



SHAVINGTON
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**Shavington-cum-Gresty Council
Community and Engagement Committee**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

09 June 2022

To: **Members of the Community and Engagement Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Community and Engagement Committee** to be held at **7:30PM** on **Wednesday 15 June** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Your sincerely,

Simona Garner
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To elect the Chair and Deputy Chair
4	To note the terms of reference for the Community and Engagement committee
5	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community
6	To confirm and sign the minutes of the Community and Engagement Committee Meeting hold on March 16 th 2022 (attached)
7	Public Participation

	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
8	To receive an update with regard to the Shavington-cum-Gresty Queens Platinum Jubilee events.
9	To receive an update with regard to #Queenbee community project.
10	To consider relevant subjects to be included in the next Parish Council newsletter and date for September edition
11	To receive an update with regard to the 2022 Christmas event.
12	To receive and consider update and on the Parish Remembrance Service 2022
13	To receive and consider an update with regards to civic events
14	To receive and consider the C&E budget for 2023/24
15	To note the date of the next Community and Engagement Committee Meeting – 14 September 7:30pm



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Shavington-cum-Gresty Council
Community and Engagement Committee Meeting
Main Road,
Shavington, Crewe
CW2 5DP

MINUTES of the meeting held on
Wednesday 16 March 2022

In attendance: Cllr K Gibbs, Cllr B Gibbs, Cllr G McIntyre, Cllr Moore
J McIntyre

ScG CE/21/4/1	To receive apologies for absence Apologies were received and accepted from Cllr Jones.
ScG CE/21/4/2	To note declarations of Members' interests No declaration was made.
ScG CE/21/4/3	To confirm and sign the minutes of the Community and Engagement Committee Meeting hold on 8 December 2021 RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG CE/21/4/4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
ScG CE/21/4/5	A period not exceeding 20 minutes for members of the public to ask questions or submit comments No comment was made.
ScG CE/21/4/6	To receive an update with regard to Village Festival Committee Queens Platinum Jubilee events. Members received an Update from the Shavington Village Festival Committee representative. Members NOTED the update

<p>ScG CE/21/4/7</p>	<p>To receive and consider invitation from Village Festival Committee with regards to Saturday 4th June Village Festival event.</p>
	<p>Members NOTED the invitation. RESOLVED that the Parish Council will have a stand at the village festival event. The Community Manager is instructed to plan activities for the day in line with #Queenbee.</p>
<p>ScG CE/21/4/8</p>	<p>To consider relevant subjects to be promoted on the Parish Council's social media channels</p>
	<p>Members NOTED the report.</p> <p>The following subjects were suggested:</p> <ul style="list-style-type: none"> • Reaching out on Village Groups • Strategic Community Governance Review updates • Road closures • Any information from CEC that affects Shavington • Cheshire East Council Planning applications • Historical posts • Jubilee advertising
<p>ScG CE/21/4/9</p>	<p>To receive and consider a proposal for Shavington Online Website content</p>
	<p>Members NOTED the report.</p> <p>RESOLVED that the website change in structure is agreed and that the Community Manager is instructed to implement it as and when appropriate. Members resolved not to approve the proposed design review.</p>
<p>ScG CE/21/4/10</p>	<p>To receive and consider a proposal for a Covid memorial tree</p>
	<p>The Community Manager updated Members about a proposal for a covid memorial tree.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the members support in principle the idea of a commemoration project to Covid with a suggestion of a commemorative bench. The Community Manager was instructed by members to work with the chairs of the Community & Engagement Committee and Environment & Recreation Committee chairs to draft a project to be presented to the Parish Council for consideration.</p>

ScG CE/21/4/11	To consider relevant subjects to be included in the next Parish Council newsletter and date for June edition
	<p>RESOLVED: that the date of the next Parish Council Newsletter is moved earlier to May 16th and the following subjects are included:</p> <p>Platinum Jubilee edition</p> <ul style="list-style-type: none"> • Jubilee celebrations Section • What was the village like at the time of the coronation • Parish council at the time minutes • Budget of the PC 2022-23 • CGR response • Usual PC items • Queen image on the front.
ScG CE/21/4/12	To receive and consider an update concerning the distribution of the newsletter
	<p>Members NOTED the update.</p> <p>RESOLVED: that members agreed to keep with the current delivery team but review at a future date if necessary.</p>
ScG CE/21/4/13	To receive and consider an update regard #Queenbee.
	<p>The Community Manager updated Members about #Queenbee project</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the Community Manager is instructed to continue to proceed with planning.</p>
ScG CE/21/4/14	To receive and consider an update with regard to the Carol's at Christmas event.
	<p>The Community Manager updated Members about the Community Christmas in Shavington-cum-Gresty 2022.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the Community Manager is instructed to proceed with planning.</p>

ScG CE/21/4/15	To receive an update on the Parish Remembrance Service 2022.
	Members NOTED the update.
ScG CE/21/4/16	To receive and consider a review of the current Shavington Online Community group rules and administrator/moderator access rights.
	Members NOTED the report. RESOLVED: that the administration rights are reviewed as recommended in the Community Manager report circulated and that these amendments apply to all social media platforms going forward. That the review of the rules was not agreed as in the Community Manager report but the Community Manager is instructed to work with members to review all rules and present them back to the committee for consideration.

Meeting Closed at 2248 hrs

Chair: K Gibbs

Clerk: S Randle

Report Statement

Meeting: Community and Engagement Committee 15.06.2022

Report Purpose: To inform the budget 2023/24 process

Version Control: v1

Author: Clerk

1. Report Summary

The purpose of this report is to present for Members' consideration, comments, and recommendation the draft 2023/24 budget from the Community and Engagement Committee.

2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2023/24 Budget at the Full Parish Council meeting on June, 1st
- The Budget Setting Schedule provided the timeframe for the setting of the budgets and the reporting of the draft budget to the various Committees of the Council
- The draft 2023/24 Community and Engagement Committee Budget is set out in this report and the attached appendix for Members' consideration
- The draft 2023/24 Community and Engagement Committee Budget has been developed in line with the key principles of the Parish Council to actively engage with the local residents and boost and support events and activities in the Village

3. Position

- The detailed draft 2023/24 Community and Engagement Budget is attached at Appendix 1 for Members' consideration

- Members will note that the attached draft budget figures include references to the 2022/23 Community and Engagement budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2023/24 budget proposals
- **Newsletter cost code:** the figure has been increased to £12,000 to cover increasing costs due to inflation. The cost code is for the delivery of n.4 newsletters and cover the costs of design, printing and delivery
- **Village Festival cost code:** the figure has been increased to £4,000 to cover the cost of sponsorship and marketing activities to better support the event
- **Christmas event cost code:** the figure has been increased to £3,000 to deliver a Christmas event in the Parish
- **Remembrance Service cost code:** the figure has been increased to £5,000 to cover increasing costs due to inflation
- **ScG Welcome Pack:** this budget is intended to fund the creation and distribution of a Shavington-cum-Gresty Welcome Pack, to be provided to all new residents. The Pack will provide useful information for the village, as well as contact of community groups and community services
- **Engagement and Promotion cost code:** this budget will cover part of the marketing and design contract with BLT
- **Civic event:** this is intended to be an earmark provision for national civic event

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation

Shavington-cum-Gresty Parish Council Budget Setting Schedule

5. Financial Impact

The financial implications for the Council are fully set out in the report.

6. Wards Affected

Community and Engagement Committee

7. Consideration Sought

It is recommended that Members consider the attached draft 2023/24 Community and Engagement Budget, and provide comments, feedback or proposed amendments in order to make their onwards recommendation to the Parish Council as defined by the Budget Setting Schedule.

Shavington-cum-Gresty Parish Council DRAFT BUDGET 2023/24

Code	Title	2022/23		2023/24	
		Receipts	Payments	Receipts	Payments
20	Newsletter: design, printing and delivery		£ 11,000.00		£ 12,000.00
21	General Parish Council design and print		£ 3,500.00		£ 3,500.00
22	Social Media Marketing		£ 500.00		£ 500.00
23	Village Festival		£ 3,000.00		£ 4,000.00
24	Christmas/Winter event		£ 1,600.00		£ 3,000.00
25	Remembrance Service		£ 4,500.00		£ 5,000.00
26	Community events		£ 3,000.00		£ 3,000.00
49	Small Grant Scheme		£ 100.00		£ 100.00
<i>NE</i> <i>W</i>	<i>ScG Welcome Pack</i>				<i>£ 2,000.00</i>
<i>NE</i> <i>W</i>	<i>Engagement and promotion</i>				<i>£ 3,000.00</i>
<i>NE</i> <i>W</i>	<i>Civic events*</i>				<i>£ 3,000.00</i>
	SUB TOTAL	£ -	£ 27,200.00	£ -	£ 31,100.00
Environment and Recreation Committee					
27	Ground Maintenance - General amenities		£ 2,000.00		
28	Ground Maintenance- supplier		£ 15,000.00		
29	Vine Tree Play area - maintenance		£ 1,000.00		
30	Vine Tree Play Area - Inspection		£ 400.00		

31	Allotment fee	£ 400.00			
32	Allotment maintenance cost				
52	Defibrillator and kiosk		£ 800.00		
	SUB TOTAL	£ 400.00	£ 19,200.00	£ -	£ -

Finance and Strategy Committee

3	Staff Expenses		£ 300.00		
4	Stationary		£ 600.00		
5	Accountancy software		£ 650.00		
6	ICT equipment		£ 750.00		
9	Audit Fees		£ 1,500.00		
10	Insurance		£ 2,700.00		
11	Legal and professional fee		£ 1,500.00		
12	Subscription (adobe/office/Chalc)		£ 3,000.00		
13	Telephone		£ 500.00		
14	Website subscription		£ 2,100.00		
15	Website transparency		£ 1,000.00		
16	Misc/Expenses		£ 1,000.00		
17	Precept	£ 161,154.00			
18	VAT reclaim				
19	Other income				
53	Acquisition projects		£ 10,000.00		
	SUB TOTAL	£ 161,154.00	£ 25,600.00	£ -	£ -

Parish Council Projects

50	S.137 Grant- Car Park		£ 5,500.00		
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51	PCSO funding		£ 33,300.00		
	SUB TOTAL	£ -	£ 38,800.00	£ -	£ -

Staffing Committee

1	Staff Salary		£ 69,250.00		
2	Payroll Service		£ 920.00		
7	Staff Training		£ 2,500.00		
8	Members Training		£ 100.00		
	SUB TOTAL	£ -	£ 72,770.00	£ -	£ -

Village Hall Committee

33	Suppliers		£ 300.00		
34	Cleaning Service		£ 4,500.00		
35	Gas supply		£ 1,900.00		
36	Power supply		£ 1,000.00		
37	Fire equipment		£ 250.00		
38	Wi-Fi Service		£ 800.00		
39	Online booking system		£ 300.00		
40	Hygine service		£ 700.00		
41	Water supply		£ 2,000.00		
42	Waste collection		£ 960.00		
43	PPS/PRS		£ 250.00		
44	Call minding service		£ 840.00		
45	Marketing		£ 2,000.00		

46	Kitchen Refurbishment		£ 5,000.00		
47	General Maintenance		£ 1,500.00		
48	Hall hire	£ 14,000.00			
	SUB TOTAL	£ 14,000.00	£ 22,300.00	£ -	£ -

TOTAL

£
175,554.00 £
205,870.00