



SHAVINGTON
CUM
GRE^{STY}

**Shavington-cum-Gresty Council
Finance & Strategy Committee meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

22 September 2022

To: **Members of the Finance & Strategy Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Finance & Strategy Committee** to be held at **7:30PM** on **Wednesday 28 September 2022** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To confirm and sign the minutes of the Finance Committee Meeting held on 18 May 2022 (attached)
3	Public participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
4	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements (attached)
5	To review the Council's payments and receipts lists since 1 April 2022 (attached)

6	To receive and consider the External Auditor report for the period ending 31 March 2022 (attached)
7	To undertake an internal audit check
8	To receive and consider the following policy: - Shavington-cum-Gresty Parish Council Recording at Meeting Policy (attached)
9	To receive and consider a quote for the Parish Council insurance for 2022/23 and to consider authorising the Clerk to process the payment for the Insurance annual fee (attached)
10	To consider a proposal from Cllr Marren (CEC) to match fund the installation costs for n.2 streetlights along the footpath between Ashcroft Avenue and Greenfield Avenue up to £1,400 from reserve (attached)
11	To consider informing the budget setting process for 2023/24 financial year (attached) . To receive and consider DRAFT budget proposals from the following Committees (attached) : - Community and Engagement - Village Hall - Environment and Recreation - Staffing Committee
12	To receive an update about the public consultation run by the Parish Council on 140 Main Road and to consider making a recommendation to Full Council on the project (to follow)
13	To note and consider an update with regards to the Recreational Land project
14	To note the date of the next Finance & Strategy Committee Meeting – 23 November 7:30pm

Shavington-cum-Gresty Council
Finance & Strategy Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 18 May 2022**

In attendance: Cllr Ferguson, K Gibbs, B Gibbs, Wain
Cllr Hancock

ScG FC/22/1/1	<i>To receive apologies for absence</i>
	No apologies were received.
ScG FC/22/1/2	<i>To elect the Chair and Deputy Chair</i>
	<i>RESOLVED:</i> That Cllr Wain and Cllr Ferguson are elected respectively Chair and Deputy Chair of the Finance & Strategy Committee.
ScG FC/22/1/3	<i>To note the Terms of Reference for the Finance and Strategy Committee</i>
	Members <i>NOTED</i> the Committee Terms of Reference
ScG FC/22/1/4	<i>To confirm and sign the minutes of the Finance Committee Meeting hold on 9 March 2022</i>
	<i>RESOLVED:</i> that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FC/22/1/5	<i>To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements</i>
	Members <i>NOTED</i> the report. <i>RESOLVED:</i> that the bank reconciliations for the PC account and the VH account to 30.04.2022 are approved and signed.

ScG FC/22/1/6	<i>To undertake an internal audit check</i>
	<p>Members undertook internal audit checks on the following areas:</p> <ul style="list-style-type: none"> - Payroll payment check - Expenses claim procedure - VAT returns and supporting VAT records - Online accounting system <p>No issue was raised from Members.</p>
ScG FC/22/1/7	<i>To receive and consider the Internal Audit report</i>
	<p>Members NOTED the report.</p> <p>Members NOTED that point 3 has been already addressed and recommendations are included in the draft Financial RA to be consider under item 8.</p> <p>RESOLVED: that the report is approved as accurate and recommended to Council. That the Clerk is instructed to undertake any actions to address the points raised in the report by the Internal Auditor and to report progresses made to the Committee.</p>
ScG FC/22/1/8	<i>To consider the Parish Council Financial Risk Assessment</i>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Financial RA is approved and recommended to Full Council, subject to the following amendments being made:</p> <ul style="list-style-type: none"> a. Supplier fraud: more details being included in the risk section b. Supplier dispute: being listed as risk¹
ScG FC/22/1/9	<i>To receive and consider the budget setting schedule for the 2023/2024 budget</i>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the budget setting schedule for 2023/24 is approved and recommended to Full Council</p>
ScG FC/22/1/10	<i>To note and consider an update with regards to 140 Main Road</i>
	<p>The Clerk updated Councillors with regards to 140 Main Road.</p> <p>Members NOTED the update.</p>

¹ Clr Wain left 2044hrs – back at 2045hrs

	RESOLVED: that an informal consultation is conducted during the Shavington Village Festival event to test residents' interest to save the building and/or to progress with the Recreational Land project (budget F&S Committee Budget, cost code: Acquisition projects)
ScG FC/22/1/11	To note and consider an update with regards to the Recreational Land project
	The Clerk updated Members with regards to the Recreational Land project. Members NOTED the update.
ScG FC/22/1/12	To note the date of the next Finance & Strategy Committee Meeting – 21 September 7:30pm
	Members NOTED the date of the next Finance & Strategy Committee meeting

Meeting Closed at 2128 hrs

Chair: Cllr Wain

Clerk: S Garnero

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				11,000.00	6,018.22	4,981.78	4,981.78 (45%)
21	General Parish Council design a				3,500.00	1,800.00	1,700.00	1,700.00 (48%)
22	Social Media Marketing				500.00		500.00	500.00 (100%)
23	Village Festival				3,000.00	2,213.00	787.00	787.00 (26%)
24	Christmas/Winter event				2,600.00		2,600.00	2,600.00 (100%)
25	Remembrance Service				4,500.00		4,500.00	4,500.00 (100%)
26	Community events				2,000.00	1,603.30	396.70	396.70 (19%)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
55	#QueenBee fund					5,633.44	-5,633.44	-5,633.44 (N/A)
SUB TOTAL					27,200.00	17,267.96	9,932.04	9,932.04 (36%)

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General c		180.00	180.00	2,000.00	376.96	1,623.04	1,803.04 (90%)
28	Ground Maintenance- supplier				15,000.00	6,286.64	8,713.36	8,713.36 (58%)
29	Vine Tree Play area - mainten				1,000.00	144.33	855.67	855.67 (85%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	400.00	570.83	170.83				170.83 (42%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
54	CIL - Community Infrastructure L		249.91	249.91				249.91 (N/A)
SUB TOTAL		400.00	1,000.74	600.74	19,200.00	6,807.93	12,392.07	12,992.81 (66%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				300.00	13.50	286.50	286.50 (95%)
4	Stationary				600.00		600.00	600.00 (100%)
5	Accountancy software				650.00	648.00	2.00	2.00 (0%)
6	ICT equipment				750.00	11.66	738.34	738.34 (98%)
9	Audit Fees				1,500.00	872.50	627.50	627.50 (41%)
10	Insurance				2,700.00		2,700.00	2,700.00 (100%)
11	Legal and professional fee				1,500.00	40.00	1,460.00	1,460.00 (97%)
12	Subscription (adobe/office/Chalc				3,000.00	3,098.50	-98.50	-98.50 (-3%)
13	Telephone				500.00	187.70	312.30	312.30 (62%)
14	Website subscription				2,100.00	1,225.00	875.00	875.00 (41%)
15	Website transparency				1,000.00		1,000.00	1,000.00 (100%)
16	Misc/Expenses				1,000.00	103.13	896.87	896.87 (89%)
17	Precept	161,154.00	161,154.00					(0%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)
53	Acquisition projects				10,000.00	1,612.10	8,387.90	8,387.90 (83%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	161,154.00	161,154.00		25,600.00	7,812.09	17,787.91	17,787.91 (9%)
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Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	S.137 Grant- Car Park				5,500.00	5,500.00		(0%)
51	PCSO funding				33,300.00		33,300.00	33,300.00 (100%)
SUB TOTAL					38,800.00	5,500.00	33,300.00	33,300.00 (85%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				69,250.00	30,723.08	38,526.92	38,526.92 (55%)
2	Payroll Service				920.00	454.50	465.50	465.50 (50%)
7	Staff Training				2,500.00	231.00	2,269.00	2,269.00 (90%)
8	Members Training				100.00		100.00	100.00 (100%)
SUB TOTAL					72,770.00	31,408.58	41,361.42	41,361.42 (56%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position			
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend			
33	Suppliers				300.00	43.00	257.00	257.00 (85%)			
34	Cleaning Service				4,500.00	2,077.55	2,422.45	2,422.45 (53%)			
35	Gas supply				1,900.00	612.17	1,287.83	1,287.83 (67%)			
36	Power supply				1,000.00	558.16	441.84	441.84 (44%)			
37	Fire equipment				250.00		250.00	250.00 (100%)			
38	Wi-Fi Service				800.00	338.98	461.02	461.02 (57%)			
39	Online booking system				300.00	121.77	178.23	178.23 (59%)			
40	Hygiene service				700.00	527.66	172.34	172.34 (24%)			
41	Water supply				2,000.00	1,100.25	899.75	899.75 (44%)			
42	Waste collection				960.00	514.01	445.99	445.99 (46%)			
43	PPS/PRS				250.00		250.00	250.00 (100%)			
44	Call minding service				840.00	511.52	328.48	328.48 (39%)			
45	Marketing				2,000.00		2,000.00	2,000.00 (100%)			
46	Kitchen Refurbishment				5,000.00		5,000.00	5,000.00 (100%)			
47	General Maintenance				1,500.00	583.46	916.54	916.54 (61%)			
48	Hall hire	14,000.00	3,640.00	-10,360.00		50.00	-50.00	-10,410.00 (-74%)			
SUB TOTAL					14,000.00	3,640.00	-10,360.00	22,300.00	7,038.53	15,261.47	4,901.47 (13%)

Summary

NET TOTAL	175,554.00	165,794.74	-9,759.26	205,870.00	75,835.09	130,034.91	120,275.65 (31%)
V.A.T.		2,618.20			4,447.83		
GROSS TOTAL		168,412.94			80,282.92		

Shavington-cum-Gresty Parish Council

22-Sep-22

Cost Centre Name		2022/23				Year end forecast (where possible)
Code	Title	Actual	Budget	Actual		
Community & Engagement Committee						
20	Newsletter: design, printing and delivery		£11,000.00	£6,018.22	£11,000.00	
21	General Parish Council design and print		£3,500.00	£1,800.00	£3,500.00	
22	Social Media Marketing		£500.00		£500.00	
23	Village Festival		£3,000.00	£2,213.00	£3,000.00	
24	Christmas/Winter event		£1,600.00		£1,600.00	
25	Remembrance Service		£4,500.00		£4,500.00	
26	Community events		£3,000.00	£1,603.30	£3,000.00	
49	Small Grant Scheme		£100.00		£75.00	
55	#QueenBee fund			£5,633.44	£10,000.00	
			£27,200.00	£17,267.96	£37,175.00	

Environment & Recreation Committee		Receipts	Payments		Year end forecast (where possible)
Code	Title	Actual	Budget	Actual	
27	Ground Maintenance - General amenities	£180.00	£2,000.00	£376.96	£2,000.00
28	Ground Maintenance- supplier		£15,000.00	£6,288.64	£14,730.00
29	Vine Tree Play area - maintenance		£1,000.00	£114.00	£1,000.00
30	Vine Tree Play Area - Inspection		£400.00		£400.00
31	Allotment fee	£570.83			
32	Allotment maintenance cost				
52	Defibrillator and kiosk		£800.00		£800.00
54	CII	£249.91			
		£1,000.74	£19,200.00	£6,779.60	£18,930.00

Finance & Strategy Committee		Receipts	Payments		Year end forecast (where possible)
Code	Title	Actual	Budget	Actual	
3	Staff Expenses		£300.00	£13.50	£300.00
4	Stationary		£600.00		£600.00
5	Accountancy software		£650.00	£648.00	£650.00
6	ICT equipment		£750.00	£11.66	£750.00
9	Audit Fees		£1,500.00	£872.50	£1,500.00
10	Insurance		£2,700.00		£2,700.00
11	Legal and professional fee		£1,500.00	£40.00	£1,500.00
12	Subscription (adobe/office/Chalc)		£3,000.00	£3,098.50	£3,273.50
13	Telephone		£500.00	£187.70	£631.70
14	Website subscription		£2,100.00	£1,225.00	£2,100.00
15	Website transparency		£1,000.00		£1,000.00
16	Misc/Expenses		£1,000.00	£103.13	£1,000.00
17	Precept	£161,154.00			
18	VAT reclaim				
19	Other income				
53	Acquisition projects		£10,000.00	£1,612.10	£10,000.00
		£161,154.00	£25,600.00	£7,812.09	£26,005.20

Parish Council Project		Receipts	Payments		Year end forecast (where possible)
Code	Title	Actual	Budget	Actual	
50	S.137 Grant- Car Park		£5,500.00	£5,500.00	£5,500.00
51	PCSO funding		£33,300.00		£33,280.00
			£38,800.00	£5,500.00	£38,780.00

Staffing Committee			Receipts		Payments		Year end forecast (where possible)
Code	Title		Actual	Budget	Actual		
1	Staff Salary			£69,250.00	£30,723.08		£61,446.16 **
2	Payroll Service			£920.00	£454.50		£909.00
7	Staff Training			£2,500.00	£231.00		£2,500.00
8	Members Training			£100.00			£100.00
				£72,770.00	£14,812.31		£64,955.16

Village Hall Committee			Receipts		Payments		Year end forecast (where possible)
Code	Title		Actual	Budget	Actual		
33	Suppliers			£300.00	£43.00		£300.00
34	Cleaning Service			£4,500.00	£2,077.55		£4,752.00
35	Gas supply			£1,900.00	£612.17		£1,224.34 **
36	Power supply			£1,000.00	£558.16		£1,116.32 **
37	Fire equipment			£250.00			£250.00
38	Wi-Fi Service			£800.00	£338.98		£338.98 **
39	Online booking system			£300.00	£121.77		£243.54
40	Hygine service			£700.00	£527.66		£527.66
41	Water supply			£2,000.00	£1,100.25		£2,200.50
42	Waste collection			£960.00	£514.01		£1,028.02
43	PPS/PRS			£250.00			£250.00
44	Call minding service			£840.00	£511.52		£1,023.04
45	Marketing			£2,000.00			£2,000.00
46	Kitchen Refurbishment			£5,000.00			£5,000.00
47	General Maintenance			£1,500.00	£583.46		£1,500.00
48	Hall hire		£3,640.00		£50.00		
			£3,640.00	£22,300.00	£7,038.53		£21,754.40

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
9	Waste collection	01/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	Village Hall waste collection	ASH Waste Services	S	97.12	19.42	116.54
34	Waste collection	01/04/2022		Parish Council Main A _y	VOID	VOID	ASH Waste	X			
73	Power supply	04/04/2022		Parish Council Main A _y	VOID	Scottish Power	Scottish Power	L			
35	Subscription (adobe/office/Cl	04/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Azure	S	9.55	1.91	11.46
72	Power supply	04/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
5	Village Festival	05/04/2022	ScG/22/01/16	Parish Council Main A _y	12276342	Deposit Marquee Jubilee Festi	Exquisite Marquees	Z	280.00		280.00
36	Subscription (adobe/office/Cl	05/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
2	Hygine service	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340707	Hygiene disposal	Dame Hygiene Services	S	527.66	105.53	633.19
3	Newsletter: design, printing i	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340540	Service Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
4	Website subscription	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340461	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
1	S.137 Grant- Car Park	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340601	Car park contribution	Shavington Primary School	X	5,500.00		5,500.00
7	General Maintenance	07/04/2022	ScG/22/01/16	Parish Council Main A _y	BACS	Non-Domestic Rate demand 2l	Cheshire East Council	X			
14	Wi-Fi Service	09/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	Wifi Village Hall	KCOM Group Ltd	S	56.48	11.30	67.78
8	Call minding service	12/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	Voice message service	Cymphony	S	158.14	31.62	189.76
12	Gas supply	20/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	British Gas Village Hall	British Gas	L	273.30	13.66	286.96
74	Subscription (adobe/office/Cl	22/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.27	2.05	12.32
37	Online booking system	25/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Village Hall booking service	Skedda	X	23.24		23.24
18	Subscription (adobe/office/Cl	26/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
15	Payroll Service	27/04/2022	ScG/22/01/16	Parish Council Main A _y	12809576	Payroll Service	Beardmore Accountants	S	87.50	17.50	105.00
16	Payroll Service	27/04/2022	ScG/22/01/16	Parish Council Main A _y	12809630	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
6	General Maintenance	27/04/2022	ScG/22/01/16	Parish Council Main A _y	12810062	Emergency repairs Unblock se	Mark Everill Ltd	S	80.00	16.00	96.00
20	Staff Salary	27/04/2022	ScG/22/01/16	Parish Council Main A _y	12809436	HMRC - P30	HMRC	X	1,290.95		1,290.95
19	Water supply	27/04/2022	ScG/22/01/16	Parish Council Main A _y	12809168	Water Village Hall	Water Plus	Z	188.36		188.36
21	Staff Salary	28/04/2022	ScG/22/01/16	Parish Council Main A _y	12809515	Salary April 2022	S Randle	X	862.06		862.06
22	Staff Salary	28/04/2022	ScG/22/01/16	Parish Council Main A _y	12809699	Salary April 2022	S Garner	X	2,136.95		2,136.95
38	Staff Salary	28/04/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Pension contribution April 202	NEST	X	209.40		209.40
17	Telephone	28/04/2022	ScG/22/01/16	Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	24.00	4.80	28.80
10	Website subscription	02/05/2022	ScG/22/01/16	Parish Council Main A _y	12809788	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
11	Newsletter: design, printing i	02/05/2022	ScG/22/01/16	Parish Council Main A _y	12809915	Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
50	Subscription (adobe/office/Cl	02/05/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.00	2.00	12.00
13	Subscription (adobe/office/Cl	05/05/2022	ScG/22/01/17	Parish Council Main A _y	13065628	Chalc Affiliation Fee	Cheshire Assoc Local Council	X	1,470.04		1,470.04
23	General Maintenance	05/05/2022	ScG/22/01/17	Parish Council Main A _y	13065763	Refund - wood filler for disable	G McIntyre	X	9.00		9.00
24	Ground Maintenance- supplie	05/05/2022	ScG/22/01/17	Parish Council Main A _y	13065918	Ground contract Qrt 1	Green Living Horticultural ltd	Z	2,990.00		2,990.00
75	Subscription (adobe/office/Cl	06/05/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
76	General Maintenance	06/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	Padlock VH	HENRY SQUIRE & SONS LIM	S	19.99	4.00	23.99
25	Telephone	12/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	VOIP	Cymphony	S	63.53	12.70	76.23

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26	Waste collection	12/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	78.30	15.66	93.96
27	Wi-Fi Service	12/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
32	Subscription (adobe/office/Cl	12/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	Office 365	Strategy 365	S	74.20	14.84	89.04
43	Telephone	13/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	18.08	3.62	21.70
83	Community events	16/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Potterycrafts Ltd	S	22.33	4.47	26.80
89	Community events	16/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Impression	S	29.15	5.85	35.00
77	Community events	18/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Amazon EU S.a r.l. UK Branch	S	4.16	0.83	4.99
55	Ground Maintenance - Gener	18/05/2022	ScG/22/02/16	Parish Council Main A _y	Card	Litter Picker Clean Team	The Safety Supply Company	S	164.50	32.90	197.40
48	Staff Salary	18/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	Pension contribution May 2022	NEST	X	209.40		209.40
84	Community events	21/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Aldi	X	19.95		19.95
85	Community events	21/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	B&Q	X	11.88		11.88
86	Community events	24/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Crewe Road Nursery	X	24.83		24.83
87	Community events	24/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Aldi	X	5.98		5.98
44	Water supply	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13569740	Water Village Hall	Water Plus	Z	168.32		168.32
78	Online booking system	25/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	Village Hall booking service	Skedda	X	23.89		23.89
57	Gas supply	25/05/2022	ScG/22/02/16	Parish Council Main A _y	Direct Debit	British Gas Village Hall	British Gas	X	210.57		210.57
39	Community events	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13569635	S Garnero refund: #QueenBee	S Garnero	X	77.93		77.93
41	General Maintenance	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570082	Cllr McIntyre refund - VH repai	G McIntyre	X	1.05		1.05
45	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570273	HMRC - P30	HMRC	X	1,291.15		1,291.15
46	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570630	Staff salary May 2022	S Randle	X	861.86		861.86
47	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570743	Staff salary May 2022	S Garnero	X	2,136.95		2,136.95
33	General Maintenance	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13569503	Cllr McIntyre refund - painting	G McIntyre	X	7.20		7.20
79	Community events	25/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	VF event PC stall - balloons	balloonprinting.co.uk	S	108.50	21.70	130.20
90	Community events	25/05/2022	ScG/22/03/10	Parish Council Main A _y	Card	QueenBee activity materials	The Mug Printing Company	S	29.17	5.83	35.00
40	Website subscription	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570445	Parish Council website license	Brave Little Tank	S	175.00	35.00	210.00
42	Payroll Service	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13570003	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
28	Audit Fees	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13568980	Internal Audit account 2021/2:	JDH Business Services	S	472.50	94.50	567.00
29	Cleaning Service	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13569182	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
30	Suppliers	25/05/2022	ScG/22/02/16	Parish Council Main A _y	13569311	Cleaning Village Hall	Crystal Clean	S	43.00	8.60	51.60
31	Hall hire	25/05/2022	ScG/22/02/16	Village Hall A/C	13569393	Cleaning Village Hall	Crystal Clean	S	50.00	10.00	60.00
80	Community events	30/05/2022	ScG/22/03/10	Parish Council Main A _y	CARD	VF event - QueenBee activity	Nyalkaran Limited	S	6.14	1.24	7.38
81	Community events	30/05/2022	ScG/22/03/10	Parish Council Main A _y	BACS	Refun - queenbee	Amazon EU S.a r.l. UK Branch	S	-4.16	-0.83	-4.99
82	Community events	01/06/2022	ScG/22/03/10	Parish Council Main A _y	CARD	QueenBee activity materials	Dunelm	X	19.00		19.00
102	Power supply	01/06/2022		Parish Council Main A _y	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
59	General Maintenance	02/06/2022	ScG/22/02/17	Parish Council Main A _y	13895222	VH repairs: wall lights lounge :	Mick Ascroft	S	310.00	62.00	372.00
49	Newsletter: design, printing :	02/06/2022	ScG/22/02/17	Parish Council Main A _y	13895164	Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
51	Vine Tree Play area - mainte	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895188	Signs Vine Tree Play area	Inprint Colour	S	114.00	22.80	136.80
52	Village Festival	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895205	Banner VF Event	Inprint Colour	S	168.00	33.60	201.60
103	Subscription (adobe/office/Cl	06/06/2022		Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98

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58	Community events	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895239	Expenses refund	S Randle	X	21.40		21.40
60	Village Festival	06/06/2022	ScG/22/03/10	Parish Council Main A _y	13895340	SVCF sponsorship- marquee	Exquisite Marquees	X	1,120.00		1,120.00
53	Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895264	Newsletter - Jubilee	Solopress	Z	731.37		731.37
54	Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895298	Newsletter - Jubilee	Solopress	Z	563.89		563.89
56	Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A _y	13895319	Newsletter delivery	The Leaflet Team	Z	389.00		389.00
88	Village Festival	14/06/2022	ScG/22/03/10	Parish Council Main A _y	14261587	VF film	Little Forest Film	X	150.00		150.00
70	Subscription (adobe/office/Cl	14/06/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Office 365	Strategy 365	S	100.94	20.19	121.13
67	Telephone	14/06/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	18.82	3.77	22.59
64	Wi-Fi Service	14/06/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Internet Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
65	Vine Tree Play area - mainte	14/06/2022	ScG/22/03/10	Parish Council Main A _y	CARD	Vine Tree sign replacement	Sign Trade Supplies	S	30.33	6.07	36.40
61	Call minding service	14/06/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Voice message service	Cymphony	S	108.35	21.67	130.02
62	Waste collection	14/06/2022	ScG/22/03/10	Parish Council Main A _y	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	75.67	15.13	90.80
63	Acquisition projects	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14197544	Banner Public consultation	Inprint Colour	S	56.00	11.20	67.20
66	Village Festival	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14197641	Road Closure Village Festival s	Blue Arrow Traffic Managem	S	495.00	99.00	594.00
69	Cleaning Service	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14197724	Village Hall cleaning service	Crystal Clean	S	390.00	78.00	468.00
71	Staff Expenses	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14197986	SG expenses claim	S Garnero	X	13.50		13.50
91	Staff Salary	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14198288	HMRC - P30 June 2022	HMRC	X	1,329.85		1,329.85
93	Staff Salary	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14198464	Salary June 2022	S Randle	X	823.56		823.56
94	Staff Salary	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14198649	Salary June 2022	S Garnero	X	2,092.95		2,092.95
96	Water supply	17/06/2022	ScG/22/03/10	Parish Council Main A _y	14198135	Water Village Hall	Water Plus	Z	187.90		187.90
104	Subscription (adobe/office/Cl	20/06/2022		Parish Council Main A _y	Direct Debit	Microsoft	Microsoft Ireland Operations	S	225.60	45.12	270.72
68	Staff Training	21/06/2022	ScG/22/02/23	Parish Council Main A _y	14261482	SLCC membership	SLCC	X	206.00		206.00
131	Power supply	21/06/2022		Parish Council Main A _y	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
133	Subscription (adobe/office/Cl	22/06/2022		Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.29	2.05	12.34
105	Online booking system	27/06/2022		Parish Council Main A _y	Direct Debit	Village Hall booking service	Skedda	X	24.30		24.30
92	Staff Salary	28/06/2022	ScG/22/03/10	Parish Council Main A _y	14261796	CPF contribution June 2022	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
99	Waste collection	29/06/2022		Parish Council Main A _y	Direct Debit	Village Hall waste collection	ASH Waste Services	S	71.82	14.36	86.18
101	Gas supply	29/06/2022		Parish Council Main A _y	Direct Debit	Gas Village Hall	British Gas	L	35.88	1.79	37.67
132	Subscription (adobe/office/Cl	04/07/2022		Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
100	Payroll Service	06/07/2022	ScG/22/03/12	Parish Council Main A _y	14785760	Payroll Service	Beardmore Accountants	S	144.50	28.90	173.40
95	Subscription (adobe/office/Cl	06/07/2022	ScG/22/03/12	Parish Council Main A _y	14785451	Parish Online subscription	Parish Online	S	225.00	45.00	270.00
97	Website subscription	06/07/2022	ScG/22/03/12	Parish Council Main A _y	14785536	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
98	General Parish Council design	06/07/2022	ScG/22/03/12	Parish Council Main A _y	14785673	Marketing and Design	Brave Little Tank	S	900.00	180.00	1,080.00
112	General Maintenance	14/07/2022		Parish Council Main A _y	Card	VH Toilet splashback	Sheet Plastics	S	31.33	6.27	37.60
134	Community events	16/07/2022		Parish Council Main A _y	CARD	Trophies #QueenBee	Concorde Trophies	S	38.79	7.76	46.55
117	Cleaning Service	20/07/2022		Parish Council Main A _y	15092652	VH cleaning	Crystal Clean	S	403.00	80.60	483.60
118	Subscription (adobe/office/Cl	20/07/2022		Parish Council Main A _y	Direct Debit	Office 365	Strategy 365	S	100.94	20.19	121.13
106	Call minding service	20/07/2022		Parish Council Main A _y	Direct Debit	Voice message service	Cymphony	S	77.16	15.43	92.59
107	Website subscription	20/07/2022		Parish Council Main A _y	15092559	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00

Shavington-cum-Gresty Parish Council

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108	20/07/2022		Parish Council Main A _y	Direct Debit	Wifi Village Hall	GCI Network Solutions Limite	S	56.50	11.30	67.80
111	20/07/2022		Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	18.39	3.67	22.06
110	20/07/2022		Parish Council Main A _y	Direct Debit	Gas Village Hall	British Gas	L	53.44	2.67	56.11
109	20/07/2022		Parish Council Main A _y	15092890	Watering	Green Living Horticultural ltd	X	380.00		380.00
113	20/07/2022		Parish Council Main A _y	15092981	HMRC	HMRC	X	1,270.22		1,270.22
114	20/07/2022		Parish Council Main A _y	15093084	July 2022 salary	S Randle	X	853.58		853.58
115	20/07/2022		Parish Council Main A _y	15093213	July 2022 salary	S Garnero	X	2,122.56		2,122.56
116	20/07/2022		Parish Council Main A _y	15093360	July 2022 pension contribution	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
119	20/07/2022		Parish Council Main A _y	15093469	VH water	Water Plus	X	179.87		179.87
128	21/07/2022		Parish Council Main A _y	CARD	A4 papers 80gsm	Amazon EU S.a r.l. UK Branc	S	29.16	5.83	34.99
129	21/07/2022		Parish Council Main A _y	CARD	Calculator CASIO	Simgold Ltd	S	11.66	2.33	13.99
135	25/07/2022		Parish Council Main A _y	CARD	Village Hall booking service	Skedda	X	25.00		25.00
122	26/07/2022		Parish Council Main A _y	CARD	Watering can team	Amazon EU S.a r.l. UK Branc	S	21.64	4.32	25.96
123	26/07/2022		Parish Council Main A _y	CARD	Watering can team	Amazon EU S.a r.l. UK Branc	S	32.46	6.48	38.94
120	29/07/2022		Parish Council Main A _y	CARD	A4 papers 120g	Amazon EU S.a r.l. UK Branc	S	29.07	5.82	34.89
121	29/07/2022		Parish Council Main A _y	CARD	Tone Cartridges Replacement	Amazon Services Europe S.a.	S	44.07	8.82	52.89
127	01/08/2022		Parish Council Main A _y	Direct Debit	Village Hall waste collection	ASH Waste Services	S	119.48	23.90	143.38
188	01/08/2022		Parish Council Main A _y	Direct Debit	VH Electricity	Scottish Power	X	139.54		139.54
181	02/08/2022		Parish Council Main A _y	CARD	Royal Images	Royal Images	S	116.01	23.20	139.21
189	02/08/2022		Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Azure	S	9.89	1.98	11.87
190	08/08/2022		Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
137	17/08/2022		Parish Council Main A _y	Direct Debit	Office 365	Strategy 365	S	100.94	20.19	121.13
139	17/08/2022		Parish Council Main A _y	Direct Debit	Village Hall answer machine se	Cymphony	S	61.60	12.32	73.92
141	17/08/2022		Parish Council Main A _y	Direct Debit	Village Hall wi-fi	GCI Network Solutions Limite	S	56.50	11.30	67.80
143	17/08/2022		Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	17.09	3.43	20.52
144	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branc	S	38.37	7.68	46.05
145	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branc	S	38.37	7.68	46.05
146	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branc	S	28.08	5.62	33.70
147	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branc	S	28.08	5.62	33.70
148	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branc	S	38.37	7.68	46.05
149	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branc	S	28.08	5.62	33.70
150	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branc	S	28.08	5.62	33.70
151	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branc	S	28.08	5.62	33.70
152	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branc	S	25.58	5.12	30.70
153	17/08/2022		Parish Council Main A _y	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branc	S	28.08	5.62	33.70
179	19/08/2022		Parish Council Main A _y	CARD	Refund Amazon	Amazon EU S.a r.l. UK Branc	S	-28.08	-5.62	-33.70
142	22/08/2022		Parish Council Main A _y	15916859	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
140	22/08/2022		Parish Council Main A _y	15916768	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
138	22/08/2022		Parish Council Main A _y	15916697	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00

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130 Payroll Service	22/08/2022		Parish Council Main A	15916329	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
124 General Parish Council design	22/08/2022		Parish Council Main A	15916604	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
125 Community events	22/08/2022		Parish Council Main A	15916010	#QueenBee trail	Inprint Colour	S	104.50	20.90	125.40
126 Community events	22/08/2022		Parish Council Main A	15916131	#QueenBee trail	Inprint Colour	S	33.75	6.75	40.50
154 Staff Salary	22/08/2022		Parish Council Main A	15916942	HMRC - P30 August 22	HMRC	X	1,270.22		1,270.22
155 Staff Salary	22/08/2022		Parish Council Main A	15917064	August 22 payslip	S Randle	X	853.38		853.38
156 Staff Salary	22/08/2022		Parish Council Main A	15917147	August 22 payslip	S Garnero	X	2,122.76		2,122.76
157 Staff Salary	22/08/2022		Parish Council Main A	15917277	Pension contribution August 22	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
136 Water supply	22/08/2022		Parish Council Main A	15917372	Water Village Hall	Water Plus	Z	187.90		187.90
191 Acquisition projects	24/08/2022		Parish Council Main A	CARD	HP toner	Amazon EU S.a r.l. UK Branch	S	126.72	25.34	152.06
159 General Maintenance	25/08/2022		Parish Council Main A	CARD	VH mop	Viking	S	8.88	1.78	10.66
192 Online booking system	25/08/2022		Parish Council Main A	Direct Debit	VH booking system	Skedda	E	25.34		25.34
168 Acquisition projects	28/08/2022		Parish Council Main A	CARD	Printer toner	Amazon EU S.a r.l. UK Branch	S	122.56	24.51	147.07
169 Acquisition projects	28/08/2022		Parish Council Main A	CARD	Elastic band	Amazon Services Europe S.a.	S	10.73	2.16	12.89
176 Misc/Expenses	30/08/2022		Parish Council Main A	Direct Debit	Printer	HP Inc UK Limited	S	0.83	0.17	1.00
164 Legal and professional fee	02/09/2022		Parish Council Main A	CARD	ICO fee	Information Commissioner's Office	X	40.00		40.00
160 Call minding service	11/09/2022		Parish Council Main A	Direct Debit	VH answer machine service	Cymphony	S	106.27	21.25	127.52
161 Subscription (adobe/office/Cloud)	13/09/2022		Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.24	2.04	12.28
162 Community events	13/09/2022		Parish Council Main A	16530977	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
163 Audit Fees	13/09/2022		Parish Council Main A	16531090	External Auditor	PKF Littlejohn	S	400.00	80.00	480.00
165 Wi-Fi Service	13/09/2022		Parish Council Main A	Direct Debit	VH wi-fi	GCI Network Solutions Limited	S	56.50	11.30	67.80
166 Waste collection	13/09/2022		Parish Council Main A	Direct Debit	VH waste	ASH Waste Services	S	71.62	14.32	85.94
171 Accountancy software	13/09/2022		Parish Council Main A	16605819 (16531212)	Scribe - account software	Scribe	S	648.00	129.60	777.60
172 Subscription (adobe/office/Cloud)	13/09/2022		Parish Council Main A	16605952 (16537518)	Microsoft 12 months subscription	NGL Technology LTD	S	624.80	124.96	749.76
177 Payroll Service	13/09/2022		Parish Council Main A	16531451	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
180 Cleaning Service	13/09/2022		Parish Council Main A	16606249 (16531523)	VH cleaning	Crystal Clean	S	474.55	94.91	569.46
182 Telephone	13/09/2022		Parish Council Main A	Direct Debit	VOIP	Gradwell Communications	S	17.79	3.55	21.34
195 Acquisition projects	13/09/2022		Parish Council Main A	CARD	Online survey platform subscription	Momentive Europe UC FKA SurveyMonkey	S	320.00	64.00	384.00
178 Gas supply	13/09/2022		Parish Council Main A	Direct Debit	VH gas	British Gas	L	38.98	1.94	40.92
170 Ground Maintenance- supplies	13/09/2022		Parish Council Main A	16531655	Ground contract Qrt 2	Green Living Horticultural Ltd	X	2,895.00		2,895.00
173 Ground Maintenance - General	13/09/2022		Parish Council Main A	16605312 (16540810)	Repair Parish Council Pavement	Martin Andrews	X	180.00		180.00
183 Staff Salary	13/09/2022		Parish Council Main A	16606349 (16531847)	P30 - September 2022	HMRC	X	1,270.22		1,270.22
184 Staff Salary	13/09/2022		Parish Council Main A	16531927	Salary Sept 2022	S Randle	X	853.38		853.38
185 Staff Salary	13/09/2022		Parish Council Main A	16531994	Salary Sept 2022	S Garnero	X	2,122.76		2,122.76
186 Staff Salary	13/09/2022		Parish Council Main A	16606154 (16532080)	September 2022 - Pension contribution	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
158 Staff Training	13/09/2022		Parish Council Main A	16531583	Staff training course	Cheshire Assoc Local Council	X	25.00		25.00
167 Newsletter: design, printing & distribution	13/09/2022		Parish Council Main A	16532239	Newsletter - printing cost	Solopress	Z	1,314.96		1,314.96
174 Newsletter: design, printing & distribution	13/09/2022		Parish Council Main A	16606048 (16532318)	Delivery newsletter September	The Leaflet Team	Z	319.00		319.00
175 Acquisition projects	13/09/2022		Parish Council Main A	16605530 (16532387)	Delivery 140 consultation letters	The Leaflet Team	Z	695.00		695.00

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
196	Telephone	14/09/2022		Parish Council Main A _y	Direct Debit	BT - set up costs	BT	S	10.00	2.00	12.00
187	#QueenBee fund	14/09/2022		Parish Council Main A _y	16537838	Planters	Gordon Ellis & Co	S	4,663.44	932.69	5,596.13
193	Website subscription	21/09/2022		Parish Council Main A _y		Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
194	#QueenBee fund	21/09/2022		Parish Council Main A _y		#QueenBee planters	Green Living Horticultural ltd	Z	970.00		970.00
197	Community events	21/09/2022		Parish Council Main A _y		Proclamation Video	Little Forest Film	Z	150.00		150.00
198	Water supply	21/09/2022		Parish Council Main A _y		Water Village Hall	Water Plus	Z	187.90		187.90
								Total	75,835.09	4,447.83	80,282.92

Shavington-cum-Gresty Parish Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Hall hire	01/04/2022		Village Hall A/C	BACS	Village Hall booking service	Katarina Antusova	X	60.00		60.00
2 Other income	04/04/2022		Village Hall A/C	VOID	VOID	The Co-operative bank	X			
9 Precept	06/04/2022		Parish Council Main A _y	BACS	Precept first payment	Cheshire East Council	X	80,577.00		80,577.00
3 Hall hire	11/04/2022		Village Hall A/C	BACS	Village Hall booking service	Filip Kotlar	X	155.00		155.00
4 Hall hire	14/04/2022		Village Hall A/C	BACS	Village Hall booking service	Lucille Bickerton	X	30.00		30.00
5 Hall hire	19/04/2022		Village Hall A/C	BACS	Village Hall booking service	Rebecca Lomax	X	40.00		40.00
6 Hall hire	21/04/2022		Village Hall A/C	BACS	Village Hall booking service	Cheshire East Council	X	60.00		60.00
7 Hall hire	25/04/2022		Village Hall A/C	BACS	Village Hall booking service	Lucy Edwards	X	30.00		30.00
8 Hall hire	26/04/2022		Village Hall A/C	BACS	Village Hall booking service	Lindsay Robbins	X	30.00		30.00
21 Hall hire	03/05/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Kevin Rendell	X	30.00		30.00
11 VAT reclaim	04/05/2022		Parish Council Main A _y	BACS	VAT refund	HMRC	R		2,618.20	2,618.20
12 Allotment fee	11/05/2022		Parish Council Main A _y	BACS	Allotment Fees	Erica Jefcoate	X	50.00		50.00
13 Allotment fee	11/05/2022		Parish Council Main A _y	BACS	Allotment Fees	Nick Barry	X	50.00		50.00
14 Allotment fee	16/05/2022		Parish Council Main A _y	BACS	Allotment Fees	Aaria Darabi	X	50.00		50.00
15 Allotment fee	17/05/2022		Parish Council Main A _y	BACS	Allotment Fees	Ashley Foster	X	50.00		50.00
16 Allotment fee	18/05/2022		Parish Council Main A _y	BACS	Allotment Fees	Mr W Kynnersley	X	50.00		50.00
22 Hall hire	18/05/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Hayley Barber	X	30.00		30.00
23 Hall hire	25/05/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Shine Bright Foundation	X	60.00		60.00
17 Allotment fee	25/05/2022		Parish Council Main A _y	BACS	Allotment Fees	Pam Vickery	X	50.00		50.00
18 Allotment fee	27/05/2022		Parish Council Main A _y	BACS	Allotment Fees	Michael Toibin	X	50.00		50.00
19 Allotment fee	30/05/2022		Parish Council Main A _y	BACS	Allotment Fees	Mr J Ankers	X	50.00		50.00
20 Ground Maintenance - Gener	30/05/2022		Parish Council Main A _y	BACS	Repair Planter Main Road	Beardmore Travel Services Li	X	180.00		180.00
34 Allotment fee	04/06/2022		Parish Council Main A _y	BACS	Allotment Fees	Mr R Done	X	25.00		25.00
32 Allotment fee	06/06/2022		Parish Council Main A _y	BACS	Allotment Fees	Karen Hamer	X	45.83		45.83
35 Allotment fee	07/06/2022		Parish Council Main A _y	BACS	Allotment Fees	Mr D Lewis	X	25.00		25.00
33 Allotment fee	08/06/2022		Parish Council Main A _y	BACS	Allotment Fees	Mrs S Jones	X	50.00		50.00
10 CIL - Community Infrastruct	10/06/2022		Parish Council Main A _y	BACS	NCIL 01 October 2021 to 31 M	Cheshire East Council	X	249.91		249.91
26 Hall hire	10/06/2022		Village Hall A/C	BACS	Village Hall booking service	Francesca Cain	X	360.00		360.00
27 Hall hire	11/06/2022		Village Hall A/C	BACS	Village Hall booking service	Stephen Davies	X	30.00		30.00
28 Hall hire	16/06/2022		Village Hall A/C	BACS	Village Hall booking service	Sandra Chalker	X	30.00		30.00
25 Hall hire	21/06/2022		Village Hall A/C	cheque	Village Hall booking service	u3a (Bridge)	X	360.00		360.00
29 Hall hire	23/06/2022		Village Hall A/C	BACS	Village Hall booking service	Kim Fowles	X	30.00		30.00
30 Hall hire	27/06/2022		Village Hall A/C	BACS	Village Hall booking service	Samantha Johnson	X	30.00		30.00
31 Hall hire	27/06/2022		Village Hall A/C	BACS	Village Hall booking service	Martina Tomasova	X	155.00		155.00
37 Hall hire	04/07/2022		Village Hall A/C	BACS	Village Hall booking service	Sarah Doorbar	X	30.00		30.00
36 Allotment fee	04/07/2022		Parish Council Main A _y		Allotment Fees	Mrs Charlesworth	X	25.00		25.00

Shavington-cum-Gresty Parish Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
38	Hall hire	05/07/2022		Village Hall A/C	BACS	Village Hall booking service	Megan Booth	X	60.00		60.00
39	Hall hire	05/07/2022		Village Hall A/C	BACS	Village Hall booking service	Nantwich Bridge Club	X	60.00		60.00
40	Hall hire	08/07/2022		Village Hall A/C	BACS	Village Hall booking service	Isabel Madondo	X	40.00		40.00
41	Hall hire	11/07/2022		Village Hall A/C	BACS	Village Hall booking service	Gillian Malam	X	30.00		30.00
24	Hall hire	12/07/2022		Village Hall A/C	15101412	Shavington-cum-Gresty Village	Shine Bright Foundation	X	-30.00		-30.00
42	Hall hire	15/07/2022		Village Hall A/C	BACS	Village Hall booking service	Adventure Babies	X	30.00		30.00
43	Hall hire	20/07/2022		Village Hall A/C	BACS	Village Hall booking service	RSPCA Crewe	X	40.00		40.00
44	Hall hire	26/07/2022		Village Hall A/C	BACS	Village Hall booking service	Katka Antusova	X	155.00		155.00
45	Hall hire	27/07/2022		Village Hall A/C	BACS	Village Hall booking service	Tim Morgan	X	40.00		40.00
46	Hall hire	05/08/2022		Village Hall A/C		Village Hall booking service	Beenish Asher	X	75.00		75.00
47	Hall hire	08/08/2022		Village Hall A/C		Village Hall booking service	Petr Tipan	X	80.00		80.00
48	Hall hire	09/08/2022		Village Hall A/C		Village Hall booking service	Hayley Barber	X	30.00		30.00
49	Hall hire	12/08/2022		Village Hall A/C		Village Hall booking service	Beenish Asher	X	40.00		40.00
50	Hall hire	15/08/2022		Village Hall A/C		Village Hall booking service	Sarah Dobson	X	40.00		40.00
51	Hall hire	16/08/2022		Village Hall A/C		Village Hall booking service	Gemma Crookes	X	360.00		360.00
52	Hall hire	18/08/2022		Village Hall A/C		Village Hall booking service	Sarah Mason	X	30.00		30.00
53	Hall hire	20/08/2022		Village Hall A/C		Village Hall booking service	Leila Griffiths	X	40.00		40.00
54	Hall hire	22/08/2022		Village Hall A/C	VOID	VOID	u3a (Bridge)	X			
55	Hall hire	22/08/2022		Village Hall A/C		Village Hall booking service	Lukas Rac	X	115.00		115.00
56	Hall hire	24/08/2022		Village Hall A/C		Village Hall booking service	Laura Gibbs	X	30.00		30.00
63	Hall hire	25/08/2022		Village Hall A/C		Village Hall booking service	u3a (Bridge)	X	720.00		720.00
57	Hall hire	26/08/2022		Village Hall A/C		Village Hall booking service	Bethan Landon	X	30.00		30.00
58	Hall hire	29/08/2022		Village Hall A/C		Village Hall booking service	Abigail Maccioni	X	40.00		40.00
59	Hall hire	29/08/2022		Village Hall A/C		Village Hall booking service	Emma Senior	X	60.00		60.00
60	Hall hire	30/08/2022		Village Hall A/C		Village Hall booking service	Lewis Barlow	X	60.00		60.00
61	Hall hire	30/08/2022		Village Hall A/C		Village Hall booking service	Shelly Kettle	X	30.00		30.00
62	Precept	02/09/2022		Parish Council Main A	BACS	Precept second payment	Cheshire East Council	X	80,577.00		80,577.00
64	Hall hire	21/09/2022		Village Hall A/C		Village Hall booking refund	Lukas Rac	X	-115.00		-115.00
Total									165,794.74	2,618.20	168,412.94



Report Statement

Meeting: Finance & Strategy Committee

Report Purpose: To provide Members an update with regards to the conclusion of Audit and the external auditor comments on the AGAR submitted

Version Control: v1

Author: Clerk

1. Report Summary

The reports provide Members an update with regards to the conclusion of audit and comments received from the external Auditor with regards to the AGAR submitted.

2. Background

On 6 June 2022 the Clerk submitted the approved AGAR together with the accompanying documents to the external auditor.

3. Position

On 24 August 2022, the Clerk received the external auditor report and certificate.

The notice of conclusion of audit was published on the Parish Council website on 24 August 2022 together with the certified AGAR, and displayed on the Parish Council notice board.

The external auditor raised the following points:

The smaller authority has not restated the 2020/21 figure when reviewing assets in Section 2, Box 9. Information received from the smaller authority indicates that assets purchased during prior years have not been included in Section 2, Box 9 for 2020/21.

4. Governance

Shavington cum Gresty Parish Council Finance Regulation 2022/23

5. Financial Impact

Neutral

6. Resource Impact

Clerk time

7. Conclusions

Members asked to note the conclusion of audit, and to note and consider the items raised by the auditor.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Shavington-cum-Gresty Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			'Yes' means that this authority
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

01/06/2022

and recorded as minute reference:

SCG/22/02/8

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

BGib
Aimee James

www.shavingtononline.co.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

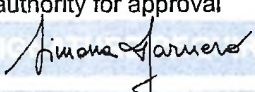
Section 2 – Accounting Statements 2021/22 for

Shavington-cum-Gresty Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	58,977	84,261	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	142,600	142,540	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	31,036	31,604	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	19,097	52,613	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	129,255	120,170	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	84,261	85,622	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	84,261	85,622	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	752,119	780,178	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIG  RED

Date

20/04/2022

I confirm that these Accounting Statements were approved by this authority on this date:

01/06/2022

as recorded in minute reference:

SCG/22/02/10

Signed by Chairman of the meeting where the Accounting Statements were approved

BG/hj

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Shavington cum Gresty Parish Council - CH0177**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.

- The smaller authority has not restated the 2020/21 figure when reviewing assets in Section 2, Box 9. Information received from the smaller authority indicates that assets purchased during prior years have not been included in Section 2, Box 9 for 2020/21.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

23/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



Ms S Ms Garnero
Shavington cum Gresty Parish Council

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
24 August 2022

Our Ref:
CH0177

SAAA Ref:
SB07406

**Shavington cum Gresty Parish Council
Completion of the limited assurance review for the year ended 31 March 2022**

Dear Ms Garnero

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Shavington cum Gresty Parish Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference CH0177 or Shavington cum Gresty Parish Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Shavington cum Gresty Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Shavington cum Gresty Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Shavington cum Gresty Parish Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>



Ms S Ms Garnero
Shavington cum Gresty Parish Council

Our ref CH0177

SAAA Ref SB07406

Invoice No. SB20220962

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 24 August 2022

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£400.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£400.00
VAT @ 20%	£80.00
TOTAL PAYABLE	£480.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

**HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include CH0177 or Shavington cum Gresty Parish Council as the reference.**

For account queries, contact creditcontrol@pkf-l.com



Ms S Ms Garner
Shavington cum Gresty Parish Council

Our ref CH0177

SAAA Ref SB07406

Invoice No. SB20220962

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 24 August 2022

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£400.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£400.00
VAT @ 20%	£80.00
TOTAL PAYABLE	£480.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

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PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com



Report Statement

Meeting: Finance and Strategy Committee

Report Purpose: To provide the draft policy for Councillors' consideration

Version Control: v0

Author: Clerk

1. Report Summary

The report provides the draft Shavington-cum-Gresty Recording at Meeting Policy for Councillors' consideration.

2. Position

Draft version of the policy is available in Annex 1.

3. Conclusions

Members are asked to consider the Shavington-cum-Gresty Recording at Meeting Policy and:

- a. Resolve to recommend the document as they are to Full Council for adoption;
or
- b. Consider the draft attached, request some amendments to be made, and recommend the policy to Full Council for adoption; or
- c. Consider the draft attached, resolve not to recommend this to Full Council for adoption.

4. Consideration Sought

That the Shavington-cum-Gresty Recording at Meeting Policy is approved and recommended to Full Council for adoption.



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Main Rd, Shavington, Crewe, CW2 5DP

RECORDING AT MEETING POLICY

Shavington-cum-Gresty Parish Council is committed to the principles of openness and transparency and encourages members of the public to attend all meetings of the council, its committees and sub-committees.

It therefore embraces the rights to record, film and to broadcast meetings of the parish meeting as established under the Openness of Local Government Regulations 2014.

For the purpose of this policy the term “record” means any form of audio, visual or electronic recording.

Those who attend a public meeting should expect to be filmed unless they object.

This policy is applicable to meetings of this council, its committees and subcommittees.

Limitations

Although there is a statutory right to photograph and record Council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.

Staffing Committee meetings remain confidential and may not be recorded or reported on outside the meeting.

Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.

Notice of recording

Notice of the recording of meetings will be displayed in and outside the place of meeting and Council consent forms for the public will be signed prior to the meeting. Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they must not be included in the recording.

Recordings by members of the public

The recording and reporting on meetings of the Parish Council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the UK GDPR, the Data Protection Act 2018 and the laws of libel and defamation.



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Main Rd, Shavington, Crewe, CW2 5DP

The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

The Parish Council would expect any recording in breach of these rules to be removed from public view.

The Parish Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

The following rules apply to any member of the public, or press, who wish to record or report on a council meeting:

- Any person wishing to record a meeting in any format whatsoever is asked to contact the Clerk at least a few days prior to the meeting with the following information:
 - Which meeting the request refers to
 - The name, organisation (if applicable) and contact details of the person making the request
 - What equipment it is intended to be used (to determine what facilities might be required)
 - What the photographs/recording will be used for and/or where the information is to be published
- Discussing requirements with the Clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording.
- The Council will display a statement at each of its meetings, or the Chair will read it aloud, which says: "This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded".
- The Clerk will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, e.g. provision of a table. However, the council should point out that the physical layout of any room may restrict the council's ability to make any provision.
- All recording will be undertaken from a static point.
- All recording shall be overt, i.e. clearly visible to anyone at the meeting.
- Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.
- Persons who are recording are requested not to leave their equipment unattended and are responsible for their equipment at all times.
- The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the council may require that such lighting is not used or is reduced to a



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Main Rd, Shavington, Crewe, CW2 5DP

level which does not adversely affect other people. The lighting should not cause any other form of disruption.

- Filming elsewhere in the building outside of the meeting room is not permitted without permission.
- The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a nondisruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.
- A person or persons recording the meeting are reminded that the “Public Participation” period is not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
- Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
- The specific filming of children or young people under the age of 13 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e. a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.
- People seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned.
- Use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.
- All those filming a meeting must only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting and who have given written explicit consent in advance.
- For organisations that are recording a meeting, members of the public should be provided with that organisations privacy policy. You should ensure that the public is informed that their image will be taken and the context in which their image will subsequently be used.
- The Pown Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
- A person or persons making a recording has no right to interrupt a Council/Committee meeting by asking questions or making comments for the purpose of the recording.
- A person or persons recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
- The Chair of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
- If the Clerk of the meeting feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop.



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Main Rd, Shavington, Crewe, CW2 5DP

- If use continues the Chair or Clerk will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.
- If a meeting is adjourned by the Chair then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned.
- If during the meeting, a motion is passed to exclude the press and public, on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and /or photography.
- Regarding filming Officers of the Council, the Council is obliged to comply with the Health and Safety Regulations to provide a safe workplace. If the Council received a complaint from their employees that the recordings were being used to harass or threaten staff (or Members) then the Council may take action by warning those recording, not allow recording and potentially involve the Police.

Recordings by the council

The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its data retention policy.

However, the minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

The Chair of the meeting will make an announcement at the beginning of the meeting to make sure everyone understands that the meeting will be recorded and will ask if any members of the public object to being recorded.

The Chair of the meeting has the discretion to request the termination or suspension of the recording if continuing to record would prejudice the proceedings of the meeting. This would include:

- Public disturbance, disruption or suspension of the meeting.
- The meeting agreeing to formally exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed, in accordance with statutory procedures.
- Where it is considered that continued recording/photography/filming/ webcasting might infringe the rights or privacy of any individual (including staff members) or intimidate them.
- For any other reason which the Chairman considers reasonable in the circumstances.

The specific filming of children or young people under the age of 13 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e. a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.



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People seated in the public seating area will not be photographed, filmed or recorded without the consent of the individuals concerned.

Use will not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.

Where the Council records its own meetings, it does not prevent any other person or persons from also recording.

Recordings made by the Council of any of council meetings will be the available on the Council's Facebook Channels' for the period as set out in the Data Retention Policy.

Recordings may be removed from the Council's Youtube Channel before the minimum retention period if it is deemed all or part of the content of the recording is, or is likely to be, in breach of any statutory provision or common law rule, for example Data Protection and/or Human Rights legislation or provisions relating to confidential or exempt information. It is anticipated, however, that meetings will be conducted lawfully and that the need to remove recordings will occur only on an exceptional basis.

Unless given permission by the Chairman, councillors should not record, photograph or film other councillors, staff or members of the public during a meeting.

Council recording at meetings notice

The notice below will be placed in a conspicuous place outside the meeting room for each meeting that is being recorded.

The Council, members of the public and the press may film/record/photograph for live and/or subsequent broadcast this meeting only when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed/recorded/photographed should advise the Clerk (in advance) who will instruct that they are not to be included in the filming/recording/photographing.

The Public's Rights

If, as a member of the public, you do not wish to be photographed, filmed or recorded please inform the Clerk in attendance at the meeting or the Chair of the meeting when notice is given that a request to photograph / record has been received.

The Council requires your written consent to include the recording of you at the meeting.



Report Statement

Meeting: Finance and Strategy
Report Purpose: To provide a quote for insurance
Version Control: v1
Author: Clerk

1. Report Summary

The report provides Members quotes for insurance

2. Background

The Clerk has been working with Came & Company Local Council Insurance brokers to identify an insurance that meet the Parish Council requirements and needs.

3. Position

The renewal quotation for Shavington-cum-Gresty Parish Council is based upon the information previously provided by the Council: Parish Asset register, use of the Village Hall, Cllr employees and volunteer's public liability,..

Based on those information, the broker recommendation is to accept the Hiscox quotation to meet the demands and needs of Shavington-cum-Gresty Parish Council:

Quote for your AJG Community Schemes Insurance Policy

Client Name: Shavington-cum-Gresty Parish Council

Our Ref: 2240566

Buildings cover – insurers only pay for the proportion of the building sum insured that you have paid for, so if a building is valued at £1m and you only insure for £500,000 then you will only receive half your claim. Its therefore important that your buildings are revalued every 5-10 years so the values are up to date.

Volunteers – description of an employee includes volunteers so they are covered under employers liability if you were to do something wrong and they could claim. They are also covered under the personal accident section so genuine accidents whilst on council business. There is a sliding scale of payments under personal accident depending on the injury, permanent disablement or death would get the full sum.

Keyperson – The council do not have this cover at the moment. In the event of staff sickness , for any staff under the description below, the policy will pay for up to £250 a week for 10 weeks towards extra expense that the council go to cover those jobs. That may be a locum clerk, it could be getting help for the ground staff or even extra hours worked by existing staff to cover the absence.



Any of your treasurers, financial officers, secretaries, clerks, deputy clerks, groundsmen or deputy groundsmen aged between 21 and 90 inclusive at the start of the period of insurance whilst working on behalf of the business or commuting for the purpose of the business.

Hiscox Underwriting Limited

The policy provided by Hiscox includes the following benefits:-

- Public Liability of £10,000,000
- Employers Liability of £10,000,000
- Fidelity Guarantee cover of £200,000
- Loss of Revenue - £10,000 over 12 months
- Increased cost of Working - £10,000 over 12 months
- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Officials Indemnity - £500,000
- Contract Works cover
- Crisis Management cover up to £25,000
- Defibrillators and Cabinets cover up to £5,000
- Hirers Liability of £5,000,000
- Libel and Slander cover of £500,000
- Personal accident capital benefit of £100,000 and weekly benefit of £500

The premium (including IPT and all fees) for the year will be: £3,267.80.

4. Governance

Finance Regulation

5. Financial Impact

£3,267.80 (please note insurance budget was set at £2,700 so this will generate an over expenditure)

6. Resource Impact

Clerk time

7. Conclusions

Members are asked to consider the broker proposal and to:

a. Accept their recommendation, instruct the Clerk to proceed with the LTA with Hiscox (£3,267.80)

b. Not to accept the broker recommendation and request to consider other options. But this might mean that the council won't have a PLI insurance in place until a new contract is signed



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8. Consideration Sought

That the quote is accepted, and the Clerk is instructed to sign a LTA with Hiscox. That the payment is approved, and the Clerk is instructed to progress with this immediately



BLANK

Private & Confidential

Mrs Simona Garnero
Shavington-cum-Gresty Parish Council
Village Hall
Main Road
Shavington
Crewe
Cheshire
CW2 5DP

**Blenheim House
1-2 Bridge Street
Guildford
Surrey
GU1 4RY**

Tel: 01483 462860

www.ajg.com/uk

16th September 2022

Dear Mrs Garnero,

Insurance Policies: AJG Community Schemes
Client Name: Shavington-cum-Gresty Parish Council
Client Reference Number: 2240566
Policy Numbers: 530616710
Effective Date: 01/10/2022

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£2,873.04	£344.76	£50.00	£3,267.80
Total		£2,873.04	£344.76	£50.00	£3,267.80

Long Term Agreement Option

In order to ensure rate stability, Shavington-cum-Gresty Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £3,267.80. This means Shavington-cum-Gresty Parish Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.

- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding the percentage detailed in the LTA endorsement wording shown in the schedule enclosed, **releases** Shavington-cum-Gresty Parish Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

For further information please see the LTA wording contained within the attached Schedule of Insurance.

AJG Community Schemes

Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information.

Our Recommendation(s)

We recommend that this policy is placed with Hiscox Insurance Company Limited based upon your requirements to purchase a Local Council Insurance policy and the price, extent of cover and policy benefits provided by the insurer.

Our recommendation is based on your requirements to have a Local Council Insurance policy for Shavington-cum-Gresty Parish Council to the levels of cover we have discussed which is summarised in the attached quotation schedule and statement of fact.

- We have recommended that your cover is placed with the insurer(s) named within your schedule.
- We believe the cover(s) provided is the most suitable from the insurers that we have approached and based on the information you have provided.
- Please ensure you read your documentation pack carefully to confirm that the cover meets your requirements, paying particular attention to exclusions, warranties, conditions, excesses and limits.

If you require any changes to be made or information corrected, please contact us as soon as possible, as failure to do so could mean that your insurance is voided, or may lead to the insurer not paying all or part of your claim.

We would draw your attention to your Duty of Fair Presentation obligations, along with the importance of checking that you have adequate sums insured. Full details can be found in the Important Information section.

Market Selection

For this type of insurance, Gallagher has entered in to an agreement with a single insurer, who provides this policy.



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This agreement allows us to rate the premium and issue the policy documentation on their behalf. Under such an agreement, we are acting as agent of the insurer.

Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy. The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

The attached insurer schedule details the following endorsements applicable to your policy.

- Premises - Endorsement - Flat roof condition - 308.0.2
- Premises - Endorsement - Addition of cover: under insurance restriction (Buildings) - 6469.0
- Premises - Endorsement - Removal of cover: cyber claims and losses - 6728.0
- Premises - Endorsement - Floating amount insured (Buildings) - 6351.0
- Contents - Endorsement - Minimum security condition - 240.3
- Contents - Endorsement - Addition of cover (Travel expenses) - 6226.0
- Contents - Endorsement - Floating amount insured (Contents) - 6349.1
- Contents - Endorsement - Amendment of cover (Fidelity guarantee) - 6222.0
- Business Interruption - Endorsement - Amended definition: income - 6820.0
- Business Interruption - Endorsement - Floating amount insured (Business interruption) - 6350.1
- Contents Away from Premises - Endorsement - Contents temporarily elsewhere - 65.00
- Crisis Management - Endorsement - Crisis containment provider: Hill Knowlton - 9003.0
- Employers' Liability - Endorsement - Employers Liability Tracing Office (ELTO) - mandatory information required - 3121.0
- Employers' Liability - Endorsement - Confirmation of cover: cyber claims - 6734.0
- Legal Expenses - Endorsement - Commercial legal protection (charities) - 524.0
- Officials and Trustees - Endorsement - Prior and pending litigation date - 705.4
- Officials and Trustees - Endorsement - Amendment of cover: cyber claims (DO) - 3215.0

- Officials and Trustees - Endorsement - Amendment of cover: breach of professional duty (DO) - 3216.0
- Personal Accident - Endorsement - Amendment of cover: cyber claims and losses - 6752.0
- Public Liability - Endorsement - Firework and bonfire condition endorsement - 6080.0
- Public Liability - Endorsement - Removal of cover: cyber claims - 6735.0
- AJG Community Schemes - Endorsement - Additional definitions: cyber - 6727.0
- AJG Community Schemes - Endorsement - Commercial assistance & legal advice helpline - 603.1

Key changes to your policy from renewal

Hiscox have made some important changes to your policy and documents. In respect of the policy sections Buildings, Contents, Property Away From The Premises and Business interruption, please note the Communicable Disease exclusion which has been added to the policy. For Business interruption, this restricts the types of diseases covered to Specified Diseases. In light of the current Covid -19 threat, note that this is not a Specified Disease.

Index linking is currently calculated at the rate shown in the attached Hiscox Insurance Company Limited schedule. Please contact a member of our team, should you not wish to index link your sums insured.

Policy Documents

It is important that you check through your policy documentation. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) – Please refer to your invoice for details on how to pay by this method

Next Steps

In order to renew the policy for Shavington-cum-Gresty Parish Council you must;

1. Check the attached documents and inform us if anything needs changing
2. Check the cover still meets the needs of Shavington-cum-Gresty Parish Council
3. Confirm that the policy for Shavington-cum-Gresty Parish Council should be renewed via communityrenewals@ajg.com or telephone us on 01483 462860 before 1st October 2022
4. **It is essential that you confirm the insurer name, and whether you want to enter into a Long Term Agreement (whether the policy is for a 1 or 3 year term).**
5. Pay for your policy by the renewal date 1st October 2022



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If you have any questions relating to your insurance arrangements, please do not hesitate to contact us. **We look forward to receiving your renewal confirmation by the renewal date.** Failure to provide your instructions could result in your policy and cover lapsing.

Should you need any assistance or wish to review our recommendation in anyway, please do contact the Community Team at Gallagher Insurance on 01483 462860 or via community@ajg.com.

Yours sincerely,

The Community Team

Tel: 01483 462860

Email: community@ajg.com

TALK TO US ABOUT:

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism





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Enclosures	Action Required by You
Statement of Fact(s)	Information you have provided to us and on which your policy is based. Please review and advise us of any changes required.
Policy Schedule(s)	Please review and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Summary(s)) Notice to Policyholder/Summary of Changes	An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand.
Our Invoice	Please note payment terms.
Important Information	Please read and retain.
Our Terms of Business	Please read and retain.

Important Information

Please read this section carefully **as it contains important terms and may require you to take action.**

1. Sums Insured and Under-Insurance (Average)

Please ensure you are insured for the full value of risk in accordance with the policy terms and conditions. We strongly recommend that you obtain professional valuations for reinstatement purposes of buildings, machinery and plant at regular intervals. Sums insured and limits of indemnity should be kept under review throughout the period of insurance.

It is important that you are NOT under-insured. Make sure you have insured your buildings for the full rebuilding cost including allowances for architects costs and site clearance, and your contents for their full replacement value as new items.

You must notify us if the full replacement value of your contents or full rebuilding cost of your buildings exceeds the amount shown on your schedule.

The insurer will only be able to settle claims at the percentage you are actually insured for. For example, if the value of your contents shown on your schedule only represents 70% of the full replacement value then the insurer will not pay more than 70% of your claim.

2. Duty of Fair Presentation

When you answer questions or agree with assumptions during the quotation process, you must disclose material facts or circumstances about the risk(s) you want to insure. A material fact or circumstance is something that would influence the judgement of an insurer in deciding whether or not to insure the risk.

This is known as a 'duty of fair presentation' and includes disclosing the following:

- Information that you, your firm's senior management, or anyone responsible for arranging your insurance knows, or should know in relation to your business; and
- Information that would be revealed by a reasonable search of information available to you or by making enquiries, and could include information held within your business or by someone else (such as your insurance broker).
- Remember that if you fail to meet this duty, it could mean that the policy is void, or that the insurer is not liable to pay all or part of your claim(s).

The following examples provided are in addition to the main wording above and are to be used where appropriate:

Examples of material facts or circumstances include the following (please note these have been provided as examples only and the list is not exhaustive):

- Being declared bankrupt, participating in an Individual Voluntary Arrangement (IVA) or protected deed of trust in Scotland or making a compromise arrangement with creditors.
- Other policies in place covering the same risk.

- Previous claims or incidents which may have led to a claim but for which you did not actually submit a claim.
- Any caution, charge or conviction of a criminal offence for you or any director/business partner/trustee
- Any motoring convictions or disqualification by any director/business partner/trustee or any driver of a company vehicle in respect of a motor insurance application
- The organisation, directors, partners or trustees having been prosecuted or received a prohibition or improvement notice for failure to comply with any Health and Safety, Welfare or Environmental Protection legislation
- Being declined cover by other insurers or having special terms imposed
- Changes to your business activities
- Changes to the Police response to alarm signals.

Please remember that if any of your details, material facts or circumstances change during the policy period, you must always notify us immediately.

3. Policy Terms, Conditions and Exclusions

Insurers may impose warranties and/or restrictive endorsements and where any of your policies are subject to a warranty, compliance is an absolute requirement at all times.

In addition to warranties (or in some instances, in place of) policies may contain "conditions precedent to liability". Failure to comply with a condition precedent may mean that the insurer will not be liable for any loss.

Please pay particular attention to any warranties and/or restrictive endorsements as failure to fully comply with any warranty/endorsement terms could suspend or invalidate the policy cover.

Similarly, policies also contain general conditions that apply to all policyholders; for example, 'Notification of Claims' and alteration in risk. You should familiarise yourself and comply with all conditions.

Full details of any warranties, terms, conditions and exclusions are contained within your policy wording and schedule. **For your protection, it is essential that you read your policies carefully to ensure you are familiar with all of the terms, warranties, conditions and exclusions.**

If at any time you are unable to comply with a warranty, condition precedent to liability, or any other policy terms, conditions, exclusions or insurers' requirements, please let us know immediately as the requirements imposed will continue to apply until insurers have accepted that you are compliant with policy terms and confirmed cover.

If you have any queries or questions regarding the policy term, conditions or exclusions please contact us immediately.

4. Administration Fees

Where we charge an administration fee in respect of the operational cost of setting up, administering or cancelling your policy, e.g. postage, stationery and licensing fees. The administration fee is not subject to Insurance Premium Tax and is separate to any other broker fee charged and/or commission earned for our services.

Activity	Annual premium under £4,500	Annual premium over £4,500	Annual premium over £20,000
New Business and Renewal administration fee	£50	£75	£0

5. Basis of our services

The services we provide are outlined in our **Terms of Business Agreement (TOBA)**. A copy of which is provided in Appendix 1 of this report. **Please read this carefully as we will provide our services in line with this.**

We act on an 'advised' basis which means that we will be making a personal recommendation of a specific insurance policy(ies) based on information you have given us around your particular requirements and circumstances. When acting on an 'advised' basis, we act as Agent of the Customer (that is to say, we represent the customer) in order to select appropriate cover(s) from different insurance markets.

6. Short Form Privacy Notice

We are the data controller of any personal data you provide to us. We collect and process personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop our products and services and to comply with our legal and regulatory obligations. This may involve sharing information with, and obtaining information from, our group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us to monitor and improve the service we provide as well as for regulatory purposes.

Please see our Privacy Notice for further information on how your personal data is used, shared, disclosed and retained, your rights in relation to your personal data and how to contact our Data Protection Officer. Our Privacy Notice can be found at <https://www.ajg.com/uk/privacy-policy/>

From time to time we may make important updates to our Privacy Notice and these may in turn affect the way we use and handle your data. Please ensure you review our Privacy Notice periodically to ensure you are aware of any changes.

If you are entering into this agreement in the course of your business, or as a charity, for charitable purposes and providing information on other individuals to us, for example your employees and/or any other party that would be covered under the insurance policy we may be placing or services we may provide to you, you shall ensure that individuals whose personal data you are providing to us have been provided with fair processing notices that are sufficient in scope and purpose, and that you have obtained all appropriate consents, where required, or are otherwise authorised, to transfer the personal data to us and enable us to use the personal data and process the personal data for the purposes of this agreement and as set forth in our Privacy Notice. You must not share personal data with us that is not necessary for us to offer, provide or administer our services to you.

7. Fraud Awareness

To help prevent fraud - before requesting your bank details to provide you with a refund by phone, we will always validate with you information that we hold on file; information that only you would know. This information could include your address or specific policy details. Any refund we provide will only be for one of three reasons:

- 1) overpaid funds
- 2) a reduction in your cover
- 3) cancellation

Arthur J. Gallagher Insurance Brokers Limited will never request sensitive information, such as, passwords, usernames or a mother's maiden name.

If you receive a phone call and are unsure it is from us, you can always call us to verify we are who we say we are. Please call your usual contact, or call us on the telephone number shown within this document.

8. Employers Liability Insurance – What you need to know

Employers' Liability Insurance

Since 1st October 2008 Employers are allowed to display their employers' liability certificate in an electronic format, so long as it remains accessible by all employees.

Although the law no longer requires you to retain certificates, we strongly recommend that you continue to do so. We believe that it is in your own interest to retain copies. Where no records can be found, you will be responsible for payment of any claim, particularly in relation to so-called 'long-tail' industrial diseases such as deafness and asbestosis.

9. Making a Claim

Step 1 Reporting a claim

- You will need to notify us as soon as possible after an incident, either by telephone on 01483 462860 or by email to communityclaims@ajg.com.
- Alternatively out of hours in an emergency, you may also contact your insurer direct. You will find your insurer's claims line number within your policy document, as well as highlighted within your renewal pack.
- Delay in notifying your insurer of an incident or a claim can potentially prejudice your/your insurer's position and can cause difficulty with acceptance of your claim, either in part or in full.

- In the event of injury and/or damage to another party or their property, it is important that no admission of liability is made, as this may also prejudice your/your insurer's position. Any third party claim or correspondence should be immediately passed to your insurers, unanswered.
- Appropriate steps should be taken to minimise any further loss or damage, where possible. Please ensure to retain itemised invoices for any emergency works completed and take photos of the damage where possible
- When notifying a claim, it is important that you have the following key information available, which will help identify you and assist with data protection protocols, thereby reducing any potential delays in providing you with initial advice:
 - Policyholder's name
 - Policyholder's address and postcode
 - Policy number
- In order for us to give you the most accurate advice and guidance on the notification call, there are some key pieces of information that we will need to know:
 - What happened? When? Where?
 - What is the extent of the loss, damage, injury? Consider physical and financial/trading impacts.
 - What is the impact to you as the policyholder?
 - What is being done to help prevent further loss, damage or injury?
 - Who is the best person for insurers to liaise with, what is their relationship with the policyholder and what are their contact details?

It's understood that some of the information may only be indicative at the outset, but the more accurate the information provided, the more likely the advice given will meet your needs and also assist with the progress of your claim.

- Your insurer will advise of next steps, allocate a claims reference number and also provide detail as to who will be your contact throughout the claim.
- Where the services of other parties may be required, insurers will provide details as to who this will be and the services that they will provide.
- Examples include – loss adjuster on large or complex claims, Solicitors/Investigators on Liability issues or claims, Engineers/Approved Repairers on Motor claims insurers should also discuss and agree with you the best method and frequency of updates/next contact.

Step 2 Claims Handling & Investigation

- In order to evaluate and progress any claim, insurers more often than not will require additional supporting documentation from you.
- Insurers should clearly articulate what they require from you and the reasons why. Typically this will be estimates or invoices and anything that may help them evaluate your claim against the policy coverage that you have in place.
- Delays and/or omissions can in some circumstances lead to issues with acceptance of a claim in part or in full. It is therefore important that you reply to any requests and supply the information required at your earliest opportunity, in order to assist with progressing your claim.
- Should you not understand or wish to query any request from your insurer or their agent, it is recommended that you call them at the earliest opportunity to discuss and seek clarity from them.
- Insurers will look to agree with you what the next steps may be relating to any repair, replacement, defence, or interim actions required.
- Interim payments can sometimes be agreed, particularly on large claims or where the claim creates cash-flow issues. Where appropriate you should ask insurers whether this is a possibility.



Step 3 Conclusion/Resolution of Claim

- Once insurers have received sufficient supporting documentation and assessed them against the policy coverage in place, we will advise you regarding what a resolution of your claim may look like.
- Payments to be made (in part or in full) should be clearly explained by insurers, including their calculation.
- If for any reason the claim will not be met (in part or in full), insurers should clearly explain the reason why and provide evidence, where appropriate.
- Excess – Any settlement agreed will be subject to the deduction of the applicable policy excess. This can be verified by referring to your policy documents.
- VAT – If the policyholder is VAT registered or able to recover VAT for the costs claimed under their insurance policy, in the majority of situations the policyholder will be responsible for the VAT element of any invoice relating to the claim. This can include the VAT element of suppliers appointed by the insurer, such as solicitors costs.

Exceptions - Assistance and Complaints

- Escalations and complaints regarding services provided by the insurer should, in the first instance, be directed to the appropriate insurers as soon as the issue arises or is identified.
- Each insurer will have a formal escalation and complaint protocol in place, the details of which will be contained within your policy wording, which should give you suitable guidance.
- If however you encounter any difficulties identifying the appropriate process and/or insurer contact details, you can contact our Claims Team on 01483 462860 or email communityclaims@ajg.com, to assist you with ensuring that your issue or complaint reaches the appropriate insurer contact.

Examples of where we may be able to assist include:

- If you are having difficulty making contact with your insurer.
- Your insurers are unable to trace your policy.
- You require additional clarification regarding the claims process.
- Your insurers are failing to provide you with the appropriate level of service.



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Shavington-cum-Gresty Parish Council
Village Hall
Main Road
Shavington
Crewe
CW2 5DP

PRO-FORMA INVOICE

Date: 16 September 2022

Quote No.: 530616710

Client Ref: 2240566

Type of Product	Provider	Contract No.	Term	Cost (£)
AJG Community Schemes	Hiscox Insurance Company Limited	8051199	01/10/22 - 30/09/23	2,873.04
Sub total				2,873.04
Administration Fee				50.00
VAT on fees				0.00
Other VAT				0.00
IPT				344.76
TOTAL				£3,267.80

Payment due on or before effective date.

If you would like to pay by credit/debit card please contact us on .

Payments by **direct bank transfer** should be made to the following account, using reference - 2240566.

Bank: Lloyds Bank Plc
Account Name: AJGIBL GBP CLIENT NST ACCOUNT
Account Number: 19511668
Sort Code: 30-80-12
Swift BIC: LOYDGB21F09
IBAN Number: GB30 LOYD 3080 1219 5116 68

FOR BANK TRANSFER PLEASE QUOTE REFERENCE ON YOUR PAYMENT AND EMAIL REMITTANCE DETAILS TO UK.Glasgow.AJGIBL.Remittances_@ajg.com

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.

The Financial Conduct Authority does not regulate all forms of the products we provide

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t: 01483 462860 f: w: www.ajg.com/uk

Registered in Scotland: Registration No. SC108909
Registered Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow G2 7AT
VAT Registration No: GB 484 7462 09



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In line with our standard internal review processes, we have made some changes to our Terms of Business Agreement (TOBA), the document which governs the supply of our services to you, as a direct customer of one of the Gallagher entities.

Please find attached the updated version (the 'New TOBA') which replaces the previous TOBA.

Generally, the material changes we make to our TOBA, can apply for any of the following reasons:

- to meet changing regulatory and / or legal requirements;
- providing more clarity around the basis of our relationship with you;
- add to the information about our organisation that we provide to you; or
- improve how we conduct business.

If we do not hear from you within 30 days of receipt we will assume your agreement to this new TOBA and it will fully replace your existing TOBA. Note, however, these changes will not amend your existing policy or policies.

The more important changes are highlighted as follows:

- We have updated the section entitled 'Confidential Information' to clarify how we treat the flow of sensitive or confidential information that we may receive or from time to time be required to share with other Third Parties, either as part of our obligations to you or as a result of regulatory and legal requirements. We will of course ensure that all personal information continues to be held securely and in line with data protection requirements or as set out in the TOBA.
- We have updated the section entitled 'How do we maintain your privacy?' to clarify that, as a data controller, we use, share, disclose, and retain your information in accordance with our privacy notice, which we have recently updated and which we invite you to review at <https://www.ajg.com/uk/brokerage-privacy-policy/>. From time to time we may make additional important updates to our privacy notice and these may in turn affect the way we use and handle your data. We encourage you to review our privacy notice periodically to ensure you are aware of any changes.
- We have updated the section entitled 'Your Premium Payment Obligations' to clarify that where you have instructed us to obtain insurance on your behalf and where Gallagher is required to meet payment obligations on your behalf (including to your premium finance provider), we are able to cancel your policy and retain premium returned from your insurer, or we are able to recover this money from you.
- The section entitled 'Anti-bribery, corruption and financial crime' which captures the latest regulatory considerations on how we can act for you if there are any bribery, corruption, financial crime, sanctions or trade restriction issues relating to your business.
- The TOBA includes a 'Limitation of Liability' provision that limits the liability that Gallagher would incur in the event of an error or omission on our part that leads to a client loss. Our liability in such events is now limited to £10m. This is in line with our insurance industry peers and other similar professional services sectors, who employ such provisions to ensure prudent risk management.

Please notify your usual Gallagher contact as soon as possible if you have any queries about the changes contained within the New TOBA or if there is anything in it that you do not understand or accept, as otherwise, we shall proceed on the basis that we have your deemed consent to the terms of the New TOBA.

Please retain this document which supersedes any other TOBA we have sent to you in the past.



Gallagher

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Terms of Business Agreement

Arthur J. Gallagher Insurance Brokers Limited

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Scope and application

This agreement, together with any separate written agreement between you and Arthur J. Gallagher Insurance Brokers Limited ('AJGIBL'), sets out the terms on which we agree to act for you when we are instructed to provide services by you.

In this agreement 'we', 'us' and 'our' means AJGIBL. References to 'insurers' include insurers, underwriters, managing agents or, where applicable, reinsurers with whom we place business. As appropriate, references to 'insurance' or 'insured' include reinsurance and reinsured respectively. Additionally, any reference to 'policy' shall mean an insurance or reinsurance policy, as appropriate.

It is important that you read this agreement carefully as it contains details of our statutory and regulatory responsibilities and your contractual obligations, on which we intend to rely.

If there is anything you do not understand in this agreement you should inform us otherwise we will assume you are providing your informed consent to this agreement.

We specifically draw your attention to the following sections:

- a) What do we do?
- b) How are we paid for our services?
- c) How do we handle your money?
- d) Your obligations
- e) Conflicts of interest
- f) Complaints
- g) Limitation of Liability

Where your business is operated through an incorporated company, trust, limited liability partnership or partnership, we are entitled to assume that the recipient of this agreement has obtained authorisation or is entitled to consent to these terms on your behalf.

If you are a company or other body corporate, unless otherwise expressly stated in any separate written agreement between you and AJGIBL, you agree to and accept the terms of this agreement on your own behalf and on behalf of each of your group companies (where those group companies are receiving the benefit of our services). You will ensure that each of your group companies will act on the basis that it is a party to and bound by the agreement. All references in this agreement to 'you' and 'your' mean you and each of your group companies.

If you have instructed another insurance broker to deal with us on your behalf, we will assume unless told otherwise that the broker has full authority to agree the terms of this agreement with us and to deal with us on your behalf as your agent in relation to all matters covered by this agreement

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority. Registered Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow, G2 7AT. Registered in Scotland. Company Number: SC108909. www.ajg.com/uk/.

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This agreement replaces any terms of business agreement that we may have previously agreed with you. If you have a separate service level agreement in place with us then the terms of that agreement must be read together with this agreement. In the event of a conflict, the terms of your service level agreement will take precedence over this agreement.

We may change the terms of this agreement from time to time. This may be:

- a) to reflect changes in our services or in market practice
- b) to reflect legal or regulatory developments, or
- c) to improve the clarity of this agreement.

We will tell you if we have materially changed these terms for any of these reasons and, in any event we will inform you of such changes before your policy is due to renew.

We may also change the terms of this agreement for other reasons, but if we do, we will notify you in advance and you will have the right to terminate this agreement within 30 days of such notification.

Who are we?

AJGIBL is a company incorporated and registered in Scotland with company number SC108909 whose registered office is at Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow, G2 7AT. You can find out more about us at www.ajg.com/uk/.

We are an insurance intermediary, risk management and consulting firm authorised and regulated by the Financial Conduct Authority ('FCA'). Our FCA firm reference number is 311786. We are permitted by the FCA to act as a general insurance intermediary, to arrange credit and collect payments. You can check these details by visiting the FCA's website (www.fca.org.uk/register) or by contacting the FCA on 0800 111 6768 (+44 20 7066 1000 from overseas).

What do we do?

As an insurance intermediary, we usually act for you. We offer access to general insurance products and services provided by a wide range of UK and international insurers, including Lloyd's of London.

Our services include advising you on your insurance needs, arranging insurance policies with insurers in order to meet those needs, provide associated risk management services and any other insurance related services. We will also help you to make changes to your insurance policy if required and will remind you when your policy is due for renewal as appropriate. Unless your policy states otherwise, or we agree, we will provide you with assistance in submitting a claim and with obtaining reimbursement from insurers.

In certain circumstances, we may act for your insurer, for example, where we have delegated underwriting authority and/or claims settlement authority, or where we have entered into a managing general agency agreement with one or more insurers. In cases where we are acting on behalf of the insurer, we will be acting as their agent. Please see the section headed Conflicts of interest for more information about how we manage these arrangements.

We cannot arrange insurance for you until we have received complete instructions from you. Your insurance cover is not in place until we have confirmed it to you in writing or we have issued evidence of cover.

We do not offer advice in relation to tax, accounting, regulatory or legal matters (including sanctions) and you should take separate advice as you consider necessary regarding such matters.

Which insurers do we use?

In finding an insurance solution that meets your demands and needs, we may either conduct a market analysis of potential insurers, or we may only consider a specific product from a single insurer, or products from a panel of insurers. We may also place your insurance using alternative access to insurers, including through our managing general agents, which may include our group managing general agent, Pen Underwriting and our other group companies who may have similar arrangements with insurers.

We use publicly available information, including information produced by credit rating agencies, to identify insurers with whom we will consider placing your business. We do not guarantee the financial status of any insurer. You may require us to use an insurer that we would not ordinarily recommend due to their credit rating. In the event of an insurer experiencing financial difficulties, you may still have a liability to pay any outstanding premium and we are not responsible for any shortfall in amounts due to you in respect of any claims.

We are available to discuss with you any concerns you have with the insurer you have chosen for your insurance policy(ies).

How are we paid for our services?

Payment for our services may be by way of:

- a) a fee that we agree in advance with you;
- b) brokerage/commission, which is a percentage of the total annual insurance premium paid by you and given to us by the insurers with whom we place your business; or
- c) administration charges, in addition to any insurance premiums, for administration of your policy, including amending and cancelling any policy.

Payment for our services may be a combination of (a) (b) and (c). We do not intend to apply any commission value to the taxation element of any insurance premium.

Details of any fees/charges, whether applicable under (a), or (c), together with details of services to which these relate and the basis on which these are made, will be declared to you in advance of them being incurred so that you are able to make an informed decision. Where we are not able to provide an actual fee/charge, we will provide you with the basis of calculation of any fee/charge.

We may receive additional payments such as a profit share or profit commission from insurers, for instance, from insurers payable under a delegated underwriting authority or other facility or individual contract in recognition of overall profitability. We may also earn income from arranging premium finance.

We may also earn income from insurers or other sources in other ways. For example, we may receive income from insurers for ancillary services provided solely on their behalf.

Upon request, we will be pleased to provide details of any income we are due or have received as a result of placing your business.

Unless we specifically agree otherwise, brokerage/commission and fees are earned when we arrange an insurance policy for you, or in the case of any other service when we commence providing that service to you.

However in respect of any payment made to us this will only be recognised as payment for the service when we have reconciled your payment. We will be entitled to retain all fees and brokerage in respect of the full period of contract(s) of insurance arranged by us including in circumstances where your policy has been terminated and your insurers have returned pro-rated net premium. Consistent with long established market practice, we will deduct our brokerage and other commissions from the premium once received.

If you decide to terminate our appointment in relation to policies we have placed on your behalf and where, (i) the policy or policies have not expired, and (ii) premium is due on the policy or those policies, we are entitled to any brokerage/commission originally due on the policy or policies and you will ensure the broker subsequently appointed to administer the policy or policies agrees and accepts to collect the brokerage/commission and remit to us in good time.

How do we maintain your privacy?

We are the data controller of any personal data you provide to us. We collect and process personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop our products and services and to comply with our legal and regulatory obligations. This may involve sharing information with, and obtaining information from, our group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us to monitor and improve the service we provide as well as for regulatory purposes.

Please see our Privacy Notice for further information on how your personal data is used, shared, disclosed and retained, your rights in relation to your personal data and how to contact our Data Protection Officer. Our Privacy Notice can be found at <https://www.ajg.com/uk/privacy-policy/> From time to time we may make important updates to our Privacy Notice and these may in turn affect the way we use and handle your data. Please ensure you review our Privacy Notice periodically to ensure you are aware of any changes.

If you are entering into this agreement in the course of your business, or as a charity, for charitable purposes and providing information on other individuals to us, for example your employees and/or any other party that would be covered under the insurance policy we may be placing or services we may provide to you, you shall ensure that individuals whose personal data you are providing to us have been provided with fair processing notices that are sufficient in scope and purpose, and that you have obtained all appropriate consents, where required, or are otherwise authorised, to transfer the personal data to us and enable us to use the personal data and process the personal data for the purposes of this agreement and as set forth in our Privacy Notice. You must not share personal data with us that is not necessary for us to offer, provide or administer our services to you.

Confidential information

During the course of this agreement we shall both provide the other with information (other than personal information) and each party will treat information received from the other relating to this Agreement as confidential and will not disclose it to any other person not entitled to receive such information except as may be necessary to fulfil their respective obligations in relation to this agreement and except as may be required by applicable law or regulatory authority. For the avoidance of doubt, and always observing the requirement to ensure your information is held in a confidential manner, we shall be entitled to disclose such information relating to you (where necessary) to perform our obligations under this agreement, to insurers or reinsurers, actuaries, auditors, professional agents, advisers or other parties that we may require in order to provide our service to you. This section will not apply to information which was rightfully in the possession of a party prior to this agreement or which is already public knowledge/ becomes so at a future date (otherwise than as a result of a breach of this section) or which is trivial or obvious.

How do we handle your money?

In our role as an intermediary between you and your insurers we may hold money:

- paid by you to be passed on to insurers
- paid to us by your insurers, to be passed on to you
- paid by you to us for our services, but which we have not yet reconciled.

For your protection, the way that we handle your money is designed to protect your interests in the event of our financial failure.

Insurer Money (money we hold as agent of an insurer):

Where we have an agreement with your insurer to hold money as their agent, any premiums you pay to us are treated as having been received by the insurer as soon as they are received by us. Claims payments and/or premium refunds are treated as received by you when they are actually paid to you.

Where we receive monies as agent of your insurer, we can only deal with that money in accordance with the instructions of the insurer. This means that, for example, if you want us to return such monies to you, we can only do so with the agreement of the insurer.

Client Money (money we hold as your agent):

Where we do not have an agreement with your insurer to hold money as their agent, we will hold premiums you pay to us as your agent. Money we receive from your insurer which is payable to you will be your property whilst we hold it.

We may also hold money as your agent where you have paid this to us in respect of our fee for a service, until such time as we have reconciled the payment against the relevant service.

Money we hold as your agent is referred to as 'Client Money'.

FCA rules require us to keep Client Money separate from our own money. We hold Client Money with an approved bank, segregated in a client account subject to a Non-Statutory Trust ('NST'). The aim of the NST is to protect you in the event of our financial failure. If such an account is held outside the United Kingdom, it may be subject to different laws and regulations, which may mean that the Client Money held in that account is not protected to the same extent as it would be if it were held in the United Kingdom, or at all. Please tell us if you do not wish us to hold any money for you in a particular jurisdiction.

We may use Client Money held in the NST on behalf of one client ('Client A') to pay another client's premium ('Client B') before we receive such premium from Client B. We may also make claims payments/ premium refunds to other clients before monies are received from the insurer. Although there may be occasions when we do this, it is not our policy to routinely cross-fund in this way. For the avoidance of doubt, we may not use Client Money to pay ourselves commissions before we receive the relevant premium from you.

We may invest Client Money held in the NST in accordance with FCA rules relating to Client Money. If we do invest money in this way, we will be responsible for meeting any shortfall in the value of the investments at the time of their realisation. Any interest or profits earned on Client Money held by us will be retained by us for our own use, rather than paid to you.

Any interest earned on Client Money held by us will be retained by us for our own use, rather than paid to you.

Holding both insurer and Client Money

We may hold both insurer and Client Money together in the NST. When this happens, your interests as our client will continue to be protected.

Payment to third parties:

We may transfer Client Money to another person, such as another broker or settlement agent, for the purpose of carrying out a transaction on your behalf through that person. This may include brokers and settlement agents outside the UK. The legal and regulatory regime applying to a broker or settlement agent outside the UK may be different from that of the UK. This means that, in the event of a failure of the broker or settlement agent, this money may be treated in a different manner from that which would apply if the money were held by a broker or settlement agent in the UK. You may notify us if you do not wish us to pass your money to a person in a particular jurisdiction.

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme ('FSCS'). You may be entitled to compensation from the FSCS if we cannot meet our financial obligations to you. This depends on the type of insurance contract that we have arranged for you, certain eligibility criteria and the circumstances of the claim.

Further details regarding the FSCS are available online at www.fscs.org.uk or by calling 0800 678 1100 (+44 20 7741 4100 from overseas).

Separately, your insurer and/or you may be covered by a different compensation scheme.

Your obligations

You will not instruct us to provide services which would cause us, nor use our services in any way, to violate applicable laws including without limitation bribery, anti-corruption, money laundering sanctions, or data protection laws.

You are required to make a fair presentation of the risk to an insurer which discloses every material circumstance which you know or ought to know relating to the risk to be insured. This includes information known by your senior management and those responsible for arranging your insurance as well as information which would reasonably have been revealed by a reasonable search of information available to you.

A circumstance is material if it would influence the judgment of a prudent insurer in determining whether to provide insurance for the risk and, if so, on what terms. Disclosure must be reasonably clear and accessible to a prudent insurer. Material representations of fact must be substantially correct and material representations of expectation/belief must be made in good faith. Failure to comply with the duty of fair presentation could mean that your policy of insurance is void or that insurers are not liable to pay all or part of your claim(s).

The above duty of disclosure is the applicable duty under the laws of England, Wales, Scotland and Northern Ireland. You may have different obligations if your policy of insurance is subject to a different law. As a minimum, we expect you to disclose your information in accordance with the duty set out above.

For certain types of insurance covers you may be required to complete and sign a proposal form or questionnaire. Take care to ensure that the information you provide is complete and accurate. Note that if you are aware of anything that you feel may be material to the proposed policy of insurance you should disclose it, even if there does not appear to be a question on the proposal form or questionnaire that covers the particular point. If you are in any doubt as to whether information is material, you should disclose it.

Anti-bribery, corruption and financial crime

You agree that you will ensure that at all times you comply with all laws, statutes and regulations that apply to you relating to anti-bribery and corruption, including the UK Bribery Act 2010 and (if it applies to you or any of your group companies) the US Foreign and Corrupt Practices Act 1977. Accordingly, if you accept gifts or hospitality offered to you by us or any of our group of companies, we will deem the acceptance to be in accordance with any gifts & hospitality policy/ies you may have.

Please be aware that we are required to obtain adequate 'Know Your Client' information about you. In order to prevent bribery, corruption, fraud or other financial crime, we may take further steps, including notification to the relevant authorities, carrying out status and credit checks using credit reference agencies, and other screening background checking as appropriate.

Policies may include clauses on financial and trade sanctions, anti-money laundering and export controls, ('Sanctions'). How you comply with Sanctions is specific to your business: you should take legal advice where necessary and pay special attention to relevant policy clauses.

To comply with financial crime or Sanctions requirements, we may be prohibited from providing broking or risk consulting services, including placement and claims handling services; may be required to take actions such as freezing the funds in which parties subject to Sanctions have an interest; or may make regulatory notifications or licence applications as required or appropriate in accordance with Sanctions. Your insurers and other third parties we deal with, such as financial institutions, may also apply their own policies or restrictions.

You acknowledge and agree that we reserve the right to take steps to comply with financial crime or Sanctions (and we will not be liable to you for this or for similar steps taken by third parties).

You should advise us of all of the countries connected to the (re)insurance you require. We reserve the right not to perform obligations under this agreement to the extent that this would be contrary to our commercial risk appetite or where performance would be impracticable including because of bank policies restricting the processing of premiums, claims funds or fees related to such countries or related parties.

Please be aware that we are generally restricted from providing broking, claims handling or other services that relate to Cuba and Iran- including because of significant difficulties in processing payments and other commercial and reputational considerations.

Your premium payment obligations

Insurers require you to pay premium at or before the start date of each policy, or as otherwise specified under the policy terms. You must pay all monies due in cleared funds in accordance with the amounts and on or before the dates specified in our invoice(s). If you do not make payment within that period, insurers may cancel your policy and may also require that you pay a premium in relation to the time that you have been on risk. It is therefore very important that you meet all payment dates.

Where you have instructed us to obtain insurance on your behalf, to the extent that we are required to meet your premium payment obligations, we reserve the right to recover those monies from you.

Use of Premium Finance Companies:

You may be able to pay premium payments by instalments through a credit scheme operated by a third party premium finance company or insurer. Please note that we can only pay premium to insurers on your behalf once we have cleared funds from you or the premium finance company.

Please note that we do not recommend any particular credit provider. If you wish to pay premium by instalments, we are able to introduce you to credit providers (which may include a third party premium finance company or an insurer). There may be other credit providers (including insurers) able to offer better credit terms than those that made available to you by a party we have introduced you to.

Where you decide to enter into a credit scheme for the payment of premium, you will receive separate terms and conditions from the relevant premium finance company or insurer which will govern that arrangement. You agree that, in accordance with the terms of any such credit scheme or otherwise, we may instruct your insurer to cancel your policy if you are in default under the credit scheme and that any return premium or other payment due from the insurer may be applied to discharge your liability or liability we have assumed on your behalf under the credit scheme without further reference to you.

Your policy documents

You will receive written terms and conditions of any insurance policy we arrange for you. Please check these documents and advise us as soon as reasonably practicable if the terms of the cover arranged are not in accordance with your requirements. Please pay special attention to the claims notification provisions and to any warranties and conditions (including as to the payment of premium) as any failure to comply with these terms may invalidate your cover.

The documents relating to your insurance will confirm the basis of the cover from the relevant insurer(s) and provide their details and if applicable, the insurer's agent. It is therefore important that you keep all of your policy documents in a safe place. It is our current practice to retain client information for at least six years or such other period required under relevant law or regulations.

Making a claim

Your insurance policy will usually require you to notify all claims and/or circumstances that may give rise to a claim as soon as possible. If you are unsure whether a matter needs to be notified please contact us and we will endeavor to assist you.

Where we have agreed to handle claims on your behalf, we will do so fairly and promptly. If we receive claims payments for you, we will remit them to you as soon as reasonably practicable after receipt.

We reserve the right to charge an additional or separate fee (based on the nature of the work and duration and agreed with you in advance) to negotiate a large or complex claim on your behalf.

Conflicts of interest

Circumstances may arise where we have a conflict of interest between us (including our managers, employees or agents) or another of our group companies and you, or between you and another of our clients. We always aim to treat you fairly and avoid conflicts of interest. We never deliberately put ourselves in a position where our interests, or our duty to another party, prevent us from discharging our duty to you.

We may arrange insurance for you through another company in the Arthur J. Gallagher group which acts on behalf of one or more insurers. An example may include a placement with a separate underwriting team within Arthur J. Gallagher Insurance Brokers Limited, Pen Underwriting Limited or Arthur J. Gallagher UK Limited.

In arranging an insurance solution that meets your demands and needs, we will ensure that our duty to you does not conflict with the duties that an Arthur J. Gallagher group company owes to the insurers that it represents.

We may act as agent of an insurer under a delegated underwriting authority and/or delegated claims settlement authority. In these instances, where we act as your agent for your insurance needs we will always act in your best interests when arranging your policy.

As part of paying your claim, your insurer may require us to deduct the value of sums due (such as premiums or instalments under a credit scheme) before sending the balance of any claims payment to you.

We follow our own conflict management policies and procedures (for example, using information barriers). These are designed to prevent any conflicts of interest adversely affecting or compromising your interests. However, in some cases, where we cannot be reasonably confident that we can prevent the risk of damage to your interests, we will discuss this with you. If you have any concerns in relation to conflicts of interests, please contact us.

Complaints

We value our relationship with you and we welcome feedback on the service you receive from us. Please tell us if you are dissatisfied with part of our service so that we can improve our products or services. Our aim is that you should benefit from a high quality service using our experience and breadth of insurance broking expertise. We always try to provide a high standard of service but if you ever have cause to complain, please do so by contacting your usual AJG representative by whatever means is convenient to you.

If you wish to deal with someone wholly independent of the branch or division that has been servicing your business, please contact:

Address: Complaints Management Team 7th Floor
Spectrum Building 55 Blythswood Street Glasgow
G2 7AT
Email: commercialcomplaintsuk@ajg.com

We will acknowledge written complaints promptly. Our complaints procedure is available on request.

If you feel that we have not been able to resolve the matter to your satisfaction, after this process you may have the right (subject to eligibility) to refer your complaint to the Financial Ombudsman Service; this address is:

The Financial Ombudsman Service Exchange Tower
London E14 9SR

Telephone: 0800 0234 567 (from landline)
Telephone: 0300 123 9 123 (from mobile)

Email: complaint.info@financial-ombudsman.org.uk

Website: <http://www.financial-ombudsman.org.uk>

Whether or not you make a complaint to us and/or refer your complaint to the Financial Ombudsman Service, your right to take legal action will not be affected.

Other territories

Other territories may also offer complaints and dispute resolution arrangements that we are required to follow where we are held to be doing business there.

Right of set-off

If you are a business, we may at any time, without notice to you, set off any liability of yours to us against any liability of us to you, whether either liability is present or future, liquidated or unliquidated, and whether or not either liability arises under this agreement.

If the liabilities to be set off are expressed in different currencies, we may convert either liability at a market rate of exchange for the purpose of set-off. Any exercise by us of our rights under this clause will not limit or affect any other rights or remedies available to us under this agreement or otherwise..

Intellectual property rights

We (or our licensors) will retain all ownership, title, copyright and other intellectual property rights in all materials developed, designed or created by us before or during the provision of services to you including systems, methodologies, software, know-how and working papers. We will also retain all ownership, title, copyright and other intellectual property rights in all reports, written advice or other materials provided by us to you. We grant you a royalty - free licence to use those materials, but only for the purposes for which they were created under this agreement and only for as long as this agreement remains in force.

Termination

Without prejudice to any rights that have accrued under this agreement or any other rights or remedies, either party may terminate the services contemplated under this agreement by giving not less than 30 days' notice in writing to the other.

If our appointment as your broker is terminated or not renewed, we reserve the right to charge an additional or separate fee, agreed with you in advance, for any ongoing services performed from the date on which our appointment terminates. The terms of this agreement will continue to apply in relation to those ongoing services.

Notwithstanding anything else contained in this agreement, we are not required to act for you, or to continue to act for you, if we reasonably consider that to do so would put us in breach of, or would expose us or our affiliates to fines, penalties or sanctions under, any laws, regulations or professional rules. In such circumstances, we will be entitled to terminate our existing relationship with you with immediate effect and will not be responsible or liable to you for any direct or indirect loss which you or any other party may suffer as a result.

Cancellation of your policy

Your insurance contract may include a cancellation clause. For more details, please refer to your insurer's policy documents. If you wish to cancel a policy please let us know. If your policy is cancelled, the insurer will determine any return premium in relation to policies placed by us.

Please see the section above 'How are we paid for our services?' in relation to our rights to payment of brokerage/commission and fees in the event of policy termination.

Currency conversion

We may have to convert funds to another currency in order to settle amounts due to insurers. If a repayment of funds is due to you or is requested by you after the currency is converted, then any such payment will be made in the currency to which the funds have been converted. Any shortfall arising from exchange differences remains your liability. If you pay a premium in a different currency or to a bank account in a different currency from that requested, we may, at our discretion, either return the funds to you or convert the money to the required currency. In the latter case, the converted funds will be applied against the amount due with any shortfall arising from exchange differences remaining your liability.

Severability

The invalidity, illegality or unenforceability of any of the provisions of this agreement will not affect the validity, legality or enforceability of the remaining provisions in this agreement.

Notices

If notice is given to us under or in connection with this agreement, except as expressly provided in this agreement, it must be in writing and sent to our registered address. We are entitled to give you a notice under or in connection with this agreement at your registered address (if a company or limited liability partnership) or at your last known address (in any other case).

Third party rights

A person who is not party to this agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce or to enjoy the benefit of any term contained in this agreement.

Unexpected acts or events

Neither party will be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control. In that event, the affected party will notify the other as soon as reasonably practicable.

Transfer of this agreement

Neither party can transfer their rights nor obligations under this agreement in whole or in part to anyone else, except that:

- a) we may transfer all or some of our rights and/or obligations to one or more other members of the Arthur J Gallagher group of companies; and
- b) either party may transfer all or some of our rights and/or obligations to someone else with the prior written consent of the other party, such consent not to be unreasonably withheld or delayed.

Governing law and jurisdiction

The law of England and Wales will apply to this agreement unless, at the date of this agreement, your registered office or principal place of business is situated in Scotland, Northern Ireland, the Channel Islands or the Isle of Man, in which case the law of that jurisdiction will apply.

The parties irrevocably agree that the courts of England and Wales will have the necessary jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter.

Limitation of Liability

This section shall apply to all services which we provide to you pursuant to this agreement. If we or any of our group companies are liable to you in respect of any losses, liabilities, damages, costs, expenses or claims arising out of or in connection with the services (collectively 'Losses') and (subject to the following paragraph) any other person is liable to you in respect of some or all of the same Losses (on any basis), our liability and that of our group companies in respect of such Losses shall be limited so as to be proportionate to the relative contribution of ourselves and our group companies having regard to the extent of responsibility of such other person for those Losses.

In determining the existence and extent of the responsibility of such other person for Losses for the purposes of the preceding paragraph, no account should be taken of any agreement limiting the amount of damages payable by such person or of any actual or possible shortfall in recovery of this amount (whether this is due to settling or limiting claims, or any other reason).

To the extent permissible under applicable laws, regulations or rules, the aggregate liability of ourselves and our group companies to you and your group companies in respect of all Losses however caused, including arising as a result of breach of contract or statutory duty, negligence or any other act or omission or breach of duty shall be limited to £10 million (ten million pounds), or such other amount in US \$ or any other currency that is specifically agreed with you in writing.

Notwithstanding the preceding paragraph, we and our group companies shall not be liable to you and your group companies, whether as a result of breach of contract or statutory duty, negligence or any other act or omission or breach of duty, for any loss of profit or any special, indirect or consequential Losses arising under or in connection with the services provided.

You agree that we and our group companies have a legitimate interest in limiting the exposure of our and our group companies' directors, officers and employees to litigation and that you will not bring or assist in bringing any claim against any of our or our group companies' directors, officers or employees in their personal capacity arising out of or in connection with the services provided.

The limitations of liability and exclusions contained in this section shall not apply to:

any Losses or liabilities arising as a result of (a) fraud, willful default or gross negligence by us or any of our group companies; or (b) death or personal injury, in each case in jurisdictions where such limitations or exclusions would not be permitted under applicable laws, regulations or rules; or

any of our (or our group companies') Losses or liabilities to the extent that the limitation or exclusion of such Losses or liabilities would not otherwise be permissible under applicable laws, regulations or rules.

For the avoidance of doubt this section shall be for the benefit of ourselves and our group companies and any of our or their respective directors, officers, employees or consultants involved in the provision of the services. Any such person shall be entitled to rely upon and enforce its terms.



Report Statement

Meeting: Finance and Strategy Committee

Report Purpose: To provide a proposal to top-up the installation costs for n.2 streetlights

Version Control: v0

Author: Clerk

1. Report Summary

The report provides Councillors with an overview on a request from Cllr Marren (CEC) to top-up the cost for the installation of n.2 streetlights.

2. Position

Cllr Marren asked Members to consider allocating up to £1,400 to top-up the Councillor Ward budget of £8,400 for two streetlights along a footpath between Ashcroft Avenue and Greenfield Avenue.

Currently there is no budget allocated for this project, so Members would have to request the Parish Council to allocate a budget from reserve if they agreed to progress.

Please note: a decision needs to be taken before the end of September.

3. Conclusions

Members are asked to consider the proposal and:

- a. Resolve to recommend to Full Council to support the project, and top-up the cost of installations. To recommend Full council to allocate a budget of up to £1,400 toward this. In the understanding that the streetlights remain property of CEC
- b. Consider the proposal, request more information
- c. Consider the proposal and resolved not to recommend the Council to support this

4. Consideration Sought

That the top-up is granted and that a recommendation is made to Full Council to consider this.



SHAVINGTON
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Report Statement

Meeting: Finance and Strategy Committee

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 F&S 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 F&S Committee Budget is set out in this report and the attached appendix for Members' consideration

3. Position

- The detailed draft 2023/24 F&S Budget is attached at Appendix 1 for Members' consideration
- Members will note that the attached draft budget figures include references to the 2022/23 F&S Committee budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2023/24 budget proposals



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

F&S Committee

7. Consideration Sought

It is recommended that Members consider the attached draft 2023/24 F&S 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
GRETTY**

Finance and Strategy Committee						
3	Staff Expenses		£ 300.00		£ 300.00	
4	Stationary		£ 600.00		£ 600.00	
5	Accountancy software		£ 650.00		£ 750.00	
6	ICT equipment		£ 750.00		£ 750.00	
9	Audit Fees		£ 1,500.00		£ 1,000.00	current cost £400 for external auditor and £450 for internal
10	Insurance		£ 2,700.00		£ 3,800.00	quote for 2022
11	Legal and professional fee		£ 1,500.00		£ 1,500.00	
12	Subscription (adobe/office/Chalc)		£ 3,000.00		£ 3,930.00	£1,500 ChALC + £300 microsoft business use licence + £900 microsoft all licences + £120 adobe + £156 azure + £300 Parish Online + £650 adobe yerarly
13	Telephone		£ 500.00		£ -	it is covered under VH budget
14	Website subscription		£ 2,100.00		£ 2,400.00	



SHAVINGTON
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1			£		£	
5	Website transparency		1,000.00		1,000.00	
1			£		£	
6	Misc/Expenses		1,000.00		1,000.00	
1		£				
7	Precept	161,154.00				
1						
8	VAT reclaim					
1						
9	Other income					
5			£		£	
3	Acquisition projects		10,000.00		10,000.00	
	SUB TOTAL	£ 161,154.00	£ 25,600.00	£ -	£ 27,030.00	



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Report Statement

Meeting: Finance and Strategy Committee

Report Purpose: To inform the budget 2023/24 process

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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

F&S Committee

7. Consideration Sought

It is recommended that Members consider the attached draft 2023/24 Committees 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

Community and Engagement Committee						
Code	Title	2022/23		2023/24		
		Receipts	Payments	Receipts	Payments	
20	Newsletter: design, printing and delivery		£ 11,000.00		£ 12,000.00	4 newsletter £2,600 each (included 4 months of BLT £900/months)
21	General Parish Council design and print		£ 3,500.00		£ 3,500.00	Include 2 months of BLT. Budget available for other is £1700
22	Social Media Marketing		£ 500.00		£ 500.00	
23	Village Festival		£ 3,000.00		£ 4,000.00	Include 1 month BLT. Budget available for event is £3,100
24	Christmas/Winter event		£ 1,600.00		£ 3,000.00	Include 1 month BLT. Budget available for event is £2,100
25	Remembrance Service		£ 4,500.00		£ 5,000.00	Include 1 month BLT. Budget available for event is £4,100
26	Community events		£ 3,000.00		£ 3,000.00	
49	Small Grant Scheme		£ 100.00		£ 500.00	Parish Council Award
NEW	ScG Welcome Pack				£ 2,000.00	
NEW	Engagement and promotion				£ 3,000.00	Covers 3 months of BLT. Budget available for promotion is £300
NEW	Civic events*				£ 3,000.00	**
NEW	Wall of memories Project				£ 1,000.00	
NEW	Honorary Freedom				£ 500.00	
	SUB TOTAL	£ -	£ 27,200.00	£ -	£ 41,000.00	
Environment and Recreation Committee						
27	Ground Maintenance - General amenities		£ 2,000.00		£ 2,000.00	
28	Ground Maintenance- supplier		£ 15,000.00		£ 17,000.00	£ 16,500.00
29	Vine Tree Play area - maintenance		£ 1,000.00		£ 1,000.00	
30	Vine Tree Play Area - Inspection		£ 400.00		£ 400.00	* last year we hadn't been invoiced
31	Allotment fee	£ 400.00		£ 825.00		* data are based on 2022/23 set of data
32	Allotment maintenance cost					
52	Defibrillator and kiosk		£ 800.00		£ 6,200.00	have to be earmarked to match the 2023/24 funds
NEW	New planters			£ 600.00		
	SUB TOTAL	£ 400.00	£ 19,200.00	£ 825.00	£ 26,600.00	
Finance and Strategy Committee						
3	Staff Expenses		£ 300.00		£ 300.00	
4	Stationary		£ 600.00		£ 600.00	
5	Accountancy software		£ 650.00		£ 750.00	
6	ICT equipment		£ 750.00		£ 750.00	
9	Audit Fees		£ 1,500.00		£ 1,000.00	current cost £400 for external auditor and £450 for internal
10	Insurance		£ 2,700.00		£ 3,800.00	quote for 2022
11	Legal and professional fee		£ 1,500.00		£ 1,500.00	

12	Subscription (adobe/office/Chalc)		£ 3,000.00		£ 3,930.00	£1,500 ChALC + £300 microsoft business use licence + £900 microsoft all licences + £120 adobe + £156 azure + £300 Parish Online + £650 adobe yerarly
13	Telephone		£ 500.00		£ -	it is covered under VH budget
14	Website subscription		£ 2,100.00		£ 2,400.00	
15	Website transparency		£ 1,000.00		£ 1,000.00	
16	Misc/Expenses		£ 1,000.00		£ 1,000.00	
17	Precept	£ 161,154.00				
18	VAT reclaim					
19	Other income					
53	Acquisition projects		£ 10,000.00		£ 10,000.00	
	SUB TOTAL	£ 161,154.00	£ 25,600.00	£ -	£ 27,030.00	

Parish Council Projects

50	S.137 Grant- Car Park		£ 5,500.00		£ 5,600.00	TBC
51	PCSO funding		£ 33,300.00		£ 33,300.00	TBC
	SUB TOTAL	£ -	£ 38,800.00	£ -	£ 38,900.00	

Staffing Committee

1	Staff Salary		£ 69,250.00		£ 74,000.00	* See salary sheet
2	Payroll Service		£ 920.00		£ 800.00	currently we spend £55 (inc VAT)/month
7	Staff Training		£ 2,500.00		£ 1,000.00	
8	Members Training		£ 100.00		£ 300.00	
	SUB TOTAL	£ -	£ 72,770.00	£ -	£ 76,100.00	

Village Hall Committee

33	Suppliers		£ 300.00		£ 300.00	
34	Cleaning Service		£ 4,500.00		£ 4,800.00	£390*12= £4,860
35	Gas supply		£ 1,900.00		£ 3,770.00	based on consumption 2019: 33563kWh * 10.57p + 365*60.82p/day Consumption 2020 = 27586 Consumption 2021: 23846
36	Power supply		£ 1,000.00		£ 1,400.00	Consumption 2021 2501.1kWh *38.4p + 365 * 82.4p = £1261.26
37	Fire equipment		£ 250.00		£ 300.00	
38	Wi-Fi Service (+phone)		£ 800.00		£ 743.40	BT contract £61.95/month
39	Online booking system		£ 300.00		£ 300.00	
40	Hygine service		£ 700.00		£ 700.00	
41	Water supply		£ 2,000.00		£ 3,000.00	spent in 2021/22 £2,580 + 15%
42	Waste collection		£ 960.00		£ 1,350.00	£112/month on average depending on VH usage
43	PPS/PRS		£ 250.00		£ 250.00	
44	Call minding service		£ 840.00		£ 1,360.00	£123/month on average depending on VH usage

45	Marketing		£ 2,000.00		£ 2,000.00	
46	Kitchen Refurbishment		£ 5,000.00		£ 5,000.00	
47	General Maintenance		£ 1,500.00		£ 1,500.00	
48	Hall hire	£ 14,000.00		£ 10,000.00		current monthly average revenue £798
	SUB TOTAL	£ 14,000.00	£ 22,300.00	£ 10,000.00	£ 26,773.40	

TOTAL

£ 175,554.00 £ 205,870.00 £ 236,403.40