





Old Marston Parish Council

Tim Cann. PSLCC. Clerk & RFO to Old Marston Parish Council
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Members of the Public Welcome & Speaking arrangements:

Members of the public and press are welcome to attend the following meeting unless precluded by the Parish Council by resolution during the whole or part of the proceedings. They may address the parish council on any matter of council business during the time allotted at the beginning of the meeting for public participation.

Anyone wishing to speak must give prior notice with name and address to the Clerk before the meeting starts.

No member of the public or press shall speak for more than 5 minutes unless the Chairman so declares and the total time for public participation is 20 minutes. There is no entitlement to speak at any other time during the meeting.

An issue raised shall not require a response at the meeting nor start a debate. The Chairman may direct that an oral or written response be given or that a note be made for later action.

A record of public participation may be included in the Minutes and, if any actions are required, they will be reported on at the next meeting.

You are hereby invited to attend the meeting of OLD MARSTON PARISH COUNCIL FINANCE COMMITTEE to be held **at 6:00pm on Monday 7th August 2023** in the Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

28th July 2023

Councillors are requested to declare any prejudicial interest they have in any of the items.



We are a certified
Oxford Living Wage employer

Requests from members of the public to speak:

Please note you are required to inform the Clerk prior to speaking and no member of the public or press shall speak for more than 5 minutes unless the Chairman so declares and the total time for public participation is 20 minutes.

AGENDA

1. Request if anyone is intending to record the proceeds of the meeting, if so, has any member of the public any objections in being included.
2. Apologies for absence and approval by Council.
3. Public Participation.
4. Approval of the Minutes of the meeting on the [28th November 2022](#)
5. Matters arising omitting those for which an agenda heading follows:-
 - A note for information that Parish Councillor Louise Upton stood down from the Finance Committee as of the May Annual Parish Council meeting.
6. Review of Insurance:
 - a. [Current Cover](#).
 - b. Additional Items:
 - Bus Shelter (estimated cost £1,000)
 - Cycle Racks x 20 (Total cost £720 + VAT = £864.00)
 - Mortimer Hall Cost of Project £2,858.20 incl. VAT)
7. Quarterly Accounts Review: Income v Budget, Expenditure v Budget
8. Review of Reserves:
 - a. **General Reserves** – A parish council usually maintains a General Reserve of about six-month operating costs, or precept. The council is currently maintaining a General Reserve of £31,216 (six months precept).
 - b. **Fixed Asset Reserve** – In addition to the general reserve the committee may wish to consider recommending council maintains a reserve to cover the repairs or replacement of fixed assets should the need arise, say £10,000. Although this would nowhere near cover the replacement of even just one piece of play equipment, it does allow for repairs.
 - c. **Emergency Reserve** – Following the illegal encampment on the Oxford City Council owned Croft Road Recreation Ground the committee may wish to consider a reserve so the council can act proactively should this occur on any parish council land. (Able Investigations)

In addition to these dedicated reserves, the parish council carries a working balance, made up of monies allocated to forthcoming projects.
9. [Review of Grant Application Form](#).

10. FINANCE

Bank balance as at 30/07/2023 –

Unity Trust Account £15,996.61 (incl. CIL Money) £27,272.56 Petty Cash £73.79
 Newbury Building Society A/c £82,636.07, Skipton Building Society A/c £22,039.37.

The following accounts to be paid:	£ Incl. VAT
Clerks Pay Including Expenses, Pension, etc. – July 2023	
Mrs Parish (Refund for Ashes Plot)	400.00
WKH Development Services Ltd (Officials Floor Repair)	2,160.00
SLCC Enterprises Ltd (Right of Way Training Clerk)	54.00
SLCC Enterprises Ltd (Charitable Trusts Training – Clerk)	72.00
Value Products Ltd (4 x Aluminium 'NO DOGS' Signs)	76.27

BGG Ltd (Grass Cutting)	180.00
ICCM (Membership)	95.00
Total Pest Control (Quarterly Charge)	177.60
TOTAL	£5,288.44
Petty Cash Expenditure:	NONE
INCOME:	
Sandra Homewood (Burial Plot Purchase)	1,454.00
Openreach	26.46
TOTAL	1,480.46

a. Acceptance of accounts

11. Approval of Financial Regulations

12. Plus, anything of an urgent nature which has come to the Clerk's attention since the agenda was set.

13. Information sharing (including correspondence).

Date of next meeting: - TBC

Minutes of the Finance Committee Meeting held on the 28th November 2022 in the Mortimer Hall from 6:00pm.

Present:

Parish Council:

Pat Hall (PH) – Chairman Peter Cox (PC) Charlie Haynes (CH) Tim Cann (Clerk)

FIN 22/11/01 Intention to record the proceedings of the meeting: NONE.

FIN 22/11/02 Apologies for Absence: Louise Upton & Mary James – Prior engagements, Louise Milford – Unwell.

FIN 22/11/03 Minutes of the Committee Meeting held on 22nd December 2021. It was **RESOLVED** these are a true record.

FIN 22/11/04 Matters Arising (omitting those for which an agenda heading follows): NONE.

FIN 22/11/05 Review of Draft 2023/24 Budget (See attached):

- It was **RESOLVED** to recommend that Boults Lane Project (code 63) should be increased to £10,000 and Clerk's Expenses (code 94) be increased to £1,000 otherwise to accept budget.

FIN 22/11/06 Review Precept (See attached):

- After some discussion it was **RESOLVED** to recommend a 1.99% increase.

FIN 22/11/07 Review of Grant Applications:

It was **RESOLVED** to recommend acceptance of the following applications:

• St Nicholas Society of Bell Ringers	92.00
• Mortimer Hall	300.00
• Mortimer Hall Pre-School	300.00
• Marston Community Garden Group	300.00
• Marston Times	300.00
• OXSRAD	300.00
• St Nicholas Primary School Forest School	300.00
• Court Place Farm Allotments Association	300.00
• Old Marston Mill Lane Allotments Association	300.00
• 43 rd Scout Group	300.00
• FOSNS	300.00
• St Nicholas Junior Choir	300.00

TOTAL 3,392.00

- It was **RESOLVED** to recommend that the Clerk should not send reminders on grant applications once sent.

FIN 22/11/08 Review of Financial Regulations:

- It was **RESOLVED** to adopt the Financial Regulations.

FIN 22/11/09 Items of an urgent nature which have come to the Clerk's attention since the agenda was set:

- The Clerk informed the committee that there was £86,950.84 in the Newbury Building Society account. The maximum amount covered by the FSA is £85,000.00. It was **RESOLVED** to transfer £5,000 from the Newbury Building Society into the Skipton Building Society.

FIN 22/11/09 Information sharing (including correspondence):

- CH stated that some of the laptops still had issues and needed sorting asap.

FIN 22/11/10 Date of Next Meeting: TBA

MEETING CLOSED: 6:45pm

OLD MARSTON PARISH COUNCIL GRANTS POLICY

Introduction

Old Marston Parish Council is funded by the residents of Old Marston and therefore has only limited funds available to assist community organisations located or working in the parish or is seen residents of Old Marston benefit. The total amount available for discretionary grants is reviewed annually.

Subject to funding being available Old Marston Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Old Marston residents. The Council's financial support is provided by way of grants which are decided against criteria set by, and which can be amended from time to time by, Old Marston Parish Council.

The Parish council believes that voluntary groups benefit the wider community and that each should have equal opportunity to access the discretionary grant fund; limits are therefore placed on the number of applications and the total amount of funding any one organisation may apply for in each year.

Aim of the Grant Policy

Old Marston Parish Council aims to use a process of awarding grants to charities and community groups acting on a voluntary basis to help engender engagement with the Parish Council and within the wider community. It will be funded by an annual allocation that will maintain the fund at approximately 5% of the Parish's precept.

Objectives of the Grant Policy

1. To encourage the formation of new groups and particularly youth groups with a common purpose to provide new and enhanced facilities within the Parish or for use by those living within the parish.
2. To help build a commitment by all residents to a strong community that takes a pride in the Parish.
3. To widen the involvement of groups within the Parish to improve the well-being of the whole community.
4. To encourage the involvement of younger members of the community in developing community-based projects.
5. To provide start-up funds that allow new ideas and innovative solutions to be publicised and community support evaluated.

Grant Awarding Procedure

Grant applications will be assessed by the Parish Council at the first Parish Council meeting after submission that it can appear on the agenda. Applications are expected to attend the meetings and give a short presentation, about 10 minutes long, describing the purpose of the grant and its expected outcomes, how the grant would deliver value for money for the Parish Council and what other funding has been raised or may be available.

Normally, not more than two thirds of the annual grant budget will be allocated during the first half of the financial year.

Application for a grant will only be considered if it is made on the Parish Council application form. Application forms are available via email request to the Parish Clerk, clerk@oldmarston-pc.gov.uk at any time or in hard copy via letter to the Parish Clerk, Old Marston Parish Council, 8 Nicholas Avenue, Old Marston, Oxford OX3 0RN.

The Parish Council will minute its decisions, which will be based on this policy, and these will be published on the Parish Council website and on Parish Council Noticeboards as part of the Parish Council minutes.

The Parish Council reserve the right to award a single, multiple, or part funded grant or none where it feels that the bids do not meet the aims of the Grants Policy. For those applications that are unsuccessful feedback on the reasons will be available from the Clerk.

The Grants Procedure will be reviewed on an annual basis to ensure that the grants awarded are achieving the aims of this Policy and directly supporting delivery of the Parish Plan. The grants awarded will also be subject to the Parish Council's annual audit process to confirm value for money.

Assessment Criteria

Preference will be given to projects:

- With evidence of community support (letters of support from established groups and/or individuals, petitions signed by local residents, etc.) or as start-up grants to evaluate that support,
- Submitted by youth groups,
- Supporting vulnerable groups,
- Projects where the Parish Council's award will help to secure further funding.

These are the criteria, not in any order, against which applications will be judged.

It is a condition of the award of a grant that a presentation of the project outcomes will be made at the next Annual Parish Meeting in May, if requested.

Application Form

The application form is given in Appendix 1.

Advice on completion of the application form is available from the Parish Clerk.

Application forms must be completed, signed, accompanied by accounts where stipulated.

Applications for a grant must be made using the Old Marston Parish Council application form.

Grant Award Agreement

To receive a grant, once awarded a representative of the successful group applying must sign a Grant Award Agreement from the Parish Clerk. The agreement will specify the amount award, when and how it can be claimed, any special conditions applied and use the application form to describe the project. Signing the agreement indicates that the terms and conditions of the Parish Council's Grant Policy current at the time of signing are accepted.

Payment

Payment will be made by BACS.

Monitoring

Each successful applicant will be allocated to a Parish Councillor who will follow the progress of the grant and keep the Parish Council updated.

In some instances, the nominated Parish Councillor may be asked to approve specific expenditure where the aware is held by the Parish Clerk.

All successful applicants will be asked to provide a final report and presentation of outcomes to the next Annual Parish Meeting. Occasionally, successful applicants may also be asked to provide interim reports to the Parish Clerk for the Parish Council Meetings both this requirement if applied will be stipulated in the Grant Award Agreement.

All expenditure against the grant must be receipted and accounted for and will be subject to audit through the Parish Council.

Any grant funding not spent must be accounted for and the Parish Clerk advised at the earliest opportunity. The Parish Council will take the decision if this is to be repaid or remain with the project.

Publicity

The Parish Council should be acknowledged for grant funding in all media releases relating to the project.

All media requests for Parish Council comment relating to the project should be made to the Parish Clerk in the first instance.

Old Marston Parish Council Values

Old Marston Parish Council believes and recognises that the diversity of our population is one of our greatest strengths and assets.

We are committed to ensuring that people are treated fairly and to promoting equality of opportunities for everyone to live, learn, work and relax in the parish.

We will address inequality both in the workplace and in relation to access to services and outcomes.

We strongly oppose all forms of discrimination and will actively work to eliminate discriminatory barriers and ensure that individuals and communities within Old Marston have a sense of shared, common belonging and understanding.

Please confirm that your organisation adheres to Old Marston Parish Council values. We will not grant funds to any organisation that does not share our values.

Adopted:	Minute Reference	Signed by Chair
16th May 2022	22/05/20	Duncan Hatfield
15th May 2023	23/05/19	Duncan Hatfield
May 2024		

OLD MARSTON PARISH COUNCIL
Grant Application Form for charitable, voluntary or other organisations.

Organisations Name	
Contact Name	
Correspondence Address	
Tel:	
Email:	
Bank Transfer details: (if accepted)	
Amount Asking for:	£
Purpose of grant	
Nature of Organisation: Registered Charity Number Non-Profit Voluntary Organisation Number of members/ officers/ Volunteers:	
How will the local community benefit from a grant? (Continue on a separate sheet if necessary)	
If a major scheme, how much will be provided from own resources? (Continue on a separate sheet if necessary)	
Organisations current financial position: (Please include a copy of your last annual report/ completed accounts) If you received a grant last year, how was it spent:	£
Have applications for grants been submitted to any other body?	
If yes to whom?	

Brief details of organisations own fundraising efforts:

Signed..... Position held.....

Date:.....

CURRENT INSURANCE COVER

MANDATORY COVER

PUBLIC LIABILITY LIMIT OF INDEMNITY	£10,000,000
EMPLOYERS LIABILITY LIMIT OF INDEMNITY	£10,000,000
OFFICIALS INDEMNITY LIMIT	£500,000
LIBEL AND SLANDER LIMIT	£250,000
LEGAL EXPENSES LIMIT	£250,000
MONEY – CASH IN TRANSIT, ON PREMESIS IN BUSINESS HOURS, IN BANK NIGHT SAFE	£2,500
MONEY CASH IN SAFE	£2,500
FIDELITY GUAREANTEE LIMIT	£250,000

ADDITIONAL COVERS

PLAYGROUND EQUIPMENT	£98,603
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BUILDING COVER

CEMETERY TOOL SHED	£20,542
ROY GARNER PAVILION	£590,891

KEY PERSONS COVER	YES
DATA BREACH RESPONSE COVER	YES

Property Insured	Declared Value	Sum Insured
Buildings	£611,433	£733,719
Contents	£27,500	£33,000
Other Property Insured away from the Premises		
Street Furniture	£60,000	£72,000
Gates and Fences	£30,000	£36,000
Playground Equipment	£98,603	£118,323
CCTV Equipment	Not Insured	Not Insured
War Memorials	£40,000	£48,000
Ground Surfaces	Not Insured	Not Insured
Mowers and Machinery	£5,000	£6,000
Sports Equipment	£15,000	£18,000
Regalia	Not Insured	Not Insured
Terrorism	Not Insured	

Budget v Expenditure 2022- 2023 Up to 30th June 2023							
Subject	Code	Work	Budget	Actual	O/U	Variance	Description
Allotments		Refurbishments	£0.00	£0.00	U	£0.00	
Cemetery	21	Utilities	£300.00	£162.22	U	£137.78	
	22	Maintenance		£300.00		-£300.00	
Recreation Grounds		Events	£0.00	£0.00		£0.00	
Play Areas		Replacement	£5,000.00	£0.00	U	£5,000.00	
	31	Maintenance	£2,000.00	£44.05	U	£1,955.95	
	32	Annual Inspection	£225.00	£0.00	U	£225.00	
Pavilion	43	Alarm Maintenance etc	£2,000.00	£75.60	U	£1,924.40	
	63	New Pavilion	£2,000.00	£0.00	U	£2,000.00	
Grants	71		£5,000.00	£1,300.00	U	£3,700.00	
Other Grants	72		£3,000.00	£935.50	U	£2,064.50	
Admin	91	Clerk	£25,300.00	£4,998.40	U	£20,301.60	
	92	Clerk Pension		£1,519.24		-£1,519.24	
	93	Clerk Expenses		£188.18		-£188.18	
	94	Clerk Training		£0.00		£0.00	
	96	Payroll Services		£120.00		-£120.00	
	90	Bank Charges		£18.00		-£18.00	
	95	Telephone		£161.26		-£161.26	
	81	Stationery	£500.00	£186.33	U	£313.67	
	89	Soft/Hardware	£500.00	£0.00	U	£500.00	
	84	Webmaster	£500.00	£0.00	U	£500.00	
		Legal Advice	£100.00	£0.00	U	£100.00	
	83	Council Training	£2,000.00	£0.00	U	£2,000.00	
		Property Re-evaluation	£4,000.00			£4,000.00	
		Initiatives	£1,000.00			£1,000.00	
		Elections	£1,500.00			£1,500.00	
Misc *	86			£3,440.00		-£3,440.00	See below.
Insurances	87		£3,300.00	£0.00	U	£3,300.00	
Contracts						£0.00	

	36	Pest Control	£2,500.00	£957.60	U	£1,542.40	
	34	Recreation Maintenance	£3,000.00	£378.00	U	£2,622.00	
	24	Cemetery Maintenance	£1,500.00	£90.00	U	£1,410.00	
		Hedging		£0.00		£0.00	
	35	Tree Maintenance	£3,000.00	£0.00	U	£3,000.00	
		Verti-draining	£0.00	£0.00	U	£0.00	
Audit Fees	82		£1,100.00	£570.00	U	£530.00	
Memberships	88		£1,250.00	£717.24		£532.76	
Maintenance Work			£4,000.00	£0.00	U	£4,000.00	
New Projects		Footpath	£5,000.00	£0.00	U	£5,000.00	
Chairman's Expenses	85		£1,000.00	£0.00	U	£1,000.00	
Totals			£80,575.00	£16,161.62	U	£64,413.38	

Unbudgeted Items		(Misc) *
MH Cycle Racks		£2,815.00
Burial Plot Refunds		£625.00
Total		£3,440.00

Budget Analysis INCOME

Subject	Code	Description	Budget	Actual	Variation
Allotments	11	Rent	£5.00	£0.00	£5.00
Burial Ground	21	Pre-Plot (Unity Trust Bank)		£1,454.00	-£1,454.00
	21	Pre-Plot (Skipton BS)		£1,454.00	
		Burial		£0.00	£0.00
	22	Memorial		£407.00	-£407.00
Paddock	87	Rent (Skipton Building Society)	£500.00	£500.00	£0.00
Recreation Grounds	32	Wayleaves	£44.00	£8.00	£36.00
Pavilion	87	Rent	£1.00	£0.00	£1.00
Scout	87	Rent	£5.00	£5.00	£0.00
Mortimer Hall	87	Rent	£0.05	£0.00	£0.05
Precept	81		£61,000.00	£31,091.14	£29,908.86
	82	Discretionary Grant	£10,000.00	£5,000.00	£5,000.00
CiL	86			£0.00	£0.00
Misc	85			£260.00	-£260.00
VAT Returns	83		£6,000.00	£0.00	£6,000.00
Bank Interest	84	Newbury BS & Skipton BS	£1,600.00	£0.00	£1,600.00
Total Income			£79,155.05	£40,179.14	-£38,975.91