

**CLERK'S BRIEFING NOTES**

**PARISH COUNCIL MEETING ON 5<sup>th</sup> March 2026**

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## ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL FINANCE REPORT – 5<sup>th</sup> February 2026

- a) **Account balances** – see below. Last month’s transfer was not actioned as not enough Councillors available to sign at end of meeting. This is outstanding for signature at this meeting. Further transfer from investment account of £28,000 recommended to cover the final payment of the MUGA if approved. This further transfer not to be actioned until final MUGA payment in progress.

Please note that due to insufficient credit was available on the Lloyds Bank credit card to pay for the items required for defib maintenance and the new cabinet for the school. The RFO has therefore paid for these items and details of amounts to be re-imbursed below.

### Cash Balances

#### Unity Trust Current Account

Balance B/F	30-Dec-25	13,170.62
Payments	Jan-26	(1,018.51)
Income	Jan-26	0.00
Payments	Feb-26	(9,514.06)
Income	Feb-26	2,099.62

Balance at 28 February 2026		£ 4,737.67
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#### CCLA Investment Account

Balance B/F	31-Dec-25	107,774.56
Payments		0.00
Income	Jan-26	344.46
Income	Feb-26	348.70

Balance at 28 February 2026		£ 108,467.72
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<b>TOTAL CASH HOLDING 28-Feb-26</b>		<b>£ 113,205.39</b>
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## ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

- b) **To RESOLVE:** To approve in principle the maximum payment of £26,143.75 plus VAT to Charles Lawrence Tennis Courts for the completion of the MUGA as detailed below. *If not approved at this meeting the earliest date for approval would be 2<sup>nd</sup> April, with an earliest payment date of 7<sup>th</sup> April, which is unlikely to meet the contractual payment terms of 14 days.*

### MUGA Financial Summary

#### Original Tenders

Charles Lawrence Courts		
Tender for project	£ 115,750.00	
To set court 100mm above ground level	£ 3,500.00	
	<u>£ 119,250.00</u>	

TW Hardscaping		
Clearance of site	£ 7,361.50	

Total project - S106 Funding received £ 126,611.50

#### Paid out

TW Hardscaping	£ 7,361.50	Paid Aug 2025
Charles Lawrence Courts      Deposit	£ 10,000.00	Paid Aug 2025
Charles Lawrence Courts      Additional height	£ 3,500.00	Paid Nov 2025
Charles Lawrence Courts      1st stage pmt less 5%	£ 76,712.50	Paid Nov 2025
<b>Note retention as per contract = 2.5%</b>	<u>£ 97,574.00</u>	

#### To be paid out

Balance to Charles Lawrence Courts	£ 26,143.75	On completion
Retention to be paid 1 year after completion	£ 2,893.75	One year after completion
Total due to Charles Lawrence Courts	£ 29,037.50	Agrees to amount in reserves
Total maximum to be paid out	<u>£ 126,611.50</u>	

Balance payment - To Charles Lawrence Courts	£ 25,000.00
Less 2.5% total retention	-£ 2,893.75
Reverse incorrect retention on 1st stage pmt	£ 4,037.50
Maximum to be paid on completion	<u>£ 26,143.75</u>

There may be a slight reduction (£500 -£1,000) for different surface & no "portalos" supplied.

- c) **To RESOLVE:** To approve the following payments for the period March 2026.

	NET	VAT	Total
D Shenton – January pay & WFH	494.79		494.79
HMRC – PAYE on above	142.55		142.55
D Shenton – Printing (969 X .07)	77.07		77.07
D Shenton – Pads, battery & cabinet for defibs.	844.61	168.92	1013.53
Aston & Cote Community Trust – Hall Hire	112.00		112.00
E Anstee- Locum Services for ACSC PC	465.00		465.00
D Johnston – Grounds Maintenance	65.00		65.00
<b>Payment to Charles Lawrence Courts (If approved)</b>	<b>£26,143.75</b>	<b>£5,228.75</b>	<b>£31,375.50</b>
<b>Total to be decided and approved</b>	<b>£28,344.77</b>	<b>£5,397.67</b>	<b>£33,745.44</b>
<b>Monthly Standing Orders/DDs</b>			
ICO – Annual Data Protection fee	47.00		47.00
Lloyds Bank Card – Bank Charge £3, Annual MS	389.40	77.28	466.68
<b>Total SDOs</b>	<b>£436.40</b>	<b>£77.28</b>	<b>£513.68</b>
<b>Total</b>	<b>£28,781.17</b>	<b>£5,474.95</b>	<b>£34,259.12</b>
<b>Transfer from Investment Account to Current A/C</b>	<b>£28,000.00</b>		<b>£28,000.00</b>

## ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

d) As we are now in the last month of the financial year, with most of the payments due to go out in March already known, a fairly accurate full-year forecast is possible.

- The original budget had an operating loss of £2.5k (covered by a surplus from the previous year). The current full year forecast gives an operating surplus of £7k – overall £9.5k better than budget.
- Income is £1.9k better than budget mainly due to improved cash management and therefore higher interest income.
- Expenses are forecast £7.6k underbudget for the full year, predominantly due to underspend on staff costs and grants. There has not been any spend on travel and training and the sickness/ overtime/special project contingency is forecast to be underspent by £2k at the year end.

2025-26		AS AT				
BUDGET	EXPENDITURE	28/02//2026 11 Months	Full Year Forecast	Full Year Forecast V Budget	% YTD	Commentary
£	<b>Staff Costs</b>					
£ 5,815.00	Clerk & RFO Salary - includes potential 3% payrise if PC resolves to follow the NALC/JPAG guidance.	£ 5,630.78	£ 6,120.99	-£ 305.99	97%	Run rate close to budget
£ 624.00	Clerk & RFO WFH allowance. Currently £26pm	£ 520.00	£ 546.00	£ 78.00	83%	Run rate close to budget
£ 5,000.00	Clerk sickness/Overtime/Special Project Contingency	£ 2,364.19	£ 2,950.32	£ 2,049.68	47%	Likely to be underspent at Y/E
£ 1,500.00	Travel and Training (Includes RFO CILCA & ILCA)	£ -	£ -	£ 1,500.00	0%	Likely to be significantly underspent at Y/E
	<b>Office and General Expenses</b>					
£ 430.00	Hall Hire (Inc £7.50ph Ordish room & £16ph main hall).	£ 148.00	£ 260.00	£ 170.00	34%	Community Trust invoice periodically
£ 300.00	Website Costs including domain registration and renewal	£ 84.77	£ 150.00	£ 150.00	28%	
£ 210.00	External Audit	£ 210.00	£ 210.00	£ -	100%	Paid per budget
£ 525.00	Insurance	£ 577.90	£ 577.90	-£ 52.90	110%	Renewal higher than expected
£ 144.00	Bank Charges	£ 108.00	£ 118.00	£ 26.00	75%	
£ 1,251.60	Office costs (includes software and equipment)	£ 1,000.18	£ 1,456.18	-£ 204.58	80%	Microsoft to change to annual billing
£ 1,000.00	Professional Fees (contingency)	£ 1,200.00	£ 1,200.00	-£ 200.00	120%	YTD costs for flood report for planning
£ 750.00	Subscriptions (CPRE, CFO, SLCC, OALC, ICO)	£ 116.00	£ 750.00	£ -	15%	All billed annually towards Y/E
£ 80.00	Election Expenses (estimated until WODC issue tax base)	£ -	£ -	£ 80.00	0%	
	<b>General and Grounds Maintenance</b>					
£ 4,800.00	Grass Cutting - verges & weed killing	£ 4,090.20	£ 4,090.00	£ 710.00	85%	Run rate as per budget
£ 2,400.00	Grass Cutting - playing field and WM	£ 2,080.00	£ 2,080.00	£ 320.00	87%	Running close to budget
£ 2,611.44	Dog & Litter Bin Emptying	£ 2,176.20	£ 2,176.20	£ 435.24	83%	One fewer bin than budget
£ 600.00	Clock Maintenance	£ 442.00	£ 442.00	£ 158.00	74%	
£ 600.00	Bus Shelter Cleaning	£ 110.00	£ 110.00	£ 490.00	18%	
£ 500.00	Defibrillator pads/batteries	£ 223.95	£ 576.90	-£ 76.90	45%	As required
£ 1,500.00	Village maintenance	£ 832.33	£ 1,000.00	£ 500.00	55%	
	Datalogger Maintenance	£ 871.20	£ 871.20	-£ 871.20		New annual cost for dataloggers
	<b>GRANTS</b>					
£ 1,115.00	Small Grants	£ 1,300.00	£ 1,600.00	-£ 485.00	117%	
£ 5,535.00	General Grants	£ 2,475.40	£ 2,475.00	£ 3,060.00	45%	Very underbudget YTD
	Net VAT					
<b>£ 37,291.04</b>	<b>TOTAL</b>	<b>£ 26,561.10</b>	<b>£29,760.69</b>	<b>£ 7,530.35</b>	<b>71%</b>	
	<b>INCOME</b>					
£ 31,546.76	Precept	£ 31,659.00	£31,659.00	£ 112.24	100%	
£ 1,052.17	OCC Grass cutting Grant	£ 1,051.57	£ 1,051.27	-£ 0.90	100%	Annual grant received
£ 2,200.00	Interest on CCLA Investment account	£ 3,681.59	£ 4,001.00	£ 1,801.00	167%	\$106 money invested short-term
£ -	Net VAT	£ 851.31	£ -	£ -		
<b>£ 34,798.93</b>	<b>TOTAL</b>	<b>£ 37,243.47</b>	<b>£36,711.27</b>	<b>-£ 2,444.54</b>	<b>107%</b>	

## ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

B/F	RESERVED FUNDS YTD TO 28/02/26	Movement	C/F		
£ 10,000.00	General Contingency fund (For example: 3 months running costs/insurance excess)	£ -	£ 10,000.00		0%
£ 9,174.00	Working Day to Day Balance	£ -	£ 9,174.00		0%
£ 9,679.00	Traffic Calming	£ 7,376.56	£ 2,302.44		76%
£ 3,200.00	Aston History Boards (£1,000 per board)	£ -	£ 3,200.00		0%
£ 3,800.00	North Farm	£ -	£ 3,800.00		0%
£ 1,000.00	Office Equipment	£ -	£ 1,000.00		0%
£ 3,000.00	Defibrillator Maintenance	£ -	£ 3,000.00		0%
£ 33,476.00	Recreation Reserve	£ -	£ 33,476.00		0%
£ 3,000.00	War Memorial	£ -	£ 3,000.00		0%
£ 6,050.00	Community Trust (50% match funding pot)	£ 2,535.99	£ 3,514.01		42%
£ 2,000.00	Coronation (St James Church Tower Gate)	£ 980.75	£ 1,019.25		49%
	<b>S106 Funding</b>	<b>-£ 29,037.50</b>	<b>£ 29,037.50</b>		<b>S106 funding for MUGA</b>
<b>£ 84,379.00</b>	<b>TOTAL</b>	<b>-£ 18,144.20</b>	<b>£ 102,523.20</b>		
	<b>TOTAL CASH SURPLUS FOR THE YEAR - YTD</b>	<b>£28,826.57</b>			
	<b>OPERATING SURPLUS FOR THE YEAR - YTD</b>	<b>£ 10,682.37</b>			
	<b>TOTAL CASH SURPLUS FOR THE YEAR - FY FORECAST</b>	<b>£ 25,094.78</b>			
	<b>OPERATING SURPLUS FOR THE YEAR - FY FORECAST</b>	<b>£ 6,950.58</b>			

- e) **To Discuss and RESOLVE: To DISCUSS & RESOLVE:** Whether to approve the final payment to Charles Lawrence Courts if satisfactory completion is confirmed by Ian Dunstan Chairman of The Community Trust.

Prepared by: Deborah Shenton, 1<sup>st</sup> March 2026

 Outlook

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**Match funding scheme**

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**From** Ian Dunstan <iandunstan5@gmail.com>

**Date** Fri 23/01/2026 16:17

**To** Deborah Shenton <RFO@astonoxon-pc.gov.uk>

Dear Deborah,

Could Aston and Cote community trust apply for the parish council match funding scheme in regard to buying 50 new chairs for the village hall ? The chairs are an upgrade to the existing with padded seats and backs . The total cost is £2906 for 50 chairs .

Kind regards , Ian

Sent from my iPhone

## ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

[<laforte289@btinternet.com>](mailto:laforte289@btinternet.com)

**Subject:** Contingency 106 money for Muga

Dear Deborah ,

Could the Community trust ask the parish council ( at next meeting ) to apply for the contingency sum available ( all of it £12, 750 ) to install a path around the new muga .

We are currently acquiring quotes. Also , could we ask for precept money raised for Muga to cover any shortfall ?

Many thanks Ian

Sent from my iPhone

**ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL  
SMALL GRANT SCHEME  
APPLICATION FORM – 2025/26**

ABOUT YOUR ORGANISATION:		
Name	Aston Youth Football Club	
Address	Aston Village Hall Cote Road, Aston, Bampton, Oxfordshire, OX18 2FS	
Email address:	nickangus@hotmail.co.uk	
Website:		
<b>Contact Details:</b>	First Contact	Second Contact
Name:	Nick Angus	Kevin Alcraft
Position:	Club Sec & Welfare Officer	Chairman
Address:	Redacted	Redacted
Phone Number:	NA	NA
Mobile Number:	07972037882	07384537172
Email Address:	Nickangus@hotmail.co.uk	kevinalcraft1@gmail.com

## ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

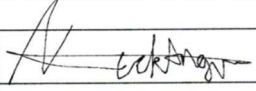
<b>DETAILS OF ORGANISATION STRUCTURE:</b>				
Constitution	Do you have a constitution? Please indicate: YES (Please attach) NO			
Status: Are you one of the following? (If not, it does not prevent you from applying for a grant)				
Please indicate:	A registered charity?	A company limited by guarantee?	Applying for charitable status?	Other: Please state:
Charity/Company No.	NA			
When did your group/organisation start?	2015			
What does your organisation do?	Provides football for children aged 5 to 18 in the village of Aston. The club currently has 14 teams, 3 all girls teams. Over 200 players have represented Aston football club across 3 different leagues. We have a JPL team in which a player from this team has gone on to sign for professional club Swindon Town FC			
Who does your group /organisation serve mainly?	<i>e.g. children, young people, senior citizens, rurally isolated people etc</i> Children, teenagers, rural location			
<b>DETAILS OF ORGANISATION FINANCES: Please attach a copy of your most recent accounts</b>				
Total income in the last financial year including date of year end:	£40,000			
Total amount spent in the last financial year:	£35,000			
Current unrestricted reserve or savings as at date of application:	£5,000			
Current restricted reserve or savings as at date of application:	£10,000			
From what sources does your organisation raise its income?	Income Source	Amount £		
	Subscriptions	£30,000		
	Sponsorship	£5,000		
	Grants (Pitch Improvement)	£6,400		
Bank Details	Acc No: 13767668	Sort Code: 30-64-14		
	Bank Name: TSB	Bank Address: 13 High Street Witney OX28 6PH		
<b>DETAILS OF MANAGEMENT STRUCTURE:</b>				
How many people are there on your management committee?			10	
How many staff do you employ?			0	
How many volunteers do you have?			30	

## ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

PROJECT SPECIFIC INFORMATION:	
Please give more details about the project for which you are applying for this grant:	
At the end of each season Aston FC holds a presentation day for all the players that have played that's season. This is a celebratory event in which every child receives a trophy for their contribution to the club. Due to the increased costs of running this event. Hire of premise - Aston Village Hall. Cost of Trophies. We are looking to help fund this through a grant from our local parish council.	
Please justify the need for this project?	
This funding is required due to the rising cost of trophies for the children. For the 25/26 season our trophy costs will be around £3,000.	
How will you monitor the progress of the project?	
This is not an ongoing project	
How do you plan to judge the success of the project?	
The smiles on the faces of the children when they receive their trophy at the end of the season	
TIMESCALE:	
Start Date	19th June 2026
Finish Date	19th June 2026
Ongoing, give details	
Please confirm that the expenditure has not yet been occurred nor the order placed by ticking in this box:	<input checked="" type="checkbox"/>
FINANCIAL INFORMATION ABOUT THE PROJECT :	
Please provide a breakdown of the total cost of this project including VAT (please provide details on a separate sheet if necessary)	
Trophies for the children - 200	
Each individual trophy is £15	
Cost of £3,000	
How much funding is your organisation requesting from Aston, Cote, Shifford & Chimney Parish Council via this form?	£500 towards the cost of the trophies for the 25/26 Season
Please detail other sources of funding obtained for this project, including funds being provided from the organisation's reserves	Income from yearly subscriptions Fundraising from End of Season Event

# ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL



DECLARATION:	
<p>I am authorised to make this application on behalf of the above organisation and the information contained in this application is correct. If the information changes in any way I will inform Aston, Cote, Shifford &amp; Chimney Parish Council at the earliest opportunity. I give permission for Aston, Cote, Shifford &amp; Chimney Parish Council to record the information on this form electronically.</p>	
Signed:	
Dated:	<b>20/02/2026</b>
Please include the following:	<ul style="list-style-type: none"> <li>• Up to date accounts/financial statements &amp; latest report (if available)</li> <li>• Constitution or a set of rules, if available</li> <li>• Copies of written estimates or catalogue pages if grant for equipment or capital costs</li> </ul>
<p>Please either email to the Clerk at <a href="mailto:clerk@astonoxon-pc.gov.uk">clerk@astonoxon-pc.gov.uk</a> or post the signed application together with all supporting papers to: Elaine Anstee, Clerk, Aston, Cote, Shifford &amp; Chimney Parish Council. 16 Foxwood, Aston, Bampton, OX18 2DZ.</p>	