



# Aston Clinton Parish Council

## Volunteer Policy

### Introduction

This policy sets out the principles for voluntary involvement in activities authorised by Aston Clinton Parish Council (ACPC). ACPC acknowledges that volunteers contribute in many ways, and that volunteering can benefit the Council, local communities and the volunteers themselves. This policy applies to volunteers working on behalf of ACPC, not those employed by the Council or members of the Council.

Volunteers shall be required to note that only volunteer work that has been authorised by the council will be covered by the council's insurance. The Council may decide to set-up a volunteer database that records volunteers and some basic contact details.

### Policy and Procedure

1. Aston Clinton Parish Council shall ensure the health and safety of all volunteers, as far as reasonably practicable and that of any people who might be affected by their work.
2. Volunteers will be treated equally regardless of their gender, race, age, faith disability or sexual orientation.
3. Volunteers must carry out only the less hazardous work involving use of non-powered tools, where possible. However, appropriate protective equipment should be worn including stout footwear, safety goggles (if appropriate), and high visibility vests.
4. Volunteers working on behalf of the Council, at their direct request, will be insured under the Council's Public Liability and Employer's Liability cover. However, the council does not insure the volunteer's personal possessions against loss or damage and if volunteers use their own tools or equipment the Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.
5. Volunteers must inform the event supervisor (The Parish Clerk or a person appointed to the role by the Clerk) of work they intend to carry out before commencing such work. This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session. The record will be retained.
6. Volunteers must only carry out tasks allocated to them.
7. Volunteers must be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.

8. A risk assessment will be undertaken by the event supervisor in order to identify any risks that might be faced and how they will be managed. The risk assessment will have regard to any safeguarding arrangements. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing. The risk assessment should include as a minimum:
  - The job or activity
  - The existing competency of volunteers
  - The circumstances of the work (e.g. the degree of supervision)
  - The tools and/or equipment being used
  - Training requirements: the training standard must be sufficient to ensure the health and safety of volunteers and any people who might be affected by the work.
9. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for this rests with the event supervisor to whom authority has been provided by the Council.
10. All volunteers shall have regard to the Health & Safety at Work Act 1974 when undertaking work. Volunteers will not be authorised to carry out work that the Council considers hazardous, or would contravene the principles of the Health and Safety at Work Act 1974, taking into account the competence of the volunteer(s) carrying out the proposed work.
11. Expenses will be paid only with the prior approval of the Council and after receipt by the Council of paper receipts in respect of same. Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Council.
12. If a volunteer raises a complaint that cannot be resolved at the time then a complaint should be instigated in accordance with Aston Clinton Parish Council's Complaints Procedure.

This policy will be reviewed every two years.

Approved by Aston Clinton Parish Council on: 20 October 2021: Next Review: October 2023

Minute	Date Raised	Type of meeting	Owner	Action	Update Notes	Status
22.101iv	15-Feb-23	Council	Cllr Peter Wyatt	<b>Defibrillators:</b> Council agreed that should funding be sourced the installation of additional defibrillators should be arranged. Cllr Wyatt would seek quotes for defibrillators and would contact the Shell Garage on Aylesbury Road to find out if they would allow a defibrillator on their site and would provide access to a source of electricity. The Clerk would seek funding sources	<b>June 23:</b> Cllr Wyatt has written to guide hall as cannot go on garage site	In Progress
22.133	19-Apr-23	Council	Cllr Peter Wyatt	Cllr Wyatt agreed to contact Simon Glover at Bucks Highways regarding the replacement of the damaged <b>VAS on Tring Hill</b>	<b>May 23:</b> email sent <b>June 23:</b> no response as yet	In Progress
22.118iii	15-Mar-23	Council	Cllr Mike Collins	<b>Aston Clinton School grant application:</b> An application for a £9,756 grant towards increased travel costs for swimming lessons was considered. The school was no longer able to use Green Park for lessons, travel costs had increased as lessons now took place in Aylesbury. It was agreed that further information was required regarding the contribution from parents and the school's PTA as well as greater clarity on the increased charges at Green Park which led to the decision to move the lessons to Aylesbury. It was agreed that the school and the Bucks Cabinet member for education be contacted.	<b>June 23:</b> Cllr Collins had spoken to a Bucks member- reinstating access to pool at green park is a low priority	In Progress
F21_183	19-Jan-22	Council	Cllr Marion Mason/Cllr Read	The first draft of the <b>RKP lease</b> was circulated for comment following a meeting with the RKP tenant. Reference to health and safety requirements and fire evacuation procedures would need to be added, and the responsibility for window cleaning. An updated draft would be considered at the February meeting.	<b>Feb 22:</b> Updated lease to be presented to Feb Council. <b>March 22:</b> Draft lease sent to solicitors <b>June 22:</b> Clerk chased solicitors. <b>Jan 23:</b> New solicitors Wellers Law Group instructed and information sent. <b>March 23:</b> updated draft reviewed. <b>May 23:</b> Beacons Retail Consulting instructed. <b>Aug 23:</b> consultant Report considered by council. Consultant & Tenant to meeting to discuss lease	In Progress
23.12iv	17-May-23	Council	Cllr Colin Read	<b>Scout Hall proposal:</b> It was noted that for more than three years Aston Clinton Scouts had attempted to receive a right of way over a strip of land owned by Bucks Council which would allow access to land that has planning permission for four houses and a Scout Hall. It was agreed that Council would write to Peter Strachan the Bucks Council Cabinet member for Planning & Regeneration requesting information on the Cabinet or Committee meeting at which the request for the rights of way were discussed and the course of action agreed.	<b>June 23:</b> Cllr Collins has called in application for Bucks Planning committee to look at. Cllr Read to draft letter <b>July 23:</b> letter sent to Cllr Strachan	In Progress
22.26ii	28-Sep-22	Council	Clerk/Cllr Read/Cllr Hughes	<b>Footbridge over canal at Stablebridge road:</b> S106 funding was available for project which included the installation of a footbridge linking existing footpaths Project would be part of Aylesbury Greenway in conjunction with Bucs C. Project to be revisited.	<b>Feb 23:</b> David Roberts and Steve Broadbent at BC to be contacted regarding this issue as it is a safety issue.	
22.26iii	28-Sep-22	Council	Clerk/Cllr Read	<b>Canal Bridge 8:</b> letter be sent to Canal & River Trust requesting steps on footpath at bridge is reopened.		
PC21.142 vii	20-Oct-21	Council	Clerk	<b>New licence with the current owners be drafted for the Molique Fountain Land 1 Twitchell Lane</b> giving the owners the right to use as a private garden a small piece of land at the rear of the Molique Fountain.		
21.166iib	15-Dec-21	Council	Clerk	<b>Security Alarm</b> It was noted that the RKP tenant would be charged for half the annual maintenance cost.	<b>March 22:</b> YCIP invoice for half maintenance Cost: <b>March 23:</b> YCIP invoice - awaiting payment	In Progress
21.164ii	15-Dec-21	Council	Clerk	It was noted that the <b>Bucks Council Covid Support Grant</b> surplus would need to be refunded.	<b>Feb 22:</b> Process for returning funds requested. Advised to keep for future use	on hold
22.73ii	19-Oct-22	Council	Clerk	<b>It was resolved to purchase the seven gates for the Aylesbury Road, London Road, Lower Icknield Way and Upper Icknield Way, entrances to the village at a cost of £6,294 from General Reserves.</b> Each sign would say 'Aston Clinton Please drive carefully'. The Village Society would fundraise to cover the cost and apply for a Community Board Grant.	<b>Nov 22:</b> Request sent to TFB - cannot be ordered until new TFB contractor in place on 1 April 23. <b>May 23:</b> awaiting update from new Bucks Highways: <b>June 23:</b> some amendments made by Bucks highways - awaiting CB decision on funding.	In Progress
22.80i	16-Nov-22	Council	Clerk	Council considered the <b>income from the all-weather pitch.</b> The Clerk reported that the Council received 10% of the income AC Football Club received from hiring out the pitch as well as a base rent. It was agreed that these fees be reviewed.	<b>March 23:</b> review agreed base rent increase £125 pa	In Progress
22.103i	15-Feb-23	Council	Clerk	<b>CCTV:</b> It was resolved to accept the quote of £500 from Scorpion Security for the maintenance of the CCTV system and the quote from Crimewave Security Consultancy of £150 per month for CCTV evidence gathering. It was resolved that a standalone broadband connection be installed at the RKP for the sole use of the CCTV system.	<b>March 23:</b> Crimewave & Scorpion informed. Awaiting engineer visit for installation of standalone broadband connection <b>June 23:</b> Clerk reported that onsite visit from Scorpion to switch over CCTV was still due. I was agreed that alternative quotes be sought if company do not respond soon. <b>Sept 23:</b> Tickford Security transferred system and carried out maintenance. Awaiting IT consultant to open up IP addresses for easier access	In Progress
22.131ii	19-Apr-23	Council	Clerk	<b>Park View Resurfacing:</b> It was noted that £11,000 had been budgeted in 2019/20 for the resurfacing but due to the construction of the Red Kite Pavilion the work was delayed. <b>It was resolved that the maintenance agreement be sent to the six properties for signing. The resurfacing of the road would not take place until all agreements had been signed.</b>	<b>April 23:</b> Updated quotes sought <b>May 23:</b> Centurian Services selected. Awaiting signed maintenance agreements from properties prior to instructing. A meeting would be organised. <b>June 23:</b> successful contractor to be informed that their quote was accepted. Meeting to be arranged with property owners. <b>July 23:</b> contractor instructed. <b>Aug 23:</b> six property owners written to requesting a meeting	In Progress
22.133	19-Apr-23	Council	Clerk	<b>Streetslights:</b> It was noted that an unsafe streetlight outside 30 Beechwood Way had been removed. Quotes would be sought for a replacement		
23.50iii	16-Aug-23	Council	Clerk	<b>Stablebridge Road 30mph review:</b> The Community Board only has £3000 available for the project and is requesting that Council consider seeking alternative sources of funding for the shortfall of between £7,000 and £9,000. Council agreed to seek alternative quotes from local town council depots for the implementation of the scheme which may reduce the cost	<b>Aug 23:</b> Community Board emailed to ask if requesting quotes for alternative contractors was permissible. Response was that it would not be permissible	In Progress
21.10iii	20-Jan-21	Council	Assistant Clerk	<b>Dog Bins:</b> Additional Dog bins should be arranged for Chapel Drive, College Road South and Aylesbury Road	<b>Feb 22:</b> Facilities Committee have agreed that 3 additional bins should be provided : GES/Chapel Drive, Opps the Oak PH and on path to beech to allow disabled access. Clerk to request from BC. <b>June 23:</b> 1 year's credit rec'd <b>July 23:</b> Quote received from Streetscene, Cllr Read receiving quote from J.Phipps for Park bin to be installed. <b>Sept 23:</b> Streetscene instructed for 2x Bins (Chapel Drive/College Road South), J.Phipps	In Progress



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting  
held at 3.30pm on **4<sup>th</sup> October 2023** at the  
Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr C Read (Chair), Cllr M Mason, Cllr D McCall, Cllr L Ronson & Cllr P Wyatt

**IN ATTENDANCE:** Mrs S Payne (Clerk/RFO)

**FS23.12 Questions and Comments from the Public.** No members of the public were present.

**FS23.13 To Receive Apologies for Non-Attendance.** None received.

**FS23.14 To Receive Declarations of Interest or Requests for Dispensation.** None declared.

**FS23.15 To Approve the Minutes of the Meeting Held on 1<sup>st</sup> June 2023**

The minutes of the meeting held on 1<sup>st</sup> June 2023 were approved as a true and accurate record and were signed by the Chair.

**FS23.16 To Receive an Update on the Opening of a Nationwide Building Society Account**

The bank statement dated 1<sup>st</sup> October 2023 showing a balance of £85,000 was noted and signed.

**FS23.17 To Review Council's Investment Strategy**

The Investment Strategy was reviewed. **It was resolved that the Investment Strategy did not require updating.**

**FS23.18 To Appoint an Internal Auditor for 2023/2024**

The Clerk reported that Council's current internal auditors had written to inform Council that they were no longer able to provide internal audit services.

Quotes had been sought from five other internal auditors and were considered. All internal auditors had quoted for just one audit at year end as they did not consider there was a need for an interim audit. **It was resolved to appoint Joanna Simonds as the Council's internal auditor for 2024/2025 at a cost of £200.**

**ACTION: Clerk**

**FS23.19 To Note the Practitioners' Guide 2023 Change Regarding Email Management**

It was noted that the JPAG's Practitioners' Guide 2023 would have a change within paragraph 1.26 which relates to email management. It would now include a statement that every authority have an email account that belongs to the council which ideally should be a .gov.uk or a .org.uk address. In order for Council to answer yes to this assertion in the 2023/2024 Annual Governance Statement, Council will need to ensure that its email addresses comply with this requirement.

Currently only employee emails are linked to the Council's .org.uk address. Councillors have gmail.com email addresses.

It was noted that NALC and SLCC are encouraging Councils to move to a .gov.uk domain name and email addresses with the SLCC offering a webinar on the benefits of using a .gov.uk secure email system. It was agreed that members of the committee and the Clerk attend the webinar.

**ACTION: Clerk**

**It was resolved to recommend to Council that the Council's website domain name and emails move over to a .gov.uk address.**

**ACTION: Clerk**

**FS23.20 To Consider Funding Options for Additional Security Fencing at the All-Weather Pitch**  
The Committee considered options for funding the cost of installing additional security fencing at the all-weather pitch. **It was resolved to recommend to Council that £14,000 be added to the 2024/2025 budget for the installation of additional security fencing at the all-weather pitch.** ACTION: Clerk

**FS23.21 To Consider Quotes for the Provision of Office Broadband & Phone Services**  
Quotes for the provision of broadband and phone services for the Council office were considered. **It was resolved to accept the quote from British Telecom for the provision of 2 cloud voice licences and handsets, unlimited calls and superfast broadband at a cost of £93.95 per month.** ACTION: Clerk

**FS23.22 To Consider for Adoption the Updated Equality & Diversity Policy**  
**It was resolved to adopt the updated Equality & Diversity Policy.**

**FS23.23 Resolved that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.**

**FS23.24 To Review the Need for Staff Overtime**

Cllr Ronson raised concern regarding the need for the Clerk to work over her contracted hours, and especially at weekends, and requested that the Committee consider contracting extra help or spreading the load to existing staff members to alleviate the burden on the Clerk.

The Clerk informed the Committee that since joining the Council in September 2021 priority had been given to reviewing all Council's policies and procedures as well as updating Council's accounting systems and creating a burial database and map. This work was critical and overdue but was almost complete with just the burial database and some employment & communication policies left.

As the Clerk had experience in creating burial ground databases and digital map, the task which required methodical cross checking and data capture, could be carried out by the Clerk easier and quicker than by a less experienced member of staff or contractor.

The Clerk thanked the Committee for their concern and agreed that once all outstanding policy and database work had been completed all ongoing regular tasks of the role could be managed within the contracted hours.

The meeting closed at 7.30pm

Signed.....Date .....

# Aston Clinton Parish Council

## Equality & Diversity Policy

### 1. Introduction

- 1.1 Aston Clinton Parish Council is committed to promoting equality and diversity in all aspects of its work and believe that everyone, regardless of their background or characteristics, should be treated with respect and fairness.
- 1.2 This policy outlines the Council's commitment to creating an inclusive and diverse environment and sets out our approach to achieving equality for all. The policy aims to:
- promote equality of opportunity for all members, employees and volunteers, as well as for the wider community;
  - prevent discrimination, harassment and victimisation;
  - encourage diversity and inclusion within the Parish Council; and
  - comply with legal obligations under the Equality Act 2010.
- 1.3 This policy applies to all members, employees, volunteers, contractors, and members of the public who engage with Aston Clinton Parish Council.

### 2. Background

- 2.1 The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society and replaces the existing anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with.
- 2.2 The characteristics that are protected by the Act (Equality Act 2010 S4) are:
- Disability
  - Age
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity
  - Race
  - Religion or belief (this includes lack of belief)
  - Sex
  - Sexual orientation
- 2.3 The public sector Equality Duty Act (Equality Act 2010 s.149) means that public bodies have to consider all individuals when carrying out their day-to-day work – in shaping policy, in delivering services and in relation to their own employees. It requires that public bodies have due regard to the need to:
- eliminate discrimination;
  - advance equality of opportunity; and
  - foster good relations between different people when carrying out their activities.

### 3. Types of Unlawful Discrimination

- 3.1 Direct discrimination is where a person is treated less favourably than another because of a protected characteristic. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The

occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

- 3.2 Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.
- 3.3 Harassment is where there is unwanted conduct, related to one of the protected characteristics that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.
- 3.4 Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- 3.5 Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they do not, in fact, have that protected characteristic.
- 3.6 Victimisation occurs where an employee is subjected to a detriment because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so.

#### **4. Equality & Diversity Principles**

Aston Clinton Parish Council is committed to:

- 4.1 Eliminating Discrimination  
The Council will not discriminate on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation in any of our activities or decision-making processes.
- 4.2 Promoting Inclusion  
The Council will actively promote an inclusive culture that values diversity and ensures that all individuals feel respected, valued and able to contribute to their fullest potential.
- 4.3 Equality of Opportunity  
The Council will provide equal opportunities for all individuals, recognizing the benefits that diversity can bring to our community and organisation.
- 4.4 Reasonable Adjustments  
The Council will make reasonable adjustments to remove barriers and provide equal access to services, facilities and information for people with disabilities.
- 4.5 Prevention of Harassment  
The Council will not tolerate any form of harassment, bullying, or victimisation. All complaints will be taken seriously and dealt with promptly and confidentially.
- 4.6 Positive Action  
The Council will take positive action measures to address underrepresentation or disadvantage faced by specific groups where it is appropriate and lawful to do so.

## **5. Equal Opportunities in Employment**

- 5.1 The Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.
- 5.2 Persons and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.
- 5.3 The Council will consider any possible indirectly discriminatory effect of its standard working practises, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standards working practise.

## **6. Responsibilities**

- 6.1 All members and employees of Aston Clinton Parish Council are responsible for adhering to this policy, treating others with respect, and promoting equality and diversity.
- 6.2 Every employee is required to assist the Council to meet its commitments to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the Council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

## **7. Implementation**

- 7.1 Aston Clinton Parish Council will provide training and awareness programs on equality and diversity for members, employees and volunteers.
- 7.2 Council will monitor and review this policy annually to ensure its effectiveness.
- 7.3 Council will investigate and address any breaches of this policy promptly and fairly.

## **8. Reporting & Complaints**

- 8.1 Any member, employee, or member of the public who believes they have been subjected to discrimination, harassment, or victimisation should report it in accordance with the Council's grievance and complaint procedures.



# GRANT APPLICATION FORM

This form will be submitted to Aston Clinton Parish Council to assist in their decision making. Any financial figures should be for the last financial year.

Organisation/Group Details	
Name of organisation/group	ASTON CLINTON SOCIETY
Type of organisation/group – If applicable give charity/company registration number.	CHARITY
Contact's name	SALLY HOLDER
Position within the organisation/group	JOINT CHAIR
Contact's address	KIMMERIDGE HOUSE 8 CHURCH LANE ASTON CLINTON HP22 5HS.
Contact's telephone number	07796 306061
Contact's e-mail address	info@astonclinton.society.org.uk.
What services, facilities and activities does your organisation/group provide?	LITTERPICKING, VILLAGE TIDYING, REWILDING, IMPROVE AND ENHANCE ASTON CLINTON.
Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton.	VOLUNTEERS WILL BENEFIT FROM GOOD QUALITY LITTERPICKING EQUIPMENT. ALL RESIDENTS OF ASTON CLINTON WILL BENEFIT FROM LESS LITTER IN THE VILLAGE.
Number of members in the organisation/group	
Number of members resident in Aston Clinton	
Total spent by the organisation/group in the last twelve months	PLEASE SEE ATTACHED OUR ACCOUNTS.
Total received by the organisation/group in the last twelve months	PLEASE SEE ATTACHED OUR ACCOUNTS.
Main income sources – please itemise	FUNDRAISING, GRANTS, MEMBERSHIP.
Current bank balance (please state date)	PLEASE SEE ATTACHED OUR ACCOUNTS.

Project Details	
Name of Project	VILLAGE TIDY UPS
When will the project start and end or take place?	ONGOING, EVERY 3 MONTHS.
Description of the Project – Describe your project in detail. Who will do what, when and why? You may attach other documents to aid your explanation.	PURCHASE OF 30 LITTERPICKERS (QUOTE ATTACHED) TO USE AT OUR REGULAR VILLAGE LITTERPICKS. WE CURRENTLY BORROW LITTERPICKERS FROM ACPC.
Who will benefit from the Project? How many people will benefit and how many of them are residents of Aston Clinton. Describe what category of people will benefit	ALL RESIDENTS OF ASTON CLINTON WILL BENEFIT FROM LESS LITTER. ALL VOLUNTEERS WILL HAVE GOOD QUALITY LITTERPICKERS
How will you know if your project has been successful? What will you be measuring and how will you measure it?	INCREASED NUMBER OF VOLUNTEERS AT LITTERPICKING EVENTS, DECREASED AMOUNT OF LITTER.
Will the project continue after this grant is spent? If so, how will it be funded?	YES, IT IS AN ONGOING PROJECT. ADDITIONAL FUNDS RAISED IF NEEDED THROUGH FUNDRAISING OR ADDITIONAL GRANTS.
Financial Details	
What is the total cost of this project? – Provide details of how this figure is built up. You may wish to use a separate sheet.	SEE ATTACHED QUOTE FOR THE LITTERPICKERS.
How much money is this grant application for?	£437.18 SEE ATTACHED QUOTE.
Where will the difference between the project cost and the grant application come from?	WE WOULD LIKE TO GET A GRANT FOR THE WHOLE AMOUNT.
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so, who?	No
If you do not receive funding from ACPC will the project, still go ahead?	YES. WE WILL CONTINUE TO BORROW THE LITTERPICKERS FROM ACPC.
Bank details for the organisation/group	UNITY TRUST BANK. ACCOUNT NUMBER: 20462042 Sort Code: 60-83-01



## Declaration

We confirm that all the information contained within this Application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the organisation/group.

We understand that any grant received from Aston Clinton Parish Council (ACPC) resulting from this Grant Application will be spent in accordance with the Application and any grant conditions made to it.

We undertake to repay to ACPC any grant funds not spent or not spent in accordance with the Application and ACPC's grant conditions.

We understand that we alone are responsible for managing the project and have no claim on ACPC in the event of any unanticipated costs or liabilities.

We undertake to report the ACPC at the end of the project on its success.

We have provided copies of the following documents to support the application. Please tick as appropriate

Accounts	<input checked="" type="checkbox"/>
Balance Sheet	<input type="checkbox"/>
Bank Statement	<input type="checkbox"/>
Constitution	<input checked="" type="checkbox"/>
Project Budget	<input type="checkbox"/>

Signature 1:  
Contact person

*SUSIDE*

Signature 2:  
Chair or senior representative of organisation/group

*Ann Webber*

Date: *28/09/23*

Please return your completed application form and supporting documents to:

The Clerk  
Aston Clinton Parish Council  
Council Office, Aston Clinton Park  
London Road, Aston Clinton  
HP22 5HL

Email: [clerk@astonclinton.org](mailto:clerk@astonclinton.org)

 Your Barrow

Net Total: £364.32

PRODUCT	UNIT PRICE	QUANTITY	UNIT TOTAL	EDIT
 H/H Original Trigger Operated Litter Picker - 33" Options: [quantity option] 30 pack Code: 010022-30	£364.32 (inc. VAT: £437.18)	<div>- 1 +</div>	£364.32 (inc. VAT: £437.18)	 Remove

 Update Barrow

 Save Barrow

#### DELIVERY

#### BARROW TOTAL

UK Mainland Addresses:

FREE next day delivery for all orders  
over £75 (ex VAT) - subject to availability  
& unless stated otherwise!

Subtotal: £364.32  
Delivery: £0.00  
Pretax Total: £364.32  
VAT £72.86  
Total: £437.18

Orders below £75 are subject to £9.99  
P&P

 Checkout now

# ASTON CLINTON SOCIETY

## RECEIPTS & PAYMENTS ACCOUNT FOR YEAR ENDED 30th JUNE 2023

	£	2023
Receipts		
Membership		180
Events		2,489
Donations		190
Village WF Meadow		200
Fund Raising		278
<b>TOTAL INCOME</b>		<b>3,337</b>
Payments		
Events		854
Insurance		200
Village repairs		131
Village WF Meadow		324
Website		1,583
Admin expenses		77
Bank fees		92
<b>TOTAL EXPENDITURE</b>		<b>3,260</b>
<b>NET RECEIPTS / PAYMENTS</b>		<b>77</b>
Funds Brought Forward		0
<b>FUNDS CARRIED FORWARD</b>		<b>77</b>
Current Account		2,688
PAYPAL Account		0
Debtors		
Creditors		(2,611)
		<b>77</b>



# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mrs Sally Holder  
Aston Clinton Society  
Kimmeridge House  
8 Church Lane  
Aylesbury  
HP22 5HJ

**Date:** 30/09/2023

**Account Name:** Aston Clinton Society

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20462042

Your arranged overdraft limit is £0.00

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

## Contact Us

- Call us: **0345 140 1000**
- Email us: **[us@unity.co.uk](mailto:us@unity.co.uk)**
- Visit us: **[unity.co.uk](https://www.unity.co.uk)**

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/09/2023		Balance brought forward	£0.00	£0.00	£2,823.36
13/09/2023	Credit		£0.00	£160.00	£2,983.36
14/09/2023	Credit		£0.00	£180.00	£3,163.36
18/09/2023	Credit		£0.00	£140.00	£3,303.36

Page number 1 of 3

Statement number 021

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.  
Unity Trust Bank is entered in the Financial Services Register under number 204570.  
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.  
Registered in England and Wales no. 1713124.  
Calls may be monitored and recorded for training, quality and security purposes.  
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**INVESTORS IN PEOPLE**  
We invest in people Gold



			Your Current T1 account transactions:			
Date	Type		Details	Payments Out	Payments In	Balance
19/09/2023	Faster Payment Debit			£93.00	£0.00	£3,210.36
25/09/2023	Credit			£0.00	£60.00	£3,270.36
29/09/2023	Credit			£0.00	£40.00	£3,310.36
30/09/2023	Fee			£18.00	£0.00	£3,292.36

Page number 2 of 3

Statement number 021

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# SMALL CHARITY CONSTITUTION

Suitable for small charities with an annual income under £5,000 that don't own a building or employ people and do not intend to register with the Charity Commission.

## 1 Name

The charity's name is Aston Clinton Society

## 2 The purposes of the charity

- (1) To encourage the residents of Aston Clinton to take pride in the village.
- (2) To encourage the preservation and improvements to the village in keeping with the character of Aston Clinton.
- (3) To organise social, information or fundraising events for its members and others.

## 3 Trustees

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity. This will include four officers:

- A Chairman
- A Vice Chairman
- A Secretary
- A Treasurer

The four Officers will be elected at the General Meeting, and up to five additional Committee members will form the Committee and all of whom shall be Trustees of the Society. An officer may hold more than one but not more than two posts.

## 4 Carrying out the purposes

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

## 5 Membership

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 1 year and may be renewed. The trustees will keep an up-to-date membership list, which must be made available to any member upon request, subject to any relevant Data Protection legislation.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.



## **6 Annual General Meeting - AGM**

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) The Annual General meetings will be chaired by the person elected by the Chair or, in their absence, the Committee shall nominate one of their members as Chair for that meeting.
- (3) There must be at least 5 members present at the AGM.
- (4) Every member has one vote.
- (5) The trustees shall present the annual report and accounts.
- (6) Any member may stand for election as a trustee.
- (7) Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

## **7 Trustee meetings**

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a Chair, Treasurer and Secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

## **8 Money and property**

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

## **9 General meetings**

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership

## Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	(8,901)	
105	VAT Control	5,550	
110	Prepayments	50	
200	Barclays Current A/c	97,605	
205	Barclays Tracker A/C	136,584	
215	Unity Trust Current A/C	203,341	
220	Nationwide BS	85,000	
<b>Total Current Assets</b>			<b>519,230</b>
<u>Current Liabilities</u>			
500	Creditors	2,332	
520	Allotment Key Deposits	100	
530	COVID Support Grant Fund	1,247	
547	Pension Fund	0	
<b>Total Current Liabilities</b>			<b>3,679</b>
<b>Net Current Assets</b>			<b>515,551</b>
<b>Total Assets less Current Liabilities</b>			<b>515,551</b>
<u>Represented by :-</u>			
300	Current Year Fund	117,249	
310	General Reserves	182,302	
320	EMR Streetlights	40,000	
321	EMR Playpark Equipment	30,000	
322	EMR Street Furniture	15,000	
323	EMR Churchyard	30,000	
324	EMR Major Asset Repair	10,000	
326	EMR Allotments	3,000	
327	EMR Defibrillators	2,000	
328	EMR Woodland Management	5,000	
329	EMR Pond Renovation	10,000	
331	EMR Park ANPR	60,000	
332	EMR Park View Resurfacing	11,000	
<b>Total Equity</b>			<b>515,551</b>

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Administration</u></b>							
4000 Salaries	36,564	65,860	29,296		29,296	55.5%	
4001 Pension Ers	8,888	18,155	9,267		9,267	49.0%	
4002 Employers NI	3,293	9,000	5,707		5,707	36.6%	
4010 Contract Staff	4,772	13,000	8,228		8,228	36.7%	
4070 Member's Expenses	0	100	100		100	0.0%	
4090 Insurance	0	5,300	5,300		5,300	0.0%	
4100 Mortgage Payments	1,991	3,981	1,990		1,990	50.0%	
4110 Stationery&Office Supplies	1,029	1,500	471		471	68.6%	
4120 Postage	36	50	14		14	71.1%	
4130 IT Support and Software Subs	1,519	2,200	681		681	69.0%	
4131 Computers and Office Equip	126	200	74		74	62.9%	
4140 Phone/Broadband	608	1,100	492		492	55.3%	
4145 Office Electricity	922	4,800	3,878		3,878	19.2%	
4146 Office Water	93	500	407		407	18.6%	
4148 Office Maintenance/H&S	352	2,500	2,148		2,148	14.1%	
4150 Payroll and Audit Services	2,061	2,600	539		539	79.3%	
4155 Professional Fees/Bank Charges	7,205	20,000	12,795		12,795	36.0%	
4170 Training	852	2,000	1,148		1,148	42.6%	
4180 Election/APM/Public Meetings	0	1,000	1,000		1,000	0.0%	
4190 Contingency	524	1,500	976		976	35.0%	
4200 Membership Subscription	880	1,500	620		620	58.7%	
4330 Office Cleaner	(33)	800	833		833	(4.1%)	
Administration :- Indirect Expenditure	71,682	157,646	85,964	0	85,964	45.5%	0
Net Expenditure	(71,682)	(157,646)	(85,964)				
<b><u>101 Communication</u></b>							
4195 Website	192	500	308		308	38.5%	
4196 Noticeboards	0	100	100		100	0.0%	
4197 Newsletters/Annual Review	0	250	250		250	0.0%	
Communication :- Indirect Expenditure	192	850	658	0	658	22.6%	0
Net Expenditure	(192)	(850)	(658)				
<b><u>120 Street Lighting</u></b>							
4315 Streetlight Maintenance	562	4,000	3,438		3,438	14.1%	
4400 Capital- Streetlight Renewal	0	5,000	5,000		5,000	0.0%	
4410 Streetlight Electricity	(537)	32,000	32,537		32,537	(1.7%)	
Street Lighting :- Indirect Expenditure	26	41,000	40,974	0	40,974	0.1%	0
Net Expenditure	(26)	(41,000)	(40,974)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>140 Facilities</b>							
1140 Football Permits	4,850	3,500	(1,350)			138.6%	
1145 All Weather Pitch Income	0	1,000	1,000			0.0%	
1150 Other Park Permits	1,204	2,500	1,296			48.2%	
<b>Facilities :- Income</b>	<b>6,054</b>	<b>7,000</b>	<b>946</b>			<b>86.5%</b>	<b>0</b>
4220 Car Park Electric	117	960	843		843	12.2%	
4221 CCTV Maintenance	704	1,000	296		296	70.4%	
4225 Bus Shelters Maintenance	390	1,000	610		610	39.0%	
4230 Dog Bins Emptying	(316)	3,000	3,316		3,316	(10.5%)	
4250 Waste Bins	2,536	4,560	2,024		2,024	55.6%	
4300 Repairs & Maintenance	10,520	30,000	19,480		19,480	35.1%	
4800 Spend from General Reserves	4,458	0	(4,458)		(4,458)	0.0%	
<b>Facilities :- Indirect Expenditure</b>	<b>18,410</b>	<b>40,520</b>	<b>22,110</b>	<b>0</b>	<b>22,110</b>	<b>45.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(12,356)</b>	<b>(33,520)</b>	<b>(21,164)</b>				
<b>160 Buildings</b>							
1115 Churchill Hall Rent	20	0	(20)			0.0%	
1120 RKP Base Rent	0	10,000	10,000			0.0%	
1130 RKP Turnover Rent	0	30,000	30,000			0.0%	
1135 Buildings Misc Income	479	0	(479)			0.0%	
<b>Buildings :- Income</b>	<b>499</b>	<b>40,000</b>	<b>39,501</b>			<b>1.2%</b>	<b>0</b>
4300 Repairs & Maintenance	3,244	12,000	8,756		8,756	27.0%	
4345 RKP Cleaning	2,440	5,500	3,060		3,060	44.4%	
<b>Buildings :- Indirect Expenditure</b>	<b>5,684</b>	<b>17,500</b>	<b>11,816</b>	<b>0</b>	<b>11,816</b>	<b>32.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,184)</b>	<b>22,500</b>	<b>27,684</b>				
<b>180 Grounds Maintenance</b>							
1085 Devolved Services Income	6,198	5,688	(510)			109.0%	
<b>Grounds Maintenance :- Income</b>	<b>6,198</b>	<b>5,688</b>	<b>(510)</b>			<b>109.0%</b>	<b>0</b>
4360 Annual G.M. Contract	14,791	32,000	17,209		17,209	46.2%	
4363 Devolved Services	0	8,000	8,000		8,000	0.0%	
4370 Tree Work	0	10,000	10,000		10,000	0.0%	
4371 Equipment & Tree Safety Survey	310	1,500	1,190		1,190	20.7%	
<b>Grounds Maintenance :- Indirect Expenditure</b>	<b>15,101</b>	<b>51,500</b>	<b>36,399</b>	<b>0</b>	<b>36,399</b>	<b>29.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,902)</b>	<b>(45,812)</b>	<b>(36,910)</b>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>185 Allotments</u>							
1170 Allotments Income	138	950	813			14.5%	
Allotments :- Income	<u>138</u>	<u>950</u>	<u>813</u>			<u>14.5%</u>	<u>0</u>
4380 Allotments	300	1,000	700		700	30.0%	
Allotments :- Indirect Expenditure	<u>300</u>	<u>1,000</u>	<u>700</u>	<u>0</u>	<u>700</u>	<u>30.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(163)</u>	<u>(50)</u>	<u>113</u>				
<u>190 Churchyard</u>							
1160 Churchyard Income	2,450	5,000	2,550			49.0%	
Churchyard :- Income	<u>2,450</u>	<u>5,000</u>	<u>2,550</u>			<u>49.0%</u>	<u>0</u>
4270 Churchyard Waste Charges	0	60	60		60	0.0%	
4271 Memorial Inspections	0	300	300		300	0.0%	
4367 Churchyard Maintenance	1,740	6,000	4,260		4,260	29.0%	
Churchyard :- Indirect Expenditure	<u>1,740</u>	<u>6,360</u>	<u>4,620</u>	<u>0</u>	<u>4,620</u>	<u>27.4%</u>	<u>0</u>
Net Income over Expenditure	<u>710</u>	<u>(1,360)</u>	<u>(2,070)</u>				
<u>230 Events</u>							
1110 Event Grants/Income	5,795	0	(5,795)			0.0%	
Events :- Income	<u>5,795</u>	<u>0</u>	<u>(5,795)</u>				<u>0</u>
4310 Annual Events	9,741	10,000	259		259	97.4%	
Events :- Indirect Expenditure	<u>9,741</u>	<u>10,000</u>	<u>259</u>	<u>0</u>	<u>259</u>	<u>97.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,946)</u>	<u>(10,000)</u>	<u>(6,054)</u>				
<u>240 Projects and Grants</u>							
4391 Grants	3,000	10,000	7,000		7,000	30.0%	
4392 Playground Renewal	0	5,000	5,000		5,000	0.0%	
4393 Traffic Calming	(986)	0	986		986	0.0%	
4395 ANPR	0	35,000	35,000		35,000	0.0%	
Projects and Grants :- Indirect Expenditure	<u>2,015</u>	<u>50,000</u>	<u>47,986</u>	<u>0</u>	<u>47,986</u>	<u>4.0%</u>	<u>0</u>
Net Expenditure	<u>(2,015)</u>	<u>(50,000)</u>	<u>(47,986)</u>				
<u>280 Income</u>							
1076 Precept	314,134	314,134	0			100.0%	
1080 Sponsorship & Donations	0	3,500	3,500			0.0%	
1090 Interest Received	648	100	(548)			648.4%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1100 Miscellaneous Income	1,089	5	(1,084)			21780.0	
Income :- Income	<u>315,871</u>	<u>317,739</u>	<u>1,868</u>			<u>99.4%</u>	<u>0</u>
Net Income	<u>315,871</u>	<u>317,739</u>	<u>1,868</u>				
Grand Totals:- Income	337,006	376,377	39,371			89.5%	
Expenditure	124,890	376,376	251,486	0	251,486	33.2%	
Net Income over Expenditure	<u>212,116</u>	<u>1</u>	<u>(212,115)</u>				
Movement to/(from) Gen Reserve	<u>212,116</u>						

## Earmarked Reserves

<u>Account</u>		<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR Streetlights	30,000.00	10,000.00	40,000.00
321	EMR Playpark Equipment	10,000.00	20,000.00	30,000.00
322	EMR Street Furniture	10,000.00	5,000.00	15,000.00
323	EMR Churchyard	20,000.00	10,000.00	30,000.00
324	EMR Major Asset Repair	5,000.00	5,000.00	10,000.00
326	EMR Allotments	2,000.00	1,000.00	3,000.00
327	EMR Defibrillators	500.00	1,500.00	2,000.00
328	EMR Woodland Management	2,500.00	2,500.00	5,000.00
329	EMR Pond Renovation	10,000.00		10,000.00
330	EMR CC Project Fund	31,132.77	-31,132.77	0.00
331	EMR Park ANPR	0.00	60,000.00	60,000.00
332	EMR Park View Resurfacing	0.00	11,000.00	11,000.00
		<u>121,132.77</u>	<u>94,867.23</u>	<u>216,000.00</u>

## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors				8,900.53
105	VAT Control			5,549.60	
110	Prepayments			50.00	
200	Barclays Current A/c			97,605.07	
205	Barclays Tracker A/C			136,584.44	
215	Unity Trust Current A/C			203,340.93	
220	Nationwide BS			85,000.00	
310	General Reserves				182,302.08
320	EMR Streetlights				40,000.00
321	EMR Playpark Equipment				30,000.00
322	EMR Street Furniture				15,000.00
323	EMR Churchyard				30,000.00
324	EMR Major Asset Repair				10,000.00
326	EMR Allotments				3,000.00
327	EMR Defibrillators				2,000.00
328	EMR Woodland Management				5,000.00
329	EMR Pond Renovation				10,000.00
331	EMR Park ANPR				60,000.00
332	EMR Park View Resurfacing				11,000.00
500	Creditors				2,331.64
520	Allotment Key Deposits				100.00
530	COVID Support Grant Fund				1,247.00
547	Pension Fund				0.08
1076	Precept	280	Income		314,134.00
1085	Devolved Services Income	180	Grounds Maintenance		6,198.38
1090	Interest Received	280	Income		648.41
1100	Miscellaneous Income	280	Income		1,089.00
1110	Event Grants/Income	230	Events		5,795.20
1115	Churchill Hall Rent	160	Buildings		20.00
1135	Buildings Misc Income	160	Buildings		479.17
1140	Football Permits	140	Facilities		4,850.00
1150	Other Park Permits	140	Facilities		1,204.00
1160	Churchyard Income	190	Churchyard		2,450.00
1170	Allotments Income	185	Allotments		137.50
4000	Salaries	100	Administration	36,564.09	
4001	Pension Ers	100	Administration	8,888.22	
4002	Employers NI	100	Administration	3,292.53	
4010	Contract Staff	100	Administration	4,772.01	
4100	Mortgage Payments	100	Administration	1,990.54	
4110	Stationery&Office Supplies	100	Administration	1,028.79	
4120	Postage	100	Administration	35.55	
4130	IT Support and Software Subs	100	Administration	1,518.95	
4131	Computers and Office Equip	100	Administration	125.81	
4140	Phone/Broadband	100	Administration	608.26	
4145	Office Electricity	100	Administration	922.42	
4146	Office Water	100	Administration	92.83	
4148	Office Maintenance/H&S	100	Administration	351.80	
4150	Payroll and Audit Services	100	Administration	2,061.30	
4155	Professional Fees/Bank Charges	100	Administration	7,205.00	
4170	Training	100	Administration	852.00	
4190	Contingency	100	Administration	524.25	
4195	Website	101	Communication	192.47	
4200	Membership Subscription	100	Administration	880.35	



## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4220	Car Park Electric	140	Facilities	116.88	
4221	CCTV Maintenance	140	Facilities	704.00	
4225	Bus Shelters Maintenance	140	Facilities	390.17	
4230	Dog Bins Emptying	140	Facilities		315.75
4250	Waste Bins	140	Facilities	2,536.26	
4300	Repairs & Maintenance	140	Facilities	10,519.93	
4300	Repairs & Maintenance	160	Buildings	3,243.53	
4310	Annual Events	230	Events	9,740.90	
4315	Streetlight Maintenance	120	Street Lighting	562.39	
4330	Office Cleaner	100	Administration		33.00
4345	RKP Cleaning	160	Buildings	2,440.00	
4360	Annual G.M. Contract	180	Grounds Maintenance	14,790.82	
4367	Churchyard Maintenance	190	Churchyard	1,740.00	
4371	Equipment & Tree Safety Survey	180	Grounds Maintenance	310.00	
4380	Allotments	185	Allotments	300.26	
4391	Grants	240	Projects and Grants	3,000.00	
4393	Traffic Calming	240	Projects and Grants		985.50
4410	Streetlight Electricity	120	Street Lighting		536.59
4800	Spend from General Reserves	140	Facilities	4,458.25	
5998	Transfer from EMR				31,132.77
5999	Transfer to EMR			126,000.00	
Trial Balance Totals :				780,890.60	780,890.60
Difference				0.00	

Invoices to be approved at 18th October 2023 Council Meeting							
Date	Company	Invoice Number	For	Amount £	Vat £	Total £	Clerks Comments
27/09/2023	Aylesbury Plant & Tool Hire	51955	Hire Cherry Picker for CCTV maint	£ 149.00	£ 26.00	£175.00	
13/10/2023	Aston Clinton Village Life	Grant	Council Grant for Village Life	£ 2,000.00	£ -	£ 2,000.00	
06/10/2023	Bee Happy Gardens		RKP gardening Sept 23 & plants	£455.03	£0.00	£455.03	
27/09/2023	Bicester UPVC direct	97193	RKP door repair install handle	£195.00	£39.00	£234.00	
03/10/2023	BMKALC	4996	How to review NHP MM	£70.00	£0.00	£70.00	
31/07/2023	Chesham Town Council	1419	weed spraying park paths	£305.00	£61.00	£366.00	
25/09/2023	DCK Payroll Solutions	P4511	Payroll admin Sept 23	£30.90	£6.18	£37.08	
02/10/2023	Gardens by Gathercole	SG734	Burial Ground grounds maint Sept 23	£270.00	£0.00	£270.00	
14/10/2023	Matthew Garrett		RKP Half term event final payment	£775.00	£0.00	£775.00	
01/10/2023	Goldleaf Groundcare	13437	Park grounds maintenance Sept 23	£866.67	£173.33	£1,040.00	
01/10/2023	Goldleaf Groundcare	13440	Footpaths grounds maintenance Sept 23	£493.33	£98.67	£592.00	
04/10/2023	Goldleaf Groundcare	13496	Extra cuts/Strimming/ACL6/tractor damage	£2,150.00	£430.00	£2,580.00	
20/09/2023	Handle-iT	9385	Charger for yellow trolley	£90.00	£18.00	£108.00	
02/10/2023	H&B Property	80	Repair to youth club WC	£70.00	£7.50	£77.50	
09/10/2023	Lock & Key	13823	2 x compound keys cut	£20.00	£4.00	£24.00	
21/09/2023	Oakpark Alarms	102568	RKP Security alarm batteries	£6.00	£1.20	£7.20	
19/09/2023	Clr C Read	Expenses	Refuse role/jubilee Clips	£29.01	£0.00	£29.01	
02/10/2023	Royal British Legion		RBL Council Wreath	£50.00	£0.00	£50.00	
10/10/2023	E.Sharp (Electrical) Ltd	1377	SL Archive Close repair	£75.00	£15.00	£90.00	
12/10/2023	SLCC	BK212701-1	.gov.uk domain training DM	£30.00	£6.00	£36.00	
12/10/2023	SLCC	BK212702-1	.gov.uk domain training MM	£30.00	£6.00	£36.00	
12/10/2023	SLCC	BK212699-1	.gov.uk domain training PW	£30.00	£6.00	£36.00	
12/10/2023	SLCC	BK212700-1	.gov.uk domain training LR	£30.00	£6.00	£36.00	
12/10/2023	SLCC	BK212698-1	.gov.uk domain training SP	£30.00	£6.00	£36.00	
25/09/2023	Tickford Security	INV-29932	CCTV changeover and maintenance	£490.00	£98.00	£588.00	
02/10/2023	Viking	3096593	Leaver arch rack	£24.99	£6.18	£37.07	
02/10/2023	Viking	3096594	Ink, batteries and wallets	£83.19	£16.64	£99.83	
03/09/2023	Your Café in the Park	INV-0535	Cleaning Aug 23	£620.00	£0.00	£620.00	
03/10/2023	Your Café in the Park	INV-0564	Cleaning Sept 23	£600.00	£0.00	£600.00	
<b>Direct Debits:</b>							
03/10/2023	British Gas	832051443	Car Park elec Sept 23	£20.00	£1.00	£21.00	
14/10/2023	British Gas	5845225	Office elec Sept 23	£94.88	£4.74	£99.62	
02/10/2023	Buckinghamshire Council	2205065667	Waste Sept 23	£389.30	£0.00	£389.30	
09/10/2023	Castle Water	10000448208	Office waste, water Sept 23	£25.69	£4.21	£29.90	account in credit
13/10/2023	Drax	IN1107403293	Additional SL elec Sept 23	£150.92	£7.55	£158.47	
13/10/2023	Drax	IN1107403294	SL elec Sept 23	£2,662.96	£532.59	£3,195.55	
11/10/2023	Hugo Fox		Website Silver Package	£19.99	£4.00	£23.99	
15/10/2023	Tanswell Technology	INV-011496	Software IT support	£45.00	£9.00	£54.00	
<b>Debit Card</b>							
22/09/2023	Amazon	130927881-714621	Window cleaning brushes	£16.66	£3.33	£19.99	
22/09/2023	Amazon	2186596615-917	Masonry white paint	£21.66	£4.34	£26.00	

22/09/2023	Amazon	1980478305-40838	Dust sheets	£4.16	£0.83	£4.99	
22/09/2023	Amazon	1664927985-107	Pegs	£7.92	£1.58	£9.50	
22/09/2023	Amazon	1284439545-303734	Kitchen sweeping brush	£7.91	£1.58	£9.49	
22/09/2023	Amazon	2038871705-370	Mallet hammer	£7.50	£1.50	£9.00	
12/10/2023	Amazon	GB36KRPS3AEUI	Memo book	£2.87	£0.58	£3.45	
10/10/2023	Amazon	134186111-211377	Quad bike helmet	£33.98	£0.00	£33.98	
28/09/2023	Barriers Direct	279151	Hooped Green Perimeter Barrier	£122.48	£24.50	£146.98	
20/09/2023	Co-op	Receipt	coffee	£2.70	£0.00	£2.70	
22/09/2023	Co-op	Receipt	tea	£3.50	£0.00	£3.50	
26/09/2023	Co-op	Receipt	Milk	£1.25	£0.00	£1.25	
03/10/2023	Co-op	Receipt	milk/biscuits	£2.40	£0.00	£2.40	
02/10/2023	Flagmakers	1370-3619-6	New Georges Flag 2 yards	£ 77.51	£ 15.50	£93.01	
01/09/2023	Just Host	303492803	AC.org registration	£18.71	£0.00	£18.71	
22/09/2023	Just Host	303520308	domain hosting ac.org.uk	£73.90	£0.00	£73.90	
28/09/2023	Kingfisher Direct	10013812	Dual littler recycling bin	£695.79	£139.16	£834.95	
				<b>£ 14,577.76</b>	<b>£ 1,786.69</b>	<b>£ 16,370.35</b>	
<b>INCOME September 2023</b>							
<b>Date</b>	<b>Company</b>	<b>Invoice Number</b>	<b>For</b>	<b>Amount £</b>			
04/09/2023	Barclays	interest	Q2 interest	£364.99			
05/09/2023	Your Café in the Park		monthly RKP rental payment	£1,800.00			
15/09/2023	Bucks Council	Precept	2nd Tranche Precept	£157,067.00			
26/09/2023	K Y Green	B23/08	Ashes Interment 5h	£250.00			
29/09/2023	Wendover Community Board	Grant	Coronation Event Grant	£1,660.00			
29/09/2023	K Y Green	B23/09	Memorial Additional inscription 5h	£50.00			
29/09/2023	K Y Green	B23/10	Memorial Permit N256	£200.00			
				<b>£161,391.99</b>			



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Facilities Committee** meeting  
held at 6.30pm on **27<sup>th</sup> September 2023** at the  
Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr D McCall (Chair), Cllr M Mason, Cllr C Read, Cllr L Ronson & Cllr P Wyatt.

**IN ATTENDANCE:** Mrs S Payne (Clerk)

**F23.25 Public Participation** None in attendance.

**F23.26 To Receive Apologies for Non-Attendance** Received from Cllr Judge.

**F23.27 To Receive Declarations of Interest or Requests for Dispensation** None received.

**F23.28 To Approve the Minutes of the Meeting Held on 12<sup>th</sup> July 2023**

The minutes of the meeting held on 12<sup>th</sup> July 2023 were approved as a true and accurate record and were signed by the Chair.

**F23.29 Grounds Maintenance**

- i. Update on grounds maintenance contractors: Cllr Ronson reported that the working group had met with the contractors to discuss the cutting of the park's wildflower borders and meadow.
- ii. Tree work: The working group had met to agree which remedial work identified in the tree safety survey report would be undertaken during this autumn/winter period. Additional tree work had been identified and would be added to the schedule for quoting.
- iii. Recycling litter bin: Quotes for a dual recycling/general waste bin to replace the damaged bin near the green shelter were considered. The bin would require a concrete base which was being quoted separately. **It was resolved to accept the quote of £634.75 for a Middlesbrough dual litter& recycling bin from Glasdon UK.** **ACTION: Clerk**
- iv. Footpath ACL/6/2: The section of the footpath from New Road to the junction with ACL/5/3 is used regularly and is currently not included within the current contract. The contractor quoted £150 to bring the footpath up to standard and then an additional £50 per year to the current costs to add the path to the 2024/2025 contract. **It was resolved to add path ACL/6/2 to the footpaths and hedges contract and approve the quote from Goldleaf Groundcare of £150 for a first visit and £50 every year after.** **ACTION: Clerk**
- v. Park entrance barrier: It was noted that the large boulders on the left-hand side of the park entrance have been moved by vehicle owners locked in the park when the gate had been closed at night to enable them to drive through the gap. The number of times this happens has been increasing. A proposal to install a green metal barrier similar to existing barriers around the park was considered. **It was resolved to accept a quote of £146.98 from Barriers Direct for a green metal hooped perimeter barrier with the cost of installation being less than £280.** **ACTION: Clerk**
- vi. Green Park TPO: Tree Preservation Order 23/00016 Green Park was noted which included a woodland, groups of trees as well as individual trees. The order took effect on 10<sup>th</sup> August 2023.
- vii. Metal fence at AWP car park: It was noted that as another fencing panel was required the cost of installation of the metal fencing had increased by £350 to a cost of £3000 rather than the agreed £2650.

### F23.30 Sports & Recreation

- i. Allotments update: Notices to Quit had been served on three allotments. These allotments would be cleared and offered to waiting list applicants.
- ii. Aston Clinton Colts meeting report: The notes of the meeting held between the Colts and members of the Facilities Committee on 30<sup>th</sup> August were noted. At this meeting the issue of parking and treatment of other park permit holders during the 2023 tournament were discussed as was the need for greater communication.
- iii. Aston Clinton Colts 2024 tournament: A request by the Colts to hold a tournament on 29-30 June 2024 could not be considered as a completed event application form had not been received. The request would be considered once a completed form had been submitted.
- iv. Aston Clinton Football Club Pitch Permit Amendment: A request from the football club to change the last day of the closed period on their permit from 14<sup>th</sup> July to 12<sup>th</sup> July 2024 as they had a match on 13<sup>th</sup> July 2024 was considered. **It was resolved to amend the last day of the closed period on the current Football Pitch Permit from 14<sup>th</sup> to 12<sup>th</sup> July 2024.**
- v. Dylan Memorial: Cllr McCall reported that the original proposal to provide a pump track was no longer financially viable due to the increase in the cost of concrete. An alternative proposal of a zip wire, which would provide longevity and best value, was being developed. The committee agreed that the zip wire proposal was acceptable in principle.
- vi. Allotment Waiting List Policy: **It was resolved to adopt the draft Allotment Waiting List Policy.**
- vii. Allotment Enforcement & Appeals Procedure: **It was resolved to adopt the draft Allotment Enforcement & Appeals Procedure.**

### F23.31 Events

- i. October half-term event: The Events Working Group proposed offering free refreshments at an approx. cost of £50 to the children attending the 2-hour Punch & Judy magic show. It was agreed that free refreshments be provided. **ACTION: Events WG**
- ii. Remembrance Service: **It was resolved to make a donation of £50 per wreath.**
- iii. Christmas Tree: The provision of a Christmas tree outside the RKP was approved. Cllr Judge would contact Aston Clinton School to ask if their choir and students would attend the switching on of the Christmas tree lights event. **ACTION: Events WG**
- iv. Santa's Float: **It was resolved that the charities to benefit from the 2023 Santa's float collection would be Rennie Grove Hospice, Chiltern Neuro Centre & Aston Clinton Scouts.**

### F23.32 Red Kite Pavilion & Churchill Hall

- i. RKP: Cllr Read reported that the ground floor fire shutter required a repair as an object had been left in the path of the shutter which had caused damage when the shutter had been automatically activated by the fire alarm. The cost of the repair would be met by Council in this instance. The tenant would be informed that the fire shutters must always be kept clear of obstructions and that the cost of any future repairs caused by an obstruction would be met by tenant.
- ii. Youth Club sound loop system: **It was resolved to approve a request from the Youth Club to install a sound loop system in the Churchill Hall.**

### F23.33 Burial Ground

- i. Updated Burial Ground Regulations: **It was resolved to adopt the updated Burial Ground Regulations.** **ACTION: Clerk**

The meeting closed at 7.31pm

Signed.....Date .....

# Élan Cité

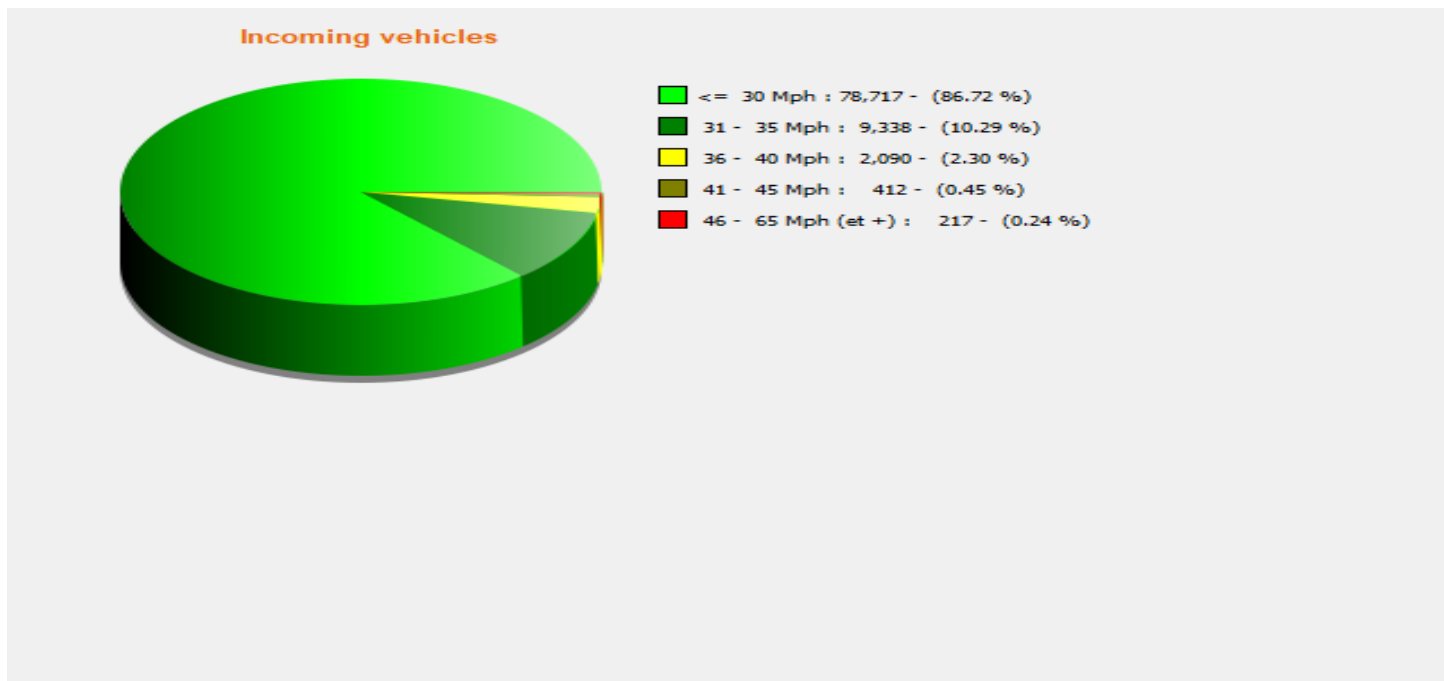


DÉTECTER • INFORMER • SÉCURISER

**Start date:** Saturday, July 15, 2023 12:00 AM  
**End date:** Thursday, September 7, 2023 10:00 AM

**Location:** #5 Outside ACar2Go

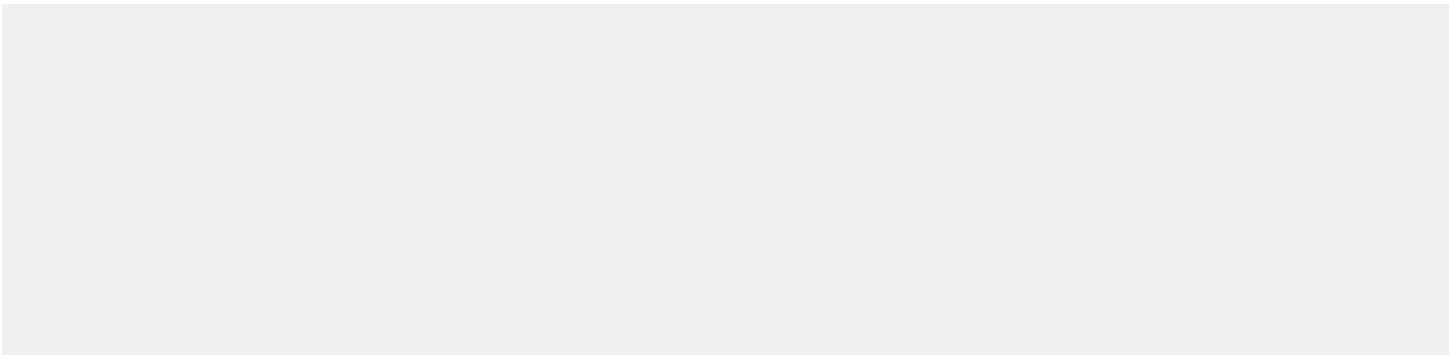
**Comments:** This chart displays that the vast majority of incoming vehicles, observed in the extended campaign, obeyed the speed limit of 30mph (86.72 %). This is an increase of 0.32% compliance when compared to the previous campaign at this location. Additionally, all non-compliant categories fell in percentage across the board. This is with the exception of the 36-40mph category, which only rose by 0.09%, likely as those who typically travelled faster slowed down.



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# ÉlanCité

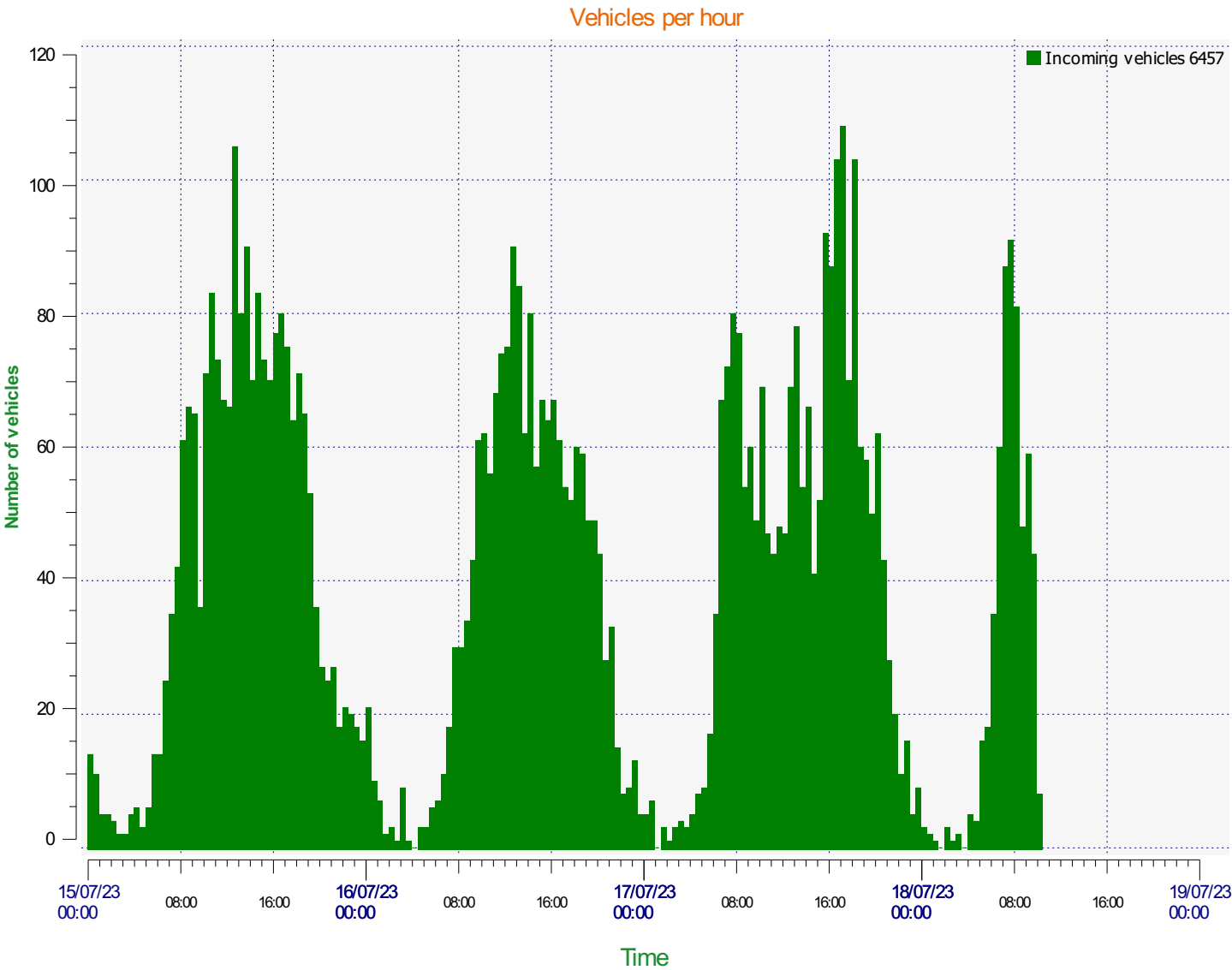
DÉTECTER • INFORMER • SÉCURISER



**Start date:** Saturday, July 15, 2023 12:00 AM  
**End date:** Tuesday, July 18, 2023 10:00 AM

**Location:** #5 Outside ACar2Go

**Comments:** The first cohort of results indicates a fairly typical weekend to early week number of Vehicles Per Hour with the highest being 107 vehicles in the space of 30 minutes during rush hour on the 17th July. Batteries died between 18th and 21st July.



**Start date:** Saturday, July 15, 2023 12:00 AM  
**End date:** Tuesday, July 18, 2023 10:00 AM

**Location:** #5 Outside ACar2Go

**Comments:** The first cohort of results indicates a fairly typical weekend to early week number of Vehicles Per Hour with the highest being 107 vehicles in the space of 30 minutes during rush hour on the 17th July. Batteries died between 18th and 21st July.

# ÉlanCité

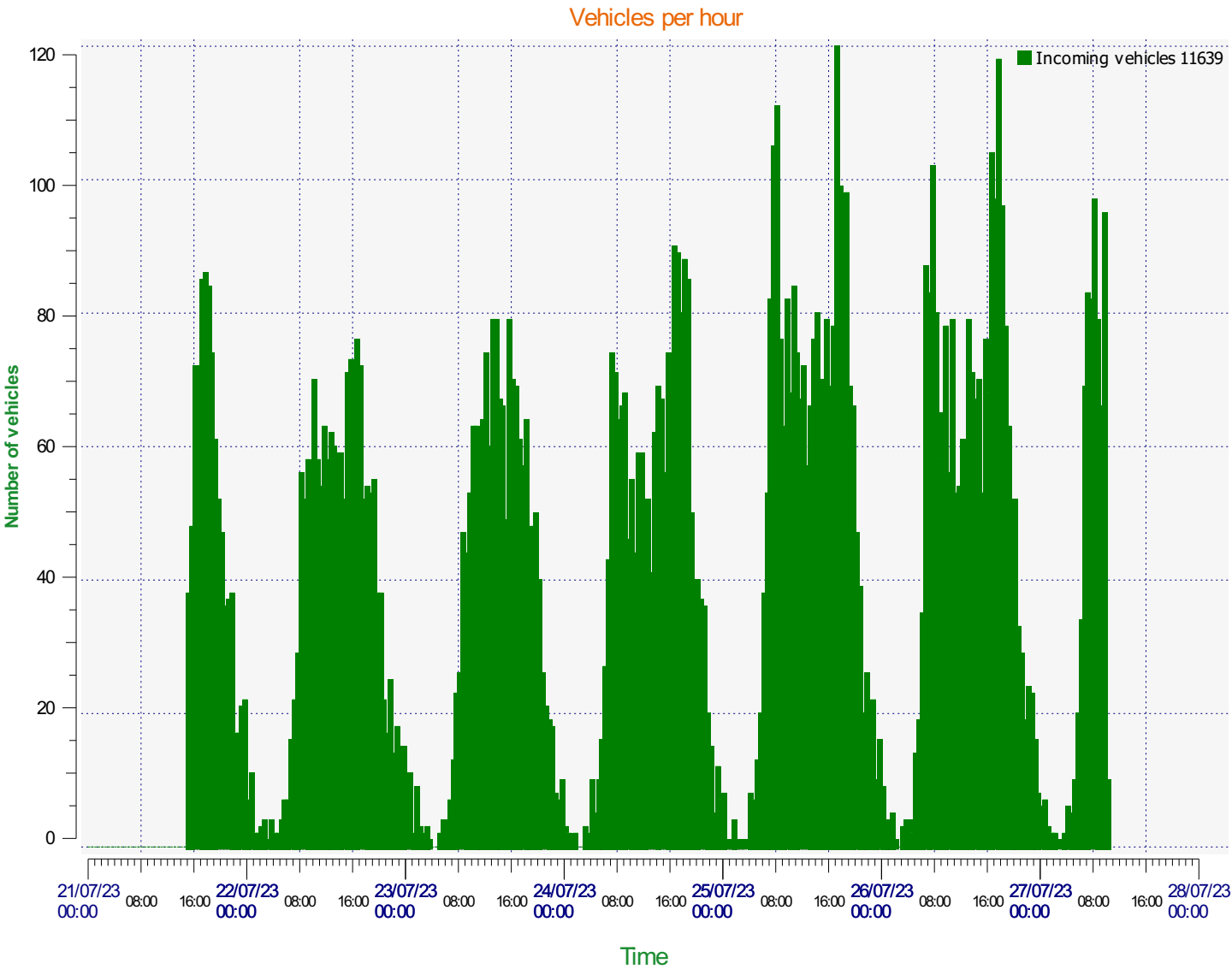
DÉTECTER • INFORMER • SÉCURISER



**Start date:** Friday, July 21, 2023 12:00 AM  
**End date:** Thursday, July 27, 2023 10:00 AM

**Location:** #5 Outside ACar2Go

**Comments:** The second cohort of results indicates a few anomalous increases in vehicle regularity. Particularly on the 25th July where 120 cars in half an hour were noted. Batteries died between the 27th July and 4th August, in which time the solar panel was installed and connected.



**Start date:** Friday, July 21, 2023 12:00 AM  
**End date:** Thursday, July 27, 2023 10:00 AM

**Location:** #5 Outside ACar2Go

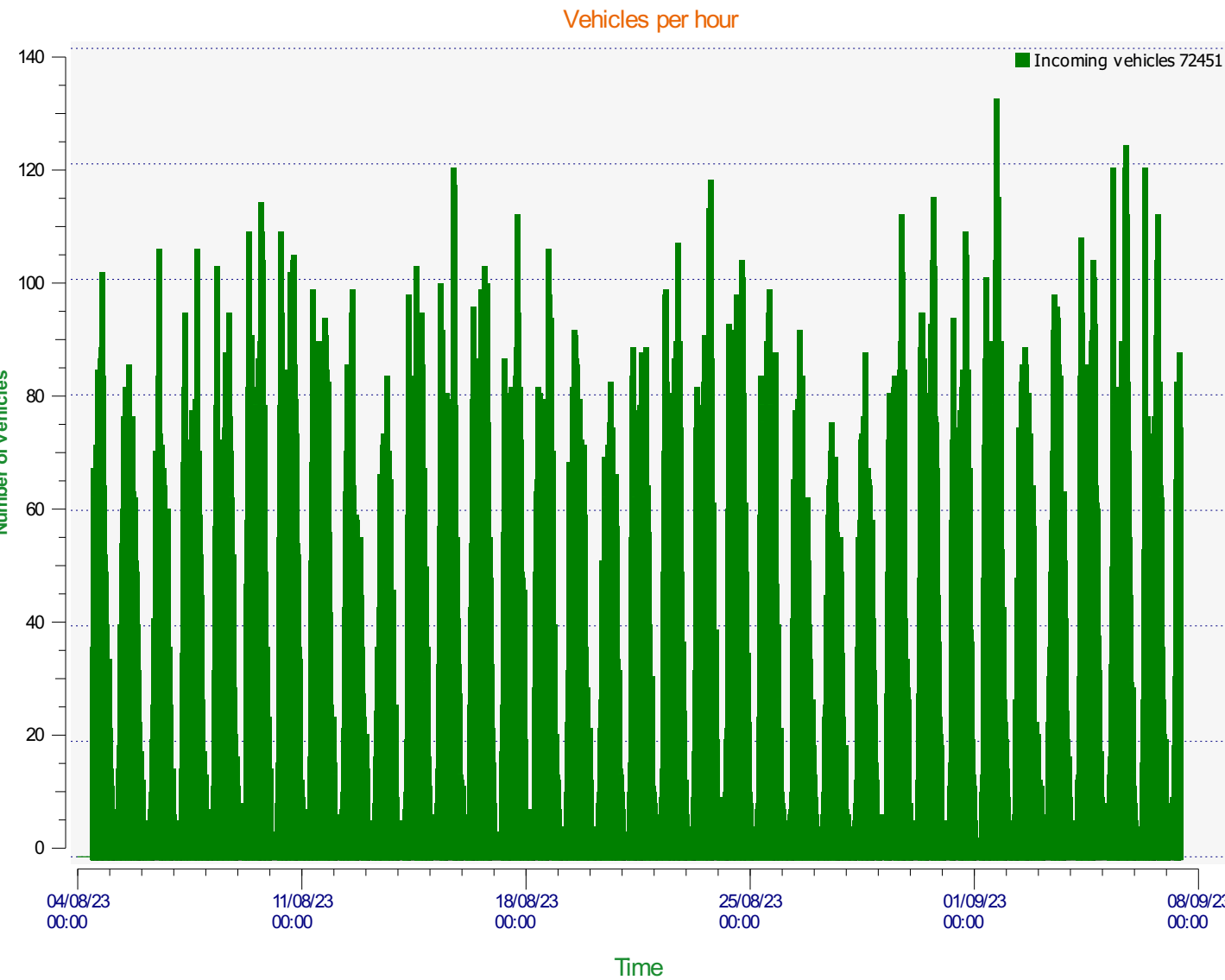
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# ÉlanCité

DÉTECTER • INFORMER • SÉCURISER



<b>Start date:</b>	Friday, August 4, 2023 12:00 AM
<b>End date:</b>	Thursday, September 7, 2023 10:00 AM
<b>Location:</b>	#5 Outside ACar2Go
<b>Comments:</b>	The third cohort of results represents a far longer period of time than usual due to the solar panel extending the battery life. To analyse this longer timeframe it is clear to see an overall rising number of vehicles week by week. This is likely affected by the sunnier weather and end of school holidays towards the end of this cohort.



Start date:	Friday, August 4, 2023 12:00 AM
End date:	Thursday, September 7, 2023 10:00 AM
Location:	#5 Outside ACar2Go
Comments:	The third cohort of results represents a far longer period of time than usual due to the solar panel extending the battery life. To analyse this longer timeframe it is clear to see an overall rising number of vehicles week by week. This is likely affected by the sunnier weather and end of school holidays towards the end of this cohort.

# Agenda item 23\_72iii

## Quotes for a MVAS

REPORT AUTHOR: CLLR PETERY WYATT

### SUMMARY

To consider quotes for a 2<sup>nd</sup> Mobile Vehicle Activation Sign (MVAS).

### BACKGROUND



Five MVAS locations have been approved by Bucks Highways.

Council purchased a Elvolis Radar Speed Sign (MVAS) from ElanCity in December 2021 at a cost of £1952. It was noted that when located on the busy London Road site the two 12v batteries required changing every 5/5 days. Council therefore agreed at their June 2023 meeting (minute 23.28iii) that a solar panel be purchased for the

London Road location at a cost of £399.

A second MVAS is being sought to complement the existing one. Quotes from the main providers are below.

#### QUOTE A SWARCO:

Product	Solar powered	Battery powered	Functionality
<b>MVAS</b>	£2,952.50 Type 1 c-S-30-r-023-SD-BDH Type 2 c-S-30-r-034-SD-BDH	£3,092.50 Type 1 c-B9-30-r-023-SD-BDH Type 2 c-B9-30-r-034-SD-BDH	<ul style="list-style-type: none"> <li>Activated by approaching vehicles exceeding a pre-set speed threshold.</li> <li>Extended battery life options available</li> <li>Data logging with Bluetooth download as standard</li> </ul>
<b>Smile / Frown MSID</b>	£3,725.00 C-S-24-r-088-SF-DHP	£3,800.00 C-B8-24-r-088-SF-DHP	<ul style="list-style-type: none"> <li>Activated by all approaching vehicles with a green display under the set speed limit and a red display above the set speed limit</li> <li>Data logging with onboard wi-fi connection download as standard</li> </ul>
<b>Thank You / Slow Down MSID</b>	£3,825.00 C-S-24-r-088-ST-DHP	£3,900.00 C-B8-24-r-088-ST-DHP	<ul style="list-style-type: none"> <li>Activated by all approaching vehicles with a green display under the set speed limit and a red display above the set speed limit</li> <li>Data logging with onboard wi-fi connection download as standard</li> </ul>
<b>Delivery</b>	£100.00 (Max 4 signs per single pallet)		



These prices are valid 01/07/2023 – 31/12/2023 and exclude VAT


Signs are powered by lightweight twin lithium-polymer batteries or are solar powered

5-year warranty

24/7 customer service desk


Data logger and data analytics software

## QUOTE B: ELAN CITY




**IMPACT DISPLAY** makes it the most effective radar speed signs

- More visibility, less speed when driving
- A three-color display according to speed
- Customizable messages tailored to community needs
- A precise, long-range Doppler antenna (1,000 feet)




**The RESISTANT Speed Sign With Radar:** a time-tested reliability

- Extremely high-resistance anti-vandalism and anti-corrosion housing
- A robust front panel
- 2-year warranty on parts and labor
- A service agreement for your comfort




**SMART: a connected radar speed signs for efficient analysis**

- Recording of statistics in both directions of traffic: vehicle count, average and maximum speeds, time stamps, V30/V50/V85 percentiles
- Intuitive software to analyze your traffic data
- Can be connected via Bluetooth / USB or 3G/4G remote



**The Solar Radar Speed Sign with SIMPLE and secure INSTALLATION**

- Studied and designed for easy installation
- Pre-configured for immediate start-up
- 4 power modes to suit your requirements
- Lightweight construction for one-person handling and installation



Doppler Radar Technology for extended vehicle detection range

Bi-directional traffic data collection

2-year warranty.

## FINANCIAL & GOVERNANCE CONSIDERATIONS

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Community Board Funding would be available for MVAS purchase. Alternatively the expenditure would need to be met from General Reserves or added to the 2024/2025 budget.

## LEGAL & OTHER IMPLICATIONS

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Bucks Highways allow a maximum of 2 MVAS per parish when there is a minimum of eight sites. The MVAS has to be moved every 4-6 weeks.

There is a need to agree three additional sites in order to meet this requirement.

## RECOMMENDATION

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- To agree if a 2<sup>nd</sup> MVAS is required and if agreed then identify whether it is to be purchased from Community Board funding, by General Reserves or to be included within the 2024/2025 budget.
- Should a 2<sup>nd</sup> MVAS be approved then a minimum of 3 additional locations will need to be identified.