide ranging possibilities. The broader general power of competence replaces the power of well-being.

The general power of competence was brought into force by SI. 961, The Localism Act 2011 (Consequential Amendments) Order 2012 on 28th March 2012.

2. What does the power allow councils to do?

The power is a central part of this Governments move towards the decentralisation of powers down to the lowest practical level of local government. The Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 no. 965 says that

“The Government’s intention in providing eligible parish councils with the general power of competence is to better enable them to take on their enhanced role and allow them to do the things they have previously been unable to do under their existing powers”

The Government hopes that this new power will give local councils confidence in the legal capacity to act for their communities. The idea being that councils will use this power to work with others to provide cost-effective services and facilities in new ways to meet the needs of local communities.

The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils, *“the power to do anything that individuals generally may do”* as long as they do not break other laws. It is intended to be a power of first, not last, resort.

The council has to ask itself if an individual is allowed to do it, if the answer is yes then a council is normally permitted to act in the same way.

A council could:

- lend or invest money
- it could set up a company or co-operative society to trade and engage in commercial activity
- it could run a community shop or post office
- the power is not restricted to use within the parish it can be used anywhere.

3. Risks and restrictions limiting the general power of competence

The general power of competence is a power; it cannot be used to raise the precept. The council can seek other sources of funding such as Community Infrastructure Levy (CIL), sponsorship, commercial activity and agreements with other authorities. Councils can receive income as a consequence of using the power, they could lend money to support a local activity and earn interest on the loan, they could purchase shares in a struggling local enterprise.

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However, to use this power the council must have the support of the local community. While councils are being encouraged to be innovative they should be aware of the risk of:

- being challenged
- their trading activities damaging other competing local enterprises
- damage to the councils reputation and public money if a project goes wrong.

Existing duties remain in place, such as having regard to the likely effect on crime and disorder, biodiversity and the duty to provide allotments

Existing financial and procedural duties remain in place for regulating governance for example - no delegation to a single councillor

Councils must continue to comply with relevant existing legislation - employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information.

If a council wishes to trade it must set up a company or co-operative society and abide by company law. The council can charge for services provided under the power.^{1,2}

If the council wishes to invest in a local business which it hopes will support the local economy it should follow Government advice³. If it wishes to support a community enterprise, an economic development grant might be a sensible option.

If another authority has a statutory duty to provide a service (e.g. education) it remains their duty to provide it but your council may assist. The council needs to ask itself whether an individual, private company or community trust could help, if the answer is yes then the council can assist. An appropriate delivery body may need to be set up.

If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power remain in place. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission of the Highways Authority before doing work on roadside verges.

4. How does the general power of competence relate to Sec 137 expenditure?

Monies that can be spent under Sec 137, Local Government Act 1972 are limited and have to be budgeted for separately, they are restricted in that they cannot be used to give money to individuals and expenditure must be commensurate with the benefit. Sec 137 is a power of last resort. A council that is eligible to use the general power of competence can no longer use Sec 137 as a power for taking action for the benefit of the area or its community except Sec 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

The general power of competence is a very broad ranging power, far wider than any power that has previously been available to town and parish councils, wider than sec 137 and the power of well-being.

5. How to become eligible to use the power of general competence

The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012⁴. They are:

¹ <http://www.communities.gov.uk/documents/localgovernment/pdf/133628.pdf>

² <http://www.communities.gov.uk/documents/localgovernment/pdf/323153.pdf>

³ <http://www.communities.gov.uk/documents/localgovernment/pdf/1501971.pdf>

⁴ <http://www.legislation.gov.uk/ukdsi/2012/9780111519868/body>

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1. Resolution.

The council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the council but a further resolution must be passed at every subsequent “relevant annual meeting” for the council to be able to continue to exercise the power. A “relevant annual meeting” is the annual meeting that takes place in a year of ordinary elections, once every four years.

2. Electoral Mandate

At the time the resolution is passed, at least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed. If two thirds is not a whole number then it must be rounded up. For example, if the total number of councillors is 8, then two thirds is approx. 5.3, then the number of councillors that must be elected is 6.

3. Qualified clerk

At the time the resolution is passed the clerk must hold the certificate in local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise.

If the council loses its qualified clerk or has insufficient elected councillors then it must record its ineligibility at the next ‘relevant’ annual meeting of the council (after the ordinary election). If it has already started an activity it can finish that but not start anything new.

References/web links

Localism Act 2011

www.legislation.gov.uk/ukpga/2011/20/contents/enacted

Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

<http://www.legislation.gov.uk/ukdsi/2012/9780111519868/body>

Localism Act 2011: Explanatory Notes

<http://www.legislation.gov.uk/ukpga/2011/20/notes/division/5/1/1>

Charging guidance

<http://www.communities.gov.uk/documents/localgovernment/pdf/151291.pdf>

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 17a*****Financial Matters*****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance at 30 April 2022	37,472.71
May payments	(1,058.82)
June Payments	(5,048.74)
June Receipts (OCC Grant – Grass)	1,048.60

Balance at 30 June 2022	<u>£32,413.75</u>
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CCLA INVESTMENT ACCOUNT

Balance at 30 April 2022	48,747.71
Transactions in month of May	24.82

Balance at 31 May 2022	<u>48,772.53</u>
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TOTAL CASH HOLDING AT 30 June 2022	<u>£81,186.28</u>
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Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 17b Monthly (Year to Date) Financial Report – For Information

	£	30/06/2022	Performance Against Budget	%	Commentary
2022-23 Budget					
RECEIPTS					
Precept	29715	14858	14858	50%	Complete
WODC Grant CTSG	0	0	0	0%	No longer paid
OCC grass cutting grant	1049	1049	0	0%	Received in Full against Grass Cutting Verges and WM
Interest	50	44	6	11%	CCLA Investment Account
VAT Refund	0	325	-325	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	
Total Receipts	30814	16276	14538	47%	
EXPENDITURE					
Clerk's salary	4,404	1844	2560	-42%	
Working from home allowance	216	54	162	-25%	
HMRC	1,155	536	619	-46%	
Bank charges	72	0	72	0%	£6 per month due quarterly.
Office equipment	150	0	150	0%	
Office running costs	650	123	527	-19%	Photocopying/Printing/Stamps plus sundries/Norton/Microsoft
Website costs	150	130	20	-87%	Renewal due for 2 years in 2022
Insurance	364	341	23	-94%	
Audit	240	0	240	0%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	70	436	-14%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WS	5000	655	4345	-13%	
Grass Cutting - playing field & WM	3000	345	2655	-12%	
Grants paid under statute	5435	1209	4226	-22%	
Dog & Litter Bin Emptying	420	81	339	-19%	
Fete Bins	0	0	0	0%	
Training & Travel	527	0	527	0%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	550	135	415	-24%	Bus Shelter cleaning due for Renewal - Nov 202
Defibrillator pads/batteries	200	0	200	0%	
Repairs	0	0	0	0%	Included in VMB
VAT Paid	0	882	-882	0%	
Village maintenance (Lengthsman)	1500	0	1500	0%	
Small Grants	1115	0	1115	0%	
Total Expenditure	26023	6405	19618	-25%	
Projects					
Aston History Project (£5K)	1000	0	1000	0%	
Cote Noticeboard	1000	875	125	0%	
New Reserve - North Farm	3800	0	3800	0%	Proposed - so funding available to support any consultations
New Reserve - Office Equipment	1000	0	1000	0%	Proposed
Chimney Defibrillator	6105	2390	3715	0%	
Total Project Spend	12905	875	12030	0%	
Contingency Budget	5000	0	5000	0%	
			0		
OVERALL EXPENDITURE	37916	9670	28246	-26%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7102	9871	-16973	0%	
Reserves					
Opening at 1 April	74580	0	74580	0%	
Closing at 31 March	67478	0	67478	0%	
Closing reserves analysis:					
Working day to day balance	18323	0	18323	0%	
Contingency reserve	5000	0	5000	0%	
Recreation Reserve	33476	0	33476	0%	
Traffic Calming	4876	0	4876	0%	
Defibrillator Maintenance	0	0	0	0%	To be populated with remaining from Chimney Defib project once complete.
Office Equipment	1000	0	1000	0%	
	62675	0	62675	0%	

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 17d Revised Budget

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL FINANCIAL YEAR 2022/23 Revised - Yr End 2021/22

	Budget 2021/22	Outturn 2021/22	Budget 2022/23	
RECEIPTS				
Precept	29,319	29,319	29,715	
WODC Grant				
OCC grass cutting grant	1,049	2,184	1,049	
Interest	100	34	50	CCLA - Increased as interest rates have
S106 - Traffic Calming/OCC Cllr Priority Fund		0		
Sundry - VAT Refund		2,595		
	<u>30,468</u>	<u>34,132</u>	<u>30,814</u>	
EXPENDITURE				
Recurrent Expenditure				
<i>Ordinary Expenditure</i>				
Clerk's Salary	5,256	6,499	5,775	Clerk payrise and increment budgeted for if passed by council on clerks annual review.
Office equipment	250	0	150	Move to reserve if unspent until reserve = £1k
Office running costs	384	835	650	Additional Domain and Office 365 costs for emails.
Bank charges	72	97	72	£6 per month
Website costs	150	17	150	Based on 2020/21 actuals
Insurance	347	347	364	This year actual + 5%
Audit	240	200	240	New provider, assumed remains as prior
Village Hall Rental/Cost APM	40	0	40	As existing budget
Subscriptions	506	721	506	This year + 5%
Election Expenses	0	0	0	From Precept Cal - WODC
Chairman's Allowance	100	0	100	As existing budget
Grass Cutting - verges	7,607	3,771	5,000	14 cuts - prior actual +4% infl.
Grass Cutting - playing field & WM	1,909	2,597	3,000	18 cuts - prior actual + 4% infl.
Grants paid under statute	5,235	2,911	5,435	
Dog & Litter Bin Emptying	400	389	420	This year + 4% infl.
Training & Travel	527	248	527	For Discussion
Clock Maintenance	229	0	229	1 unplanned call-out. Servicing in long term contract
Bus Shelter Cleaning	747	539	550	3 year contract from Nov 2019
Defibrillator pads/batteries	200	717	200	Replaced in 2021/22
Repairs	500	0	0	Included in Village Maintenance Budget
VAT Paid		2,377		
Village maintenance (Lengthsman)	1,500	80	1,500	
Small Grants - See Separate Analysis	1,115	1,370	1,115	
Total Recurrent Expenditure	27,314	23,715	26,023	
<i>Projects</i>				
Defib in Cote Phone Box - refurb	550	615	0	Refurb of telephone box.
Aston History Project (£5K)	1,280	500	0	Printing Costs
Traffic Calming Reserve	7,210	4,077	764	Gates/Consultation
North Farm Reserve	5,000	1,200	0	Move to reserves
Office Equipment Reserve	500	0	0	Move to reserves
Chimney Defibrillator	7,000	895	6,105	Surplus Move to Reserve at end of 22-23
Cote Noticeboard	1,000	0	1,000	
History Boards	1,000	0	1,000	
MUGA Community Trust	0	1,000	0	
War Memorial Reserve	2,000	0	0	Move to reserves
Total Project Spend	25,540	8,287	8,869	
Contingency Budget	5,000	5,000	5,000	
OVERALL EXPENDITURE	57,854	37,002	39,892	
SURPLUS/(DEFICIT) FOR THE YEAR	3,154	(2,870)	(9,078)	
Reserves				
Opening at 1 April	72,450	75,604	74,580	
Closing at 31 March	<u>75,604</u>	<u>74,580</u>	<u>65,502</u>	
Closing reserves analysis:				
Working day to day balance	25,556	28,203	11,325	
Contingency reserve	5,000	5,000	5,000	
North Farm Reserve			3,800	
War Memorial Reserve			2,000	
Office Equipment Reserve			2,000	
Defibrillator Reserve			0	
Recreation reserve	34,476	33,476	33,476	
Traffic Calming Reserve	<u>10,572</u>	<u>7,901</u>	<u>7,901</u>	
	<u>75,604</u>	<u>74,580</u>	<u>65,502</u>	

Aston, Cote, Shifford and Chimney Parish Council

Meeting attended by the Clerk on 30 June 2022 at 6pm online.

UK Shared Prosperity Fund led by WODC

Goals

Community and Place
Business Support
Skills and People

WODC allocated £1m over 3 years.

22/23 £70647

23/24 £140935

24/25 £788598

Capital Spend 10%, 20% and 30% minimum in each of the years.

Investment Plan by 1st August – not a lot of time!

This is menu driven and based on the following areas:

Interventions

Outputs

Outcomes

Challenges and Priorities

- Rural Services
- Town Centres
- Markets
- Climate and the natural environment
- Skills and recruitment (particularly green skills)
- Supporting businesses

Investment Plan 1 - £70k

- Biodiversity toolkit – aimed at landowners and PCs
- Accessibility of Deer Park South
- Market town feasibility work
- Rural services feasibility work – identifying services at risk
- Carterton Strategic Plan

IP Year 2 £140k

- Intervention that builds on year 1

IP Year 3 (788k)

- Continue work from previous years
- Business support
- Skills
- Likely to be a collaborative approach through out of the county

Questions:

Aston, Cote, Shifford and Chimney Parish Council

1. Is the fund ringfenced to the WODC? No – any stakeholder partner including PC. WODC administers the fund and reports on it.
2. Would matched funding help with applications to this fund? It would help a huge amount. Deliverability of any project will be clear.
3. Would it help if PCs and/or other groups come together for proposals? – Yes and these need to be based on the interventions.
4. How will projects and further communications be managed going forward? Not mapped out yet but it will be.
5. Carterton Strategic Plan – Brize Norton PC wish to be part of that discussion.