



SHAVINGTON
CUM
GRE^{STY}

Shavington-cum-Gresty Council
Finance & Strategy Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP
www.shavingtononline.co.uk

17 November 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 23 November 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 note declarations of Members' interests
3	To confirm and sign the minutes of the Finance Committee Meeting held on 28 September 2022 (attached)
4	Public participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements (attached)

6	To review the Council's payments and receipts lists since 1 April 2022 (attached)
7	To receive and consider a quote for 'H&S Management' from Rhino Safety (attached)
8	To undertake an internal audit check
9	To receive and consider the following policy: <ul style="list-style-type: none">- Shavington-cum-Gresty Parish Council Project Assessment and Progression Policy (attached)
10	To receive and consider an update on 140 Main Road and Recreational Land projects
11	To receive and consider the following recommendations from E&R Committee: <ul style="list-style-type: none">- That a recommendation is made to F&S to evaluate and consider the project "<i>Plant a tree in '23...! Plant some more in '24!</i>" (attached)- that a recommendation is made to Full Council to appoint the awarded proposal (n.2) for the delivery of the regular ground maintenance service in the Parish from 1 April 2023 to 31 March 2024 and that the DRAFT budget 2023/24 for the Ground Maintenance Service is reviewed accordingly to £15,000- that a recommendation is made to F&S to consider adding a budget for the provision on n.3 new planters in the Gresty area in the next year DRAFT budget
12	To consider informing the budget setting process for 2023/24 financial year (attached).
13	To note the date of the next Finance & Strategy Committee Meeting – 15 February 2023 7:30pm

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



MINUTES of the meeting held on **Wednesday 28 September 2022**

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

ScG FC/22/3/1	To receive apologies for absence
	Apologies were received and accepted from Cllr Hancock
ScG FC/22/3/2	To confirm and sign the minutes of the Finance Committee Meeting held on 18 May 2022
	RESOLVED: that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FC/22/3/3	Public participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised
ScG FC/22/3/4	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements
	Members NOTED the Parish Council YTD financial position. RESOLVED: that the month-end reconciliations statements ending 30 June, 31 July and 31 August are signed and approved
ScG FC/22/3/5	To review the Council's payments and receipts lists since 1 April 2022
	Members NOTED the report.

	RESOLVED: that payment and receipts made since 1 April 2022 are approved
ScG FC/22/3/6	To receive and consider the External Auditor report for the period ending 31 March 2022
	RESOLVED: that the report and the 'except-for' matter raised by the External Auditor are noted
ScG FC/22/3/7	To undertake an internal audit check
	The following internal audit checks were taken: <ul style="list-style-type: none"> - Payroll Payment check - Online Accounting system <p>No issue was found.</p>
ScG FC/22/3/8	To receive and consider the following policy: <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Recording at Meeting Policy
	Members NOTED the report. RESOLVED: that the Shavington-cum-Gresty Parish Council Recording at Meeting Policy is approved and recommended to Full Council
ScG FC/22/3/9	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
	Members NOTED the report. RESOLVED: that the quote is accepted and that the Clerk is authorised to accept the LTA and to pay the insurance annual fee.
ScG FC/22/3/10	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
	Member NOTED the report. RESOLVED: that the proposal from Cllr Marren (CEC) to top-up the installation costs for n.2 streetlights along the footpath between Ashcroft Avenue and Greenfield Avenue up to £1,400 is not recommended to Full Council. Cllr Ferguson abstained from the vote.

ScG FC/22/3/11	<p>To consider informing the budget setting process for 2023/24 financial year</p> <p>To receive and consider DRAFT budget proposals from the following Committees</p> <ul style="list-style-type: none"> - Community and Engagement - Village Hall - Environment and Recreation - Staffing Committee
	Members NOTED the reports.
ScG FC/22/3/12	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
	<p>Members NOTED the report¹.</p> <p>RESOLVED: that, based on data from the public consultation run by the Council, a recommendation is made to Full Council not to progress with any activities which bring responsibilities to fund costs of repairs and refurbishment by the Parish precept.</p> <p>RESOLVED: that a recommendation is made to Council to consider other opportunities to preserve the building as a Village asset and safeguard the streetscape of Main Road.</p> <p>RESOLVED: that data of the Parish consultation are published on Friday 7 October, after the Parish Council meeting.</p>
ScG FC/22/3/13	To note and consider an update with regards to the Recreational Land project
	The Clerk informed Councillors that the project has been paused.
ScG FC/22/3/14	To note the date of the next Finance & Strategy Committee Meeting – 23 November 7:30pm
	Members NOTED the date of the next F&S Committee meeting

Meeting Closed at 2204 hrs

Chair: Cllr Wain

¹ Cllr Wain left the room at 21:48hrs and re-joined the meeting at 21:50hrs

Clerk: S Garnero

DRAFT

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	6,337.22	4,662.78	4,662.78 (42%)
21	General Parish Council design a				3,500.00	2,700.00	800.00	800.00 (22%)
22	Social Media Marketing				500.00		500.00	500.00 (100%)
23	Village Festival				3,000.00	3,113.00	-113.00	-113.00 (-3%)
24	Christmas/Winter event				2,600.00	349.68	2,250.32	2,250.32 (86%)
25	Remembrance Service				4,500.00	2,164.77	2,335.23	2,335.23 (51%)
26	Community events				2,000.00	1,613.17	386.83	386.83 (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	21,911.28	5,288.72	5,288.72 (19%)

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	645.83	245.83				245.83 (61%)
32	Allotment maintenance cost					136.00	-136.00	-136.00 (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	1,075.74	675.74	19,200.00	6,943.93	12,256.07	12,931.81 (65%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				300.00	22.50	277.50	277.50 (92%)
4	Stationary				600.00	149.63	450.37	450.37 (75%)
5	Accountancy software				650.00	648.00	2.00	2.00 (0%)
6	ICT equipment				750.00	198.32	551.68	551.68 (73%)
9	Audit Fees				1,500.00	872.50	627.50	627.50 (41%)
10	Insurance				2,700.00	3,267.80	-567.80	-567.80 (-21%)
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	3,193.30	-193.30	-193.30 (-6%)
13	Telephone				500.00	300.07	199.93	199.93 (39%)
14	Website subscription				2,100.00	1,400.00	700.00	700.00 (33%)
15	Website transparency				1,000.00		1,000.00	1,000.00 (100%)
16	Misc/Expenses				1,000.00	263.14	736.86	736.86 (73%)
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	11,967.36	13,632.64	13,632.64 (7%)
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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	43,522.15	25,727.85	25,727.85 (37%)
2	Payroll Service				920.00	543.50	376.50	376.50 (40%)
7	Staff Training				2,500.00	231.00	2,269.00	2,269.00 (90%)
8	Members Training				100.00	30.00	70.00	70.00 (70%)
56	Cheshire Pension Fund admin c							(N/A)
SUB TOTAL					72,770.00	44,326.65	28,443.35	28,443.35 (39%)

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	2,897.55	1,602.45	1,602.45 (35%)
35	Gas supply				1,900.00	752.92	1,147.08	1,147.08 (60%)
36	Power supply				1,000.00	837.24	162.76	162.76 (16%)
37	Fire equipment				250.00	207.30	42.70	42.70 (17%)
38	Wi-Fi Service				800.00	455.10	344.90	344.90 (43%)
39	Online booking system				300.00	175.53	124.47	124.47 (41%)
40	Hygine service				700.00	527.66	172.34	172.34 (24%)
41	Water supply				2,000.00	1,470.90	529.10	529.10 (26%)
42	Waste collection				960.00	694.52	265.48	265.48 (27%)
43	PPS/PRS				250.00		250.00	250.00 (100%)
44	Call minding service				840.00	679.59	160.41	160.41 (19%)
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		1,059.00	1,059.00	1,500.00	767.91	732.09	1,791.09 (119%)
48	Hall hire	14,000.00	7,345.00	-6,655.00		50.00	-50.00	-6,705.00 (-47%)
57	CCC Franchise		1,000.00	1,000.00				1,000.00 (N/A)
SUB TOTAL		14,000.00	9,404.00	-4,596.00	22,300.00	9,559.22	12,740.78	8,144.78 (22%)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	175,554.00	171,633.74	-3,920.26	205,870.00	100,208.44	105,661.56	101,741.30 (26%)
V.A.T.		4,849.47			5,571.68		
GROSS TOTAL		176,483.21			105,780.12		

Shavington-cum-Gresty Parish Council
23-Nov-22

Cost Centre Name		2022/23			Year end forecast (where possible)	
Community & Engagement Committee		Receipts		Payments		Year end forecast (where possible)
Code	Title	Actual	Budget	Actual		
20	Newsletter: design, printing and delivery		£11,000.00	£6,337.22	£11,000.00	
21	General Parish Council design and print		£3,500.00	£2,700.00	£3,500.00	
22	Social Media Marketing		£500.00		£500.00	
23	Village Festival		£3,000.00	£3,113.00	£3,113.00	
24	Christmas/Winter event		£1,600.00	£349.68	£1,600.00	
25	Remembrance Service		£4,500.00	£2,164.77	£4,500.00	
26	Community events		£3,000.00	£1,613.17	£3,000.00	
49	Small Grant Scheme		£100.00		£75.00	
55	#QueenBee fund			£5,633.44	£10,000.00	
			£27,200.00	£21,911.28	£37,288.00	
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	£645.83				
32	Allotment maintenance cost			£136.00	£645.83	** break even with allotment fee
52	Defibrillator and kiosk		£800.00		£800.00	
54	CIJ		£249.91			
			£1,075.74	£19,200.00	£6,915.60	£19,575.83
Finance & Strategy Committee		Receipts		Payments		Year end forecast (where possible)
Code	Title	Actual	Budget	Actual		
3	Staff Expenses		£300.00	£22.50	£300.00	
4	Stationary		£600.00	£149.63	£600.00	
5	Accountancy software		£650.00	£648.00	£650.00	
6	ICT equipment		£750.00	£198.32	£750.00	
9	Audit Fees		£1,500.00	£872.50	£1,500.00	
10	Insurance		£2,700.00	£3,267.80	£3,267.80	**
11	Legal and professional fee		£1,500.00	£40.00	£1,500.00	
12	Subscription (adobe/office/Chalc)		£3,000.00	£3,193.30	£3,368.30	**
13	Telephone		£500.00	£300.07	£670.07	**
14	Website subscription		£2,100.00	£1,400.00	£2,100.00	
15	Website transparency		£1,000.00		£1,000.00	
16	Misc/Expenses		£1,000.00	£263.14	£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	£11,967.36	£26,706.17
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	£43,522.00	£65,283.00	
2	Payroll Service		£920.00	£543.50	£815.25	
7	Staff Training		£2,500.00	£231.00	£2,500.00	
8	Members Training		£100.00	£30.00	£100.00	
			£72,770.00	£14,812.31	£68,698.25	
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	£2,897.55	£4,992.00	**
35	Gas supply		£1,900.00	£752.92	£1,129.38	
36	Power supply		£1,000.00	£837.24	£1,255.86	**
37	Fire equipment		£250.00	£207.30	£207.30	
38	Wi-Fi Service		£800.00	£455.10	£455.10	**
39	Online booking system		£300.00	£175.53	£263.30	
40	Hygiene service		£700.00	£527.66	£527.66	
41	Water supply		£2,000.00	£1,470.90	£2,206.35	**
42	Waste collection		£960.00	£694.52	£1,041.78	**
43	PPS/PRS		£250.00		£250.00	
44	Call minding service		£840.00	£679.59	£700.00	
45	Marketing		£2,000.00		£2,000.00	
46	Kitchen Refurbishment		£5,000.00			
47	General Maintenance	£1,059.00	£1,500.00	£767.91	£1,500.00	
48	Hall hire	£7,345.00		£50.00		
	CCC franchise	£1,000.00			1000	
		£9,404.00	£22,300.00	£9,559.22	£17,828.73	

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
34	Waste collection	01/04/2022		Parish Council Main A	VOID	VOID	ASH Waste	X			
9	Waste collection	01/04/2022	ScG/22/01/16	Parish Council Main A	Direct Debit	Village Hall waste collection	ASH Waste Services	S	97.12	19.42	116.54
72	Power supply	04/04/2022	ScG/22/03/10	Parish Council Main A	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
73	Power supply	04/04/2022		Parish Council Main A	VOID	Scottish Power	Scottish Power	L			
35	Subscription (adobe/office/Cl	04/04/2022	ScG/22/03/10	Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Azure	S	9.55	1.91	11.46
36	Subscription (adobe/office/Cl	05/04/2022	ScG/22/03/10	Parish Council Main A	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
5	Village Festival	05/04/2022	ScG/22/01/16	Parish Council Main A	12276342	Deposit Marquee Jubilee Festi	Exquisite Marquees	Z	280.00		280.00
3	Newsletter: design, printing i	06/04/2022	ScG/21/17/9	Parish Council Main A	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	12340461	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
2	Hygiene service	06/04/2022	ScG/21/17/9	Parish Council Main A	12340707	Hygiene disposal	Dame Hygiene Services	S	527.66	105.53	633.19
1	S.137 Grant- Car Park	06/04/2022	ScG/21/17/9	Parish Council Main A	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	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	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	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	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	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	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	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	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	12809630	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
20	Staff Salary	27/04/2022	ScG/22/01/16	Parish Council Main A	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	12809168	Water Village Hall	Water Plus	Z	188.36		188.36
6	General Maintenance	27/04/2022	ScG/22/01/16	Parish Council Main A	12810062	Emergency repairs Unblock se	Mark Everill Ltd	S	80.00	16.00	96.00
21	Staff Salary	28/04/2022	ScG/22/01/16	Parish Council Main A	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	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	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	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	12809788	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
50	Subscription (adobe/office/Cl	02/05/2022	ScG/22/03/10	Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.00	2.00	12.00
11	Newsletter: design, printing i	02/05/2022	ScG/22/01/16	Parish Council Main A	12809915	Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
24	Ground Maintenance- supplie	05/05/2022	ScG/22/01/17	Parish Council Main A	13065918	Ground contract Qrt 1	Green Living Horticultural ltd	Z	2,990.00		2,990.00
13	Subscription (adobe/office/Cl	05/05/2022	ScG/22/01/17	Parish Council Main A	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	13065763	Refund - wood filler for disable	G McIntyre	X	9.00		9.00
76	General Maintenance	06/05/2022	ScG/22/03/10	Parish Council Main A	CARD	Padlock VH	HENRY SQUIRE & SONS LIM	S	19.99	4.00	23.99
75	Subscription (adobe/office/Cl	06/05/2022	ScG/22/03/10	Parish Council Main A	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
25	Telephone	12/05/2022	ScG/22/02/16	Parish Council Main A	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
32	Subscription (adobe/office/Cl	12/05/2022	ScG/22/02/16	Parish Council Main A _J	Direct Debit	Office 365	Strategy 365	S	74.20	14.84	89.04
26	Waste collection	12/05/2022	ScG/22/02/16	Parish Council Main A _J	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 _J	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
43	Telephone	13/05/2022	ScG/22/02/16	Parish Council Main A _J	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 _J	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 _J	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 _J	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 _J	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 _J	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 _J	CARD	QueenBee activity materials	Aldi	X	19.95		19.95
85	Community events	21/05/2022	ScG/22/03/10	Parish Council Main A _J	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 _J	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 _J	CARD	QueenBee activity materials	Aldi	X	5.98		5.98
30	Suppliers	25/05/2022	ScG/22/02/16	Parish Council Main A _J	13569311	Cleaning Village Hall	Crystal Clean	S	43.00	8.60	51.60
79	Community events	25/05/2022	ScG/22/03/10	Parish Council Main A _J	CARD	VF event PC stall - balloons	balloonprinting.co.uk	S	108.50	21.70	130.20
39	Community events	25/05/2022	ScG/22/02/16	Parish Council Main A _J	13569635	S Garnero refund: #QueenBee	S Garnero	X	77.93		77.93
90	Community events	25/05/2022	ScG/22/03/10	Parish Council Main A _J	Card	QueenBee activity materials	The Mug Printing Company	S	29.17	5.83	35.00
28	Audit Fees	25/05/2022	ScG/22/02/16	Parish Council Main A _J	13568980	Internal Audit account 2021/2:	JDH Business Services	S	472.50	94.50	567.00
40	Website subscription	25/05/2022	ScG/22/02/16	Parish Council Main A _J	13570445	Parish Council website license	Brave Little Tank	S	175.00	35.00	210.00
45	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A _J	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 _J	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 _J	13570743	Staff salary May 2022	S Garnero	X	2,136.95		2,136.95
42	Payroll Service	25/05/2022	ScG/22/02/16	Parish Council Main A _J	13570003	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
78	Online booking system	25/05/2022	ScG/22/03/10	Parish Council Main A _J	CARD	Village Hall booking service	Skedda	X	23.89		23.89
44	Water supply	25/05/2022	ScG/22/02/16	Parish Council Main A _J	13569740	Water Village Hall	Water Plus	Z	168.32		168.32
29	Cleaning Service	25/05/2022	ScG/22/02/16	Parish Council Main A _J	13569182	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
57	Gas supply	25/05/2022	ScG/22/02/16	Parish Council Main A _J	Direct Debit	British Gas Village Hall	British Gas	X	210.57		210.57
33	General Maintenance	25/05/2022	ScG/22/02/16	Parish Council Main A _J	13569503	Cllr McIntyre refund - painting	G McIntyre	X	7.20		7.20
41	General Maintenance	25/05/2022	ScG/22/02/16	Parish Council Main A _J	13570082	Cllr McIntyre refund - VH repai	G McIntyre	X	1.05		1.05
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 _J	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 _J	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 _J	CARD	QueenBee activity materials	Dunelm	X	19.00		19.00
102	Power supply	01/06/2022	ScG/22/04/13	Parish Council Main A _J	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 _J	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 _J	13895164	Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
53	Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A _J	13895264	Newsletter - Jubilee	Solopress	Z	731.37		731.37
54	Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A _J	13895298	Newsletter - Jubilee	Solopress	Z	563.89		563.89
56	Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A _J	13895319	Newsletter delivery	The Leaflet Team	Z	389.00		389.00

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
52	Village Festival	06/06/2022	ScG/22/02/17	Parish Council Main A	13895205	Banner VF Event	Inprint Colour	S	168.00	33.60	201.60
60	Village Festival	06/06/2022	ScG/22/03/10	Parish Council Main A	13895340	SVCF sponsorship- marquee	Exquisite Marquees	X	1,120.00		1,120.00
58	Community events	06/06/2022	ScG/22/02/17	Parish Council Main A	13895239	Expenses refund	S Randle	X	21.40		21.40
51	Vine Tree Play area - mainte	06/06/2022	ScG/22/02/17	Parish Council Main A	13895188	Signs Vine Tree Play area	Inprint Colour	S	114.00	22.80	136.80
103	Subscription (adobe/office/Cl	06/06/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
67	Telephone	14/06/2022	ScG/22/03/10	Parish Council Main A	Direct Debit	VOIP	Gradwell Communications	S	18.82	3.77	22.59
70	Subscription (adobe/office/Cl	14/06/2022	ScG/22/03/10	Parish Council Main A	Direct Debit	Office 365	Strategy 365	S	100.94	20.19	121.13
65	Vine Tree Play area - mainte	14/06/2022	ScG/22/03/10	Parish Council Main A	CARD	Vine Tree sign replacement	Sign Trade Supplies	S	30.33	6.07	36.40
88	Village Festival	14/06/2022	ScG/22/03/10	Parish Council Main A	14261587	VF film	Little Forest Film	X	150.00		150.00
61	Call minding service	14/06/2022	ScG/22/03/10	Parish Council Main A	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	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	75.67	15.13	90.80
64	Wi-Fi Service	14/06/2022	ScG/22/03/10	Parish Council Main A	Direct Debit	Internet Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
96	Water supply	17/06/2022	ScG/22/03/10	Parish Council Main A	14198135	Water Village Hall	Water Plus	Z	187.90		187.90
69	Cleaning Service	17/06/2022	ScG/22/03/10	Parish Council Main A	14197724	Village Hall cleaning service	Crystal Clean	S	390.00	78.00	468.00
63	Acquisition projects	17/06/2022	ScG/22/03/10	Parish Council Main A	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	14197641	Road Closure Village Festival s	Blue Arrow Traffic Managem	S	495.00	99.00	594.00
91	Staff Salary	17/06/2022	ScG/22/03/10	Parish Council Main A	14198288	HMRC - P30 June 2022	HMRC	X	1,329.85		1,329.85
71	Staff Expenses	17/06/2022	ScG/22/03/10	Parish Council Main A	14197986	SG expenses claim	S Garner	X	13.50		13.50
93	Staff Salary	17/06/2022	ScG/22/03/10	Parish Council Main A	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	14198649	Salary June 2022	S Garner	X	2,092.95		2,092.95
104	Subscription (adobe/office/Cl	20/06/2022	ScG/22/04/13	Parish Council Main A	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	14261482	SLCC membership	SLCC	X	206.00		206.00
131	Power supply	21/06/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
133	Subscription (adobe/office/Cl	22/06/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.29	2.05	12.34
105	Online booking system	27/06/2022	ScG/22/04/13	Parish Council Main A	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	14261796	CPF contribution June 2022	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
99	Waste collection	29/06/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	Village Hall waste collection	ASH Waste Services	S	71.82	14.36	86.18
101	Gas supply	29/06/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	Gas Village Hall	British Gas	L	35.88	1.79	37.67
132	Subscription (adobe/office/Cl	04/07/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
95	Subscription (adobe/office/Cl	06/07/2022	ScG/22/03/12	Parish Council Main A	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	14785536	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
100	Payroll Service	06/07/2022	ScG/22/03/12	Parish Council Main A	14785760	Payroll Service	Beardmore Accountants	S	144.50	28.90	173.40
98	General Parish Council design	06/07/2022	ScG/22/03/12	Parish Council Main A	14785673	Marketing and Design	Brave Little Tank	S	900.00	180.00	1,080.00
112	General Maintenance	14/07/2022	ScG/22/04/13	Parish Council Main A	Card	VH Toilet splashback	Sheet Plastics	S	31.33	6.27	37.60
134	Community events	16/07/2022	ScG/22/04/13	Parish Council Main A	CARD	Trophies #QueenBee	Concorde Trophies	S	38.79	7.76	46.55
109	Ground Maintenance- supplie	20/07/2022	ScG/22/04/13	Parish Council Main A	15092890	Watering	Green Living Horticultural ltd	X	380.00		380.00
107	Website subscription	20/07/2022	ScG/22/04/13	Parish Council Main A	15092559	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
113	Staff Salary	20/07/2022	ScG/22/04/13	Parish Council Main A	15092981	HMRC	HMRC	X	1,270.22		1,270.22
114	Staff Salary	20/07/2022	ScG/22/04/13	Parish Council Main A	15093084	July 2022 salary	S Randle	X	853.58		853.58

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
115 Staff Salary	20/07/2022	ScG/22/04/13	Parish Council Main A _y	15093213	July 2022 salary	S Garnero	X	2,122.56		2,122.56
116 Staff Salary	20/07/2022	ScG/22/04/13	Parish Council Main A _y	15093360	July 2022 pension contribution	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
111 Telephone	20/07/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	18.39	3.67	22.06
118 Subscription (adobe/office/Cl	20/07/2022	ScG/22/04/13	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	ScG/22/04/13	Parish Council Main A _y	Direct Debit	Voice message service	Cymphony	S	77.16	15.43	92.59
110 Gas supply	20/07/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	Gas Village Hall	British Gas	L	53.44	2.67	56.11
117 Cleaning Service	20/07/2022	ScG/22/04/13	Parish Council Main A _y	15092652	VH cleaning	Crystal Clean	S	403.00	80.60	483.60
119 Water supply	20/07/2022	ScG/22/04/13	Parish Council Main A _y	15093469	VH water	Water Plus	X	179.87		179.87
108 Wi-Fi Service	20/07/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	Wifi Village Hall	GCI Network Solutions Limite	S	56.50	11.30	67.80
129 ICT equipment	21/07/2022	ScG/22/04/13	Parish Council Main A _y	CARD	Calculator CASIO	Simgold Ltd	S	11.66	2.33	13.99
128 Stationary	21/07/2022	ScG/22/04/13	Parish Council Main A _y	CARD	A4 papers 80gsm	Amazon EU S.a r.l. UK Branc	S	29.16	5.83	34.99
135 Online booking system	25/07/2022	ScG/22/04/13	Parish Council Main A _y	CARD	Village Hall booking service	Skedda	X	25.00		25.00
122 Ground Maintenance- supplie	26/07/2022	ScG/22/04/13	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 Ground Maintenance - Gener	26/07/2022	ScG/22/04/13	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 Misc/Expenses	29/07/2022	ScG/22/04/13	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 Misc/Expenses	29/07/2022	ScG/22/04/13	Parish Council Main A _y	CARD	Tone Cartridges Replacement	Amazon Services Europe S.a.	S	44.07	8.82	52.89
127 Waste collection	01/08/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	Village Hall waste collection	ASH Waste Services	S	119.48	23.90	143.38
188 Power supply	01/08/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	VH Electricity	Scottish Power	X	139.54		139.54
181 General Maintenance	02/08/2022	ScG/22/04/13	Parish Council Main A _y	CARD	Royal Images	Royal Images	S	116.01	23.20	139.21
189 Subscription (adobe/office/Cl	02/08/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Azure	S	9.89	1.98	11.87
190 Subscription (adobe/office/Cl	08/08/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
137 Subscription (adobe/office/Cl	17/08/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	Office 365	Strategy 365	S	100.94	20.19	121.13
143 Telephone	17/08/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	17.09	3.43	20.52
144 Acquisition projects	17/08/2022	ScG/22/04/13	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 Acquisition projects	17/08/2022	ScG/22/04/13	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 Acquisition projects	17/08/2022	ScG/22/04/13	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 Acquisition projects	17/08/2022	ScG/22/04/13	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 Acquisition projects	17/08/2022	ScG/22/04/13	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 Acquisition projects	17/08/2022	ScG/22/04/13	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 Acquisition projects	17/08/2022	ScG/22/04/13	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 Acquisition projects	17/08/2022	ScG/22/04/13	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 Acquisition projects	17/08/2022	ScG/22/04/13	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 Acquisition projects	17/08/2022	ScG/22/04/13	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
139 Call minding service	17/08/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	Village Hall answer machine se	Cymphony	S	61.60	12.32	73.92
141 Wi-Fi Service	17/08/2022	ScG/22/04/13	Parish Council Main A _y	Direct Debit	Village Hall wi-fi	GCI Network Solutions Limite	S	56.50	11.30	67.80
179 Acquisition projects	19/08/2022	ScG/22/04/13	Parish Council Main A _y	CARD	Refund Amazon	Amazon EU S.a r.l. UK Branc	S	-28.08	-5.62	-33.70
136 Water supply	22/08/2022	ScG/22/04/13	Parish Council Main A _y	15917372	Water Village Hall	Water Plus	Z	187.90		187.90
138 Cleaning Service	22/08/2022	ScG/22/04/13	Parish Council Main A _y	15916697	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
140 Website subscription	22/08/2022	ScG/22/04/13	Parish Council Main A _y	15916768	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00

Shavington-cum-Gresty Parish Council

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
124	22/08/2022	ScG/22/04/13	Parish Council Main A	15916604	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
125	22/08/2022	ScG/22/04/13	Parish Council Main A	15916010	#QueenBee trail	Inprint Colour	S	104.50	20.90	125.40
126	22/08/2022	ScG/22/04/13	Parish Council Main A	15916131	#QueenBee trail	Inprint Colour	S	33.75	6.75	40.50
130	22/08/2022	ScG/22/04/13	Parish Council Main A	15916329	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
142	22/08/2022	ScG/22/04/13	Parish Council Main A	15916859	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
154	22/08/2022	ScG/22/04/13	Parish Council Main A	15916942	HMRC - P30 August 22	HMRC	X	1,270.22		1,270.22
155	22/08/2022	ScG/22/04/13	Parish Council Main A	15917064	August 22 payslip	S Randle	X	853.38		853.38
156	22/08/2022	ScG/22/04/13	Parish Council Main A	15917147	August 22 payslip	S Garnero	X	2,122.76		2,122.76
157	22/08/2022	ScG/22/04/13	Parish Council Main A	15917277	Pension contribution August 22	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
191	24/08/2022	ScG/22/04/13	Parish Council Main A	CARD	HP toner	Amazon EU S.a r.l. UK Branch	S	126.72	25.34	152.06
192	25/08/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	VH booking system	Skedda	E	25.34		25.34
159	25/08/2022	ScG/22/04/13	Parish Council Main A	CARD	VH mop	Viking	S	8.88	1.78	10.66
168	28/08/2022	ScG/22/04/13	Parish Council Main A	CARD	Printer toner	Amazon EU S.a r.l. UK Branch	S	122.56	24.51	147.07
169	28/08/2022	ScG/22/04/13	Parish Council Main A	CARD	Elastic band	Amazon Services Europe S.a.	S	10.73	2.16	12.89
176	30/08/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	Printer	HP Inc UK Limited	S	0.83	0.17	1.00
210	01/09/2022		Parish Council Main A	Direct Debit	Scottish Power DD	Scottish Power	X	139.54		139.54
164	02/09/2022	ScG/22/04/13	Parish Council Main A	CARD	ICO fee	Information Commissioner's Office	X	40.00		40.00
211	05/09/2022		Parish Council Main A	Direct Debit	Adobe lightroom	Adobe	S	8.32	1.66	9.98
208	09/09/2022		Parish Council Main A	CARD	Office stationary	Sainsbury's	Z	15.75		15.75
213	09/09/2022		Parish Council Main A	CARD	Toner office printer	Amazon Services Europe S.a.	S	103.89	20.78	124.67
212	10/09/2022		Parish Council Main A	CARD	VH signs	Amazon EU S.a r.l. UK Branch	S	26.49	5.31	31.80
160	11/09/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	VH answer machine service	Cymphony	S	106.27	21.25	127.52
175	13/09/2022	ScG/22/04/13	Parish Council Main A	16605530 (16532387)	Delivery 140 consultation letter	The Leaflet Team	Z	695.00		695.00
178	13/09/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	VH gas	British Gas	L	38.98	1.94	40.92
180	13/09/2022	ScG/22/04/13	Parish Council Main A	16606249 (16531523)	VH cleaning	Crystal Clean	S	474.55	94.91	569.46
166	13/09/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	VH waste	ASH Waste Services	S	71.62	14.32	85.94
165	13/09/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	VH wi-fi	GCI Network Solutions Limited	S	56.50	11.30	67.80
195	13/09/2022	ScG/22/04/13	Parish Council Main A	CARD	Online survey platform subscription	Momentive Europe UC FKA SurveyMonkey	S	320.00	64.00	384.00
177	13/09/2022	ScG/22/04/13	Parish Council Main A	16531451	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
183	13/09/2022	ScG/22/04/13	Parish Council Main A	16606349 (16531847)	P30 - September 2022	HMRC	X	1,270.22		1,270.22
184	13/09/2022	ScG/22/04/13	Parish Council Main A	16531927	Salary Sept 2022	S Randle	X	853.38		853.38
185	13/09/2022	ScG/22/04/13	Parish Council Main A	16531994	Salary Sept 2022	S Garnero	X	2,122.76		2,122.76
186	13/09/2022	ScG/22/04/13	Parish Council Main A	16606154 (16532080)	September 2022 - Pension contribution	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
163	13/09/2022	ScG/22/04/13	Parish Council Main A	16531090	External Auditor	PKF Littlejohn	S	400.00	80.00	480.00
171	13/09/2022	ScG/22/04/13	Parish Council Main A	16605819 (16531212)	Scribe - account software	Scribe	S	648.00	129.60	777.60
158	13/09/2022	ScG/22/04/13	Parish Council Main A	16531583	Staff training course	Cheshire Assoc Local Council	X	25.00		25.00
161	13/09/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.24	2.04	12.28
172	13/09/2022	ScG/22/04/13	Parish Council Main A	16605952 (16537518)	Microsoft 12 months subscription	NGL Technology LTD	S	624.80	124.96	749.76
182	13/09/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	VOIP	Gradwell Communications	S	17.79	3.55	21.34

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
167	13/09/2022	ScG/22/04/13	Parish Council Main A	16532239	Newsletter - printing cost	Solopress	Z	1,314.96		1,314.96
174	13/09/2022	ScG/22/04/13	Parish Council Main A	16606048 (16532318)	Delivery newsletter September	The Leaflet Team	Z	319.00		319.00
162	13/09/2022	ScG/22/04/13	Parish Council Main A	16530977	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
173	13/09/2022	ScG/22/04/13	Parish Council Main A	16605312 (16540810)	Repair Parish Council Pavement	Martin Andrews	X	180.00		180.00
170	13/09/2022	ScG/22/04/13	Parish Council Main A	16531655	Ground contract Qrt 2	Green Living Horticultural Ltd	X	2,895.00		2,895.00
196	14/09/2022	ScG/22/04/13	Parish Council Main A	Direct Debit	BT - set up costs	BT	S	10.00	2.00	12.00
187	14/09/2022	ScG/22/04/13	Parish Council Main A	16537838	Planters	Gordon Ellis & Co	S	4,663.44	932.69	5,596.13
214	16/09/2022		Parish Council Main A	CARD	VH signs	KPCM Display LTD	S	5.65	1.13	6.78
215	16/09/2022		Parish Council Main A	CARD	VH signs	Amazon EU S.a r.l. UK Branch	S	4.87	0.97	5.84
216	16/09/2022		Parish Council Main A	CARD	St John Ambulance Statutory 2	John F Mullins	X	26.99		26.99
217	16/09/2022		Parish Council Main A	CARD	VH signs	Amazon EU S.a r.l. UK Branch	S	20.70	4.14	24.84
198	21/09/2022	ScG/22/04/13	Parish Council Main A	16766440	Water Village Hall	Water Plus	Z	187.90		187.90
194	21/09/2022	ScG/22/04/13	Parish Council Main A	16766287	#QueenBee planters	Green Living Horticultural Ltd	Z	970.00		970.00
197	21/09/2022	ScG/22/04/13	Parish Council Main A	16766363	Proclamation Video	Little Forest Film	Z	150.00		150.00
193	21/09/2022	ScG/22/04/13	Parish Council Main A	16766190	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
218	26/09/2022		Parish Council Main A	CARD	VH booking system	Skedda	X	27.29		27.29
201	27/09/2022		Parish Council Main A	CARD	VH Bathroom mirrors	Wickes	S	53.25	10.65	63.90
199	28/09/2022		Parish Council Main A	16919621	Insurance	Gallagher	X	3,267.80		3,267.80
205	01/10/2022		Parish Council Main A	17700595	Marketing support	FearNaught	S	900.00	180.00	1,080.00
202	01/10/2022		Parish Council Main A	Direct Debit	Minding service	Cymphony	S	133.46	26.69	160.15
204	01/10/2022		Parish Council Main A	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
244	06/10/2022		Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.30	2.05	12.35
206	09/10/2022		Parish Council Main A	Direct Debit	Wifi Village Hall	GCI Network Solutions Limited	S	56.50	11.30	67.80
209	11/10/2022		Parish Council Main A	17690773	VH cleaning	Crystal Clean	S	360.00	72.00	432.00
207	11/10/2022		Parish Council Main A	Direct Debit	VH waste service	ASH Waste Services	S	103.45	20.69	124.14
203	11/10/2022		Parish Council Main A	17690998	Edge cutting	Chris Dodd- Rope Green Farr	S	136.00	27.20	163.20
200	11/10/2022		Parish Council Main A	17690866	Member training	Cheshire Assoc Local Council	X	30.00		30.00
245	13/10/2022		Parish Council Main A	Direct Debit	Adobe lightroom	Adobe	S	8.32	1.66	9.98
219	13/10/2022		Parish Council Main A	Direct Debit	VOIP	Gradwell Communications	S	16.78	3.36	20.14
220	13/10/2022		Parish Council Main A	17691264	Microsoft Business basic 1 use	NGL Technology LTD	S	49.50	9.90	59.40
221	13/10/2022		Parish Council Main A	17691141	Water Village Hall	Water Plus	Z	179.87		179.87
225	18/10/2022		Parish Council Main A	Direct Debit	BT: phone and wifi	BT	S	82.23	16.45	98.68
222	18/10/2022		Parish Council Main A	17700763	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
223	18/10/2022		Parish Council Main A	17692175	Christmas event flyers	Solopress	Z	82.68		82.68
224	18/10/2022		Parish Council Main A	17692337	Remembrance Service booklet	Solopress	Z	529.77		529.77
226	18/10/2022		Parish Council Main A	17691417	P30 October 2022	HMRC	X	1,270.22		1,270.22
227	18/10/2022		Parish Council Main A	17691524	October 2022 - Salary	S Randle	X	853.58		853.58
228	18/10/2022		Parish Council Main A	17691621	October 2022 - Salary	S Garner	X	2,122.56		2,122.56
229	18/10/2022		Parish Council Main A	17691968	October 2022 - Pension contrib	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
247 Gas supply	19/10/2022		Parish Council Main A _y	Direct Debit	British Gas Village Hall	British Gas	Z	33.96		33.96
248 Online booking system	25/10/2022		Parish Council Main A _y	Direct Debit	Village Hall booking service	Skedda	X	26.47		26.47
233 Waste collection	28/10/2022		Parish Council Main A _y	Direct Debit	Waste collection VH	ASH Waste Services	S	77.06	15.41	92.47
241 Cheshire Pension Fund admini	28/10/2022		Parish Council Main A _y		CANCELLED - Cheshire Pensior	Cheshire Pension Fund (CPF)	S			
236 Payroll Service	28/10/2022		Parish Council Main A _y	17949718	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
234 ICT equipment	28/10/2022		Parish Council Main A _y	17949645	Wifi and phone set up	NGL Technology LTD	S	50.00	10.00	60.00
235 ICT equipment	28/10/2022		Parish Council Main A _y	CARD	New phone for Clerk	Amazon EU S.a r.l. UK Branci	S	136.66	27.34	164.00
238 ICT equipment	28/10/2022		Parish Council Main A _y	CARD	New phone for Clerk	Amazon EU S.a r.l. UK Branci	S	121.97	24.40	146.37
239 ICT equipment	28/10/2022		Parish Council Main A _y	CARD	New phone for Clerk refund	Amazon EU S.a r.l. UK Branci	S	-121.97	-24.40	-146.37
231 Christmas/Winter event	28/10/2022		Parish Council Main A _y	17949463	Banners for Christmas	Inprint Colour	S	156.00	31.20	187.20
232 Remembrance Service	28/10/2022		Parish Council Main A _y	17949554	Banners for Remembrance Ser	Inprint Colour	S	156.00	31.20	187.20
230 General Parish Council design	28/10/2022		Parish Council Main A _y	17949373	Marketing and Design	FearNaught	S	900.00	180.00	1,080.00
240 Community events	28/10/2022		Parish Council Main A _y	CARD	#QueenBee competition prizes	Amazon EU S.a r.l. UK Branci	X	140.00		140.00
237 Subscription (adobe/office/Ci	28/10/2022		Parish Council Main A _y	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.04	2.01	12.05
242 Remembrance Service	01/11/2022		Parish Council Main A _y	17949798	Remembrance service booklet	The Leaflet Team	Z	319.00		319.00
243 Christmas/Winter event	01/11/2022		Parish Council Main A _y	17949798	Remembrance service booklet	The Leaflet Team	Z	111.00		111.00
246 Subscription (adobe/office/Ci	04/11/2022		Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
256 Telephone	15/11/2022		Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	13.36	2.68	16.04
251 Misc/Expenses	15/11/2022		Parish Council Main A _y		Flowers Queen Funeral	Flowers by Alison	X	40.00		40.00
253 Newsletter: design, printing :	15/11/2022		Parish Council Main A _y		Newsletter distribution Dec	The Leaflet Team	Z	319.00		319.00
257 Remembrance Service	15/11/2022		Parish Council Main A _y		Remembrance Service photos	Nicola Cooper Photography	X	200.00		200.00
258 Remembrance Service	15/11/2022		Parish Council Main A _y		Remembrance Service live stre	Steer Tec Ltd	S	960.00	192.00	1,152.00
260 Community events	15/11/2022		Parish Council Main A _y	CARD	Trophies #QueenBee	Concorde Trophies	S	19.87	3.98	23.85
264 Staff Salary	15/11/2022		Parish Council Main A _y		HMRC - P30 November	HMRC	X	1,853.95		1,853.95
265 Staff Salary	15/11/2022		Parish Council Main A _y		Payslip November 2022	S Randle	X	854.86		854.86
266 Staff Salary	15/11/2022		Parish Council Main A _y		Salary November 2022	S Garnero	X	3,054.29		3,054.29
267 Staff Salary	15/11/2022		Parish Council Main A _y		Pension contribution Novembe	Cheshire Pension Fund (CPF)	X	1,604.88		1,604.88
255 Payroll Service	15/11/2022		Parish Council Main A _y		Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
262 Staff Expenses	15/11/2022		Parish Council Main A _y		S Garnero refund	S Garnero	X	9.00		9.00
261 Water supply	15/11/2022		Parish Council Main A _y		Water Village Hall	Water Plus	Z	190.78		190.78
249 Fire equipment	15/11/2022		Parish Council Main A _y		Fire equipment and light servic	North Staffs Fire	S	207.30	41.46	248.76
254 Gas supply	15/11/2022		Parish Council Main A _y	Direct Debit	Gas Village Hall	British Gas	L	106.79	5.33	112.12
259 Cleaning Service	15/11/2022		Parish Council Main A _y		Cleaning Village Hall	Crystal Clean	S	460.00	92.00	552.00
252 Wi-Fi Service	15/11/2022		Parish Council Main A _y	Direct Debit	VH internet	GCI Network Solutions Limite	S	59.62	11.92	71.54
250 Call minding service	15/11/2022		Parish Council Main A _y	Direct Debit	Minding service	Cymphony	S	34.61	6.92	41.53
263 General Maintenance	15/11/2022		Parish Council Main A _y		S Garnero refund	S Garnero	X	46.50		46.50
Total								100,208.44	5,571.68	105,780.12



Report Statement

Meeting: Finance and Strategy Committee, 23.11.2022

Report Purpose: To consider a proposal from Rhino Safety

Version Control: v1

Author: Clerk

1. Report Summary

This report aims to present Councillors with a proposal from Rhino Safety for ‘Health and Safety Management’

2. Background

In 2021/22 the Parish Council signed a contract with Rhino Safety for the provision of H&S assistance and the production of H&S reports.

3. Position

On 13 October 2022, the company provided the Clerk with a quote for the provision of the following:

- Initial safety audit and production of a management report for your 1 building.
- Production of all your internal Health and Safety policies and procedures.
- Production of your Risk Assessments and Method Statements
- Production of your COSHH assessments for any hazardous chemicals you use.
- Production of a Fire Risk Assessment for your property.

£500+VAT

The previous contract provided the Parish Council with a set of policies and regulations, that have been adopted and implemented by the Parish Council over the year. It is opinion of the Clerk that since the policies have been produced, very few things have changed, with very few impacts on the H&S reports and procedures.

On this basis, the Clerk would recommend the Committee to decline the proposal for the time being, until changes or amendments in the Parish Council assets or staff are in places. And to request the Clerk to review all H&S reports and procedures.

4. Sustainability Impact

Nil: policies are online

5. Community Impact



Positive: H&S policies and procedures are aimed at reducing risks and hazards

6. Governance

Shavington-cum-Gresty Parish Council Financial regulation
Shavington-cum-Gresty Parish Council budget 2022/23

7. Financial Impact

Up to £500 within budget

8. Resource Impact

Clerk time

9. Wards Affected

All

10. Conclusions

Members are asked to note this report and consider any of the following:

- a. To accept the proposal, and instruct the Clerk to sign the contract
- b. To request some amendments to be made, accept the contract, and instruct the Clerk to sign it
- c. Not to accept the proposal, and to instruct the Clerk to review and update H&S reports and policy. With the caveat that this could be reconsidered later in the year if any of the conditions outlined in the report change

11. Consideration Sought

That the report is noted, and that the proposal is not accepted. With the caveat that this could be reconsidered later in the year if any of the condition outlined in this report change

HEALTH & SAFETY MANAGEMENT PROPOSAL



RHINO
SAFETY

Rhino Safety Limited – Suite 23, Edwin Foden Centre, Moss Lane, CW11 3AE.

01270 440 341



www.rhinosafety.co.uk
01270 440341



13th October 2022

Dear Simona,

Please see below details of our proposed services for your business.

Health & Safety Package

- Initial safety audit and production of a management report for your 1 building.
- Production of all your internal Health and Safety policies and procedures.
- Production of your Risk Assessments and Method Statements
- Production of your COSHH assessments for any hazardous chemicals you use.
- Production of a Fire Risk Assessment for your property.

The cost would be:

1 Year Contract -

Pay upfront

£500+VAT (Invoice issued immediately with 30 day payment terms).

Longer contracts are available.

This quotation includes all reasonable travelling expenses and associated costs and is only valid for a period of 20 Business Days from its date of issue. Please do not hesitate to contact us if you have any queries or would like to discuss any aspect further.

Kind Regards,

A handwritten signature in black ink, appearing to read "CA".

Charlie Ashmore

Business Development Manager

Email: charlie@rhinosafety.co.uk

Office: 01270 440341

Mobile: 07786265368

Making Safety Second Nature

Testimonials

The Nantwich Food Festival has 40,000 visitors during the 3-day event. We have worked closely, planning the Health and Safety of the event with Simon. During the festival Simon and his team will inspect and monitor. Prior to the date Simon is working with us to set up the correct procedures and documentation to run a safe Festival. Simon will train the many volunteers who work with us. Rhino Safety will work with contractors and exhibitors monitoring risk assessments before during and after the festival to ensure we run a safe and secure festival. Simon is also working with the statutory bodies on our behalf liaising with many organizations. Simon and Rhino Safety give us confidence to deliver a world class event.

Deborah Robb, (Director - Nantwich Food Festival)

Simon has been representing Simarco for several years on all Health and Safety matters. I find his approach to Health and Safety very refreshing, and he always ensures that recommendations made, benefit both the company and its employees. He removes the 'stigma' that Health and Safety has within some workplaces by his approach. This enables all staff to 'buy in' to the importance of Health and Safety.

Trevor Scott (Managing Director – Simarco International Limited)

"We have been a client of Simon's for over 2 years now. His company are very efficient, turning work around within 24 hours or less, which is crucial to us."

Glen Purchase (Joint Owner - Flooring Cheshire)

Rhino Safety Ltd is run by two dedicated, approachable and very knowledgeable people; Simon Walter knows Health and Safety legislation inside out and back-to-front, and his wife, Cate knows how to keep their rapidly growing business organised, well-marketed and at the forefront of new developments or changes in the industry. Rhino don't go overboard on H&S needs and requirements, they provide a comprehensive, yet not over-the-top approach which is always bespoke to each individual organisation's needs. They are on hand at the end of the phone or email to provide timely and clear answers to any little worries or concerns we, at Redshift may have and we thoroughly recommend their services.

Liz Southall (Director – Redshift Radio)

We have been clients of Rhino Safety from the outset and the speed and reliability of the service we have received has always been second to none. Simon is always extremely helpful and knowledgeable and just a phone call or email away, whatever our query we can be assured he will get back to us quickly. We are a family run business and Rhino Safety have made several site visits for us in order to prepare job specific RAMS, offering peace of mind that we have access to expert help and advice when we need it.

Additionally, they have helped us to secure further work by assisting in the completion of PQQ's and tenders which has proved invaluable to our business, as well as completing on our behalf all the necessary paperwork to secure us Safe Contractor Approved accreditation.

In short, we would have no hesitation in recommending the services of Rhino Safety and cannot emphasise enough what a comfort it is to know that we can rely on their help and support for Health & Safety matters.

Chris Leather (Managing Director – Shalon Plant Hire Limited)



RHINO
SAFETY

Rhino Safety Limited – Suite 23, Edwin Foden Centre, Moss Lane, CW11 3AE.

01270 440 341



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 Project Assessment and Progression 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 Project Assessment and Progression 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 Project Assessment and Progression Policy is approved and recommended to Full Council for adoption.



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

PROJECT ASSESSEMENT AND PROGRESSION POLICY

Summary

The purpose of this policy is to ensure that all potential projects are assessed and progressed equitably. This will ensure the best use of Officer and Councillor time, as well as budgets and Committee time.

The policy seeks to support agile responses to project ideas from across the Council so that the Council can stay flexible and responsive to needs and opportunities, whilst allowing equitable opportunity, control, quality assurance and scrutiny.

Process

The full process is outlined in the flow chart in Annex 1

Ideas for projects can be initiated by either Councillors or Officers and should be detailed on the Project Initiation Document (PID) found in Annex 2.

A new project will need to have its PID approved by the relevant Committee or F&S Committee to be assessed by officers. The exception to this is for 'Quick Wins' and the criteria for this is detailed further on in this policy.

Following approval by the relevant Committee or F&S Committee, Officers will be tasked with carrying out the initial assessment to complete the Project Plan (PP). The assessment will be programmed into Officers' workloads depending on capacity.

Officers will complete the PP attached in Annex 3.

The PP will be brought to the most relevant Committee, or to the Finance & Strategy Committee, along with the draft entry onto the development plan. This will include likely timescales for delivery.

The PP will need to be approved by the relevant Committee, and by F&S Committee, before being presented to Full Council for the final approval. Each new project approved at this stage will be included in the Parish Council Action Plan.

When a project has been completed a Project Completion Report (PCR) will be brought to the relevant Committee. This will include lessons learnt and recommendations for the future (Annex 4) to allow the Council to learn and develop its project management capabilities and develop best practise.

Quick wins

The policy allows for 'Quick Wins' to be identified and progressed in a timely but controlled manner.

A quick win is one that meets all the following criteria:

- Will cost less than £1,000
- All expenditure can be met from existing budget/s



SHAVINGTON
CUM
GRESTY

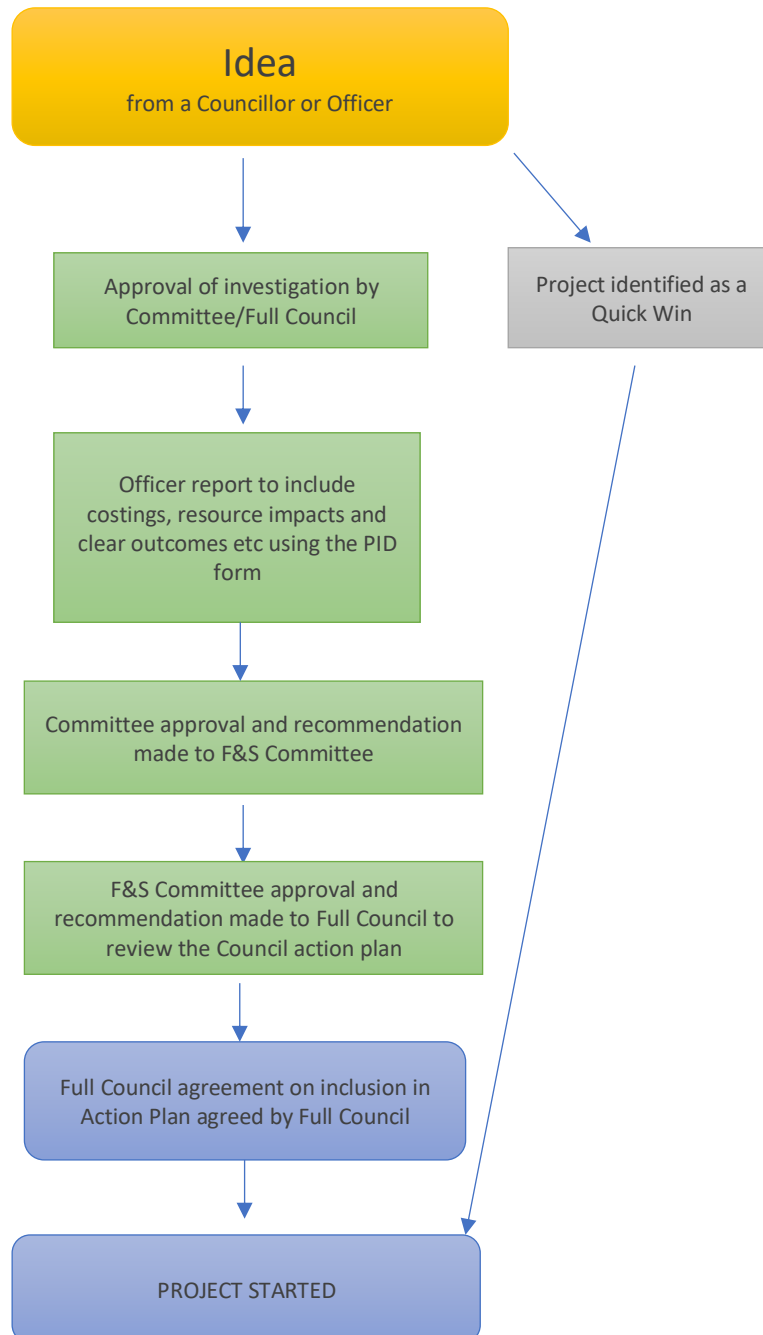
Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

- Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)
- A call-in has been taken to the relevant Committee and all Members of the relevant Committee support the project
- Does not pose any significant reputational or other risk to the Council or partners

DRAFT



ANNEX 1 – FLOW CHART





SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

ANNEX 2- PROJECT INITIATION DOCUMENT (PID)

Project Initiation Document		
Name and Position in the Council		Date
Project Name Which Committee does this project come under? (if none, then please add Finance and Strategy Committee)		
Description of project		
Project Aims What do you want the project to achieve? How does it support the Council's plans and aims?		
Target Communities What communities are targeted and what benefits will the project bring to them?		
Research already completed. Please attach all research carried out so far.		
Evidence of need How do you know the project is needed?		
Cost of Project Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.		
Benefits Please details all benefits including cost savings, efficiency savings		



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

<p>Who? Officer /Councillor Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?</p>	
<p>Other Organisational Support Who do you think we need to work with or take advice from?</p>	
<p>Timeline What is the length of the project work and when will the benefits be realised? Are there any time constraints?</p>	
<p>Risks Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?</p>	
<p>Is the project a quick win? I.E. does it meet all the following criteria?</p> <ul style="list-style-type: none">a. Will cost less than £1,000b. All expenditure can be met from an existing budgetc. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)d. Has the support of all Members of the relevant Committee (*please note this will be verified via Call-In)e. Does not pose any significant reputational or other risk to the Council or partners	
<p>Other information Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.</p>	



ANNEX 3 – PROJECT PLAN TEMPLATE

Project Plan name _____

	Information
Document Owner (Officer)	[Name]
Document Owner (Councillor)	[Name]
Issue Date	[Date]
Version	[Date]
Last Saved Date	[Date]

What is a Project Plan?

The Project Plan is the central document by which the project is formally managed. A Project Plan is a document which lists the activities, tasks and resources required to complete the project and realise the business benefits outlined in the Project Business Case. A typical Project Plan includes:

- A description of the major phases undertaken to complete the project
- A schedule of the activities, tasks, durations, dependencies, resources and timeframes
- A listing of the assumptions and constraints identified during the planning process.

To create a Project Plan, the following steps will be undertaken:

- Reiterate the project scope
- Identify the project milestones, phases, activities and tasks
- Quantify the effort required for each task
- Detail project resource
- Construct a project schedule
- List any planning dependencies, assumptions, constraints and risks
- Document the formal Project Plan for approval.



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Main Rd, Shavington, Crewe, CW2 5DP

1. Project

1.1 Project outline

What is being done?

What are the key outcomes and outputs?

1.2 Project justification

What problems does the project seek to address?

Who are the target communities?

What evidence is there of need?

1.3 Partners

Who are the delivery partners?

DRAFT



2. Planning

2.1 Scope

The activities and tasks defined in the project plan must be undertaken within the scope of the project. For this reason, reiterate the scope of the project here.

2.2 Milestones

A milestone is “a major event in the project” and represents the completion of a set of activities. Examples of milestones include:

- Approval by Full Council
- Planning permission granted
- Funding secured
- Additional staff recruited or contractors appointed
- Project specific events

List and describe the key project milestones within the following table:

Milestone	Description	Delivery Date
Project Plan Approved.	The PP has been approved for inclusion in the Annual Plan by Full Council.	xx/yy/zz

2.3 Phases

A phase is “a set of activities which will be undertaken to deliver a substantial portion of the overall project”. Examples include:

- Project Planning
- Project Execution
- Project Closure.

List and describe the major project phases within the following table.

Phase	Description	Sequence
Project Planning	Defining the project by developing a business case, feasibility study and action plan	Phase 1
Project Funding	Detailed quotes for work, budget draft, sources of funding, funding profile	Phase 2
Project Execution	Gaining planning permission, selecting contractors and building the new facility	Phase 3



2.4 Activities

An activity is "a set of tasks which are required to be undertaken to complete the project." Examples include:

- Develop Quality Plan
- Formulate Supplier Contracts
- Perform Project Closure and log lessons learnt

List and describe the major project activities within the following table.

Phase	Activity	Description	Sequence
Project Planning	Detailed project delivery plan	Produce a document describing all tasks and timescales	After the Project Plan but before the formulation of supplier contracts

2.5 Capacity

This details the length of time needed by people to complete each task.

Phase	Activity	Description	Time to complete
Project Planning	Detailed project delivery plan	Produce a document describing all tasks and timescales	3 days
	Staff plan	Ensure relevant staff are aware of commitments and plan is adjusted for leave etc	0.5 day
	Budget	Produce detailed budget	1 day
Tendering	Documents	To produce the documents needed to launch the tender	3 days
	advertisement	To post the tender on Contract Finder	0.5 days



3. Project Plan

3.1 Schedule

Provide a summarised schedule for each of the phases and activities within the project. This is not a full Gantt Chart, but an indication of likely project delivery time

Phase	Activity	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Project Planning	Develop Plan																		
Funding	Apply for lottery grant																		
	Result of grant application																		

3.2 Assumptions

List any planning assumptions made. For example:

It is assumed that:

- The project will not change in scope
- Lottery funding will be granted
- The resources identified will be available upon request
- Approved funding from WTC will be available upon request.

3.3 Constraints

List any planning constraints identified. For example:

- The project must operate within the funding and resource allocations approved
- The project team must deliver the improvements with no requirement for additional hardware or future costs
- Staff must complete the project within normal working hours.

3.4 Risks

List any risks identified. For example:

- The project may pose a reputational risk to the Council
- The project relies upon support from a partner/s or the community



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4. Monitoring

4.1 Monitoring responsibility

Who will carry out the monitoring? This should be the responsible Committee or WG set up for the scope

4.2 Monitoring methodology

How will monitoring be carried out, by whom and at what intervals.

4.3 Project end

How will we know the project has finished and who will complete the project completion report?

5. Impact Assessments

5.1 Resources

What are the likely resource impacts? Include a full assessment of staff time required and whether this equates to a separate part-time or full-time post and over what period.

5.2 Financial

What is the full financial impact of the project:

- To the Council (including annual requirements)
- For external funding

5.3 Equalities

Are there any equalities impacts? Please ensure all aspects of The Equalities Act are considered:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity

5.4 Environmental

Are there any environmental impacts

5.5 Crime and Disorder

Are there any crime and disorder impacts

6. Recommendation

Officer recommendation.

Is the project:

- Deliverable in terms of existing officer time and existing budgets



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- If not, what needs to be put in place to allow the project to be progressed or what timescales need to be put in place?
- What benefits will it bring and what headline risks are there?
- The officer recommendation is that the project could be progressed if (staff time and budget provision plan)

The Officer recommendation is that the project **is/is not** progressed at this time.

7. Appendix

Attach any documentation you believe is relevant to the Project Plan.

For example:

- Detailed Project Schedule (listing all project phases, activities and tasks)
- Other documentation (Business Case, Feasibility Study)
- Other relevant information or correspondence.



ANNEX 4 – PROJECT COMPLETION REPORT

Project Plan name _____

	Information
Document Owner (Officer)	[Name]
Document Owner (Councillor)	[Name]
Issue Date	[Date]
Version	[Date]
Last Saved Date	[Date]

What is a Project Completion Report?

The Project Completion Report (PCR) allows for a project to be formally ended and evaluated in terms of delivery. It also allows learning and sharing of developing best practice.

1. Project

1.1 Project outline

What did the project seek to do?

1.2 Project delivery

What did the project seek to do and what did the project deliver against these aims? Who were the main partners?

2. Project evaluation

2.1 Project issues

Where any significant problems encountered and how could these have been avoided?

2.2 Budget provision

Was the budget fit for purpose and were predictions accurate? Is there any remaining funding and what is the plan for this?

2.3 Building best practise

What lessons can we learn from this project and how can these be shared across the Council. Do any changes in policy or procedure need to be brought in?

2.4 Future work

Has this project highlighted the need for future projects? Have any needs been discovered or created?



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Report Statement

Meeting: F&S Committee, 23.11.2022

Report Purpose: To present Members the project 'Plant a tree in '23...! Plant some more in '24!

Version Control: v1

Author: Cllr Jones

Plant a tree in '23...! Plant some more in '24!

'As set out in my initial email idea, we would want to run a campaign with the aim of planting one tree for every person with the boundary of ScG.

Now, obviously as a Parish, we don't have the money or even the available ground to fulfil this goal. What we do have are residents, residents with houses, most with gardens. We also have businesses, businesses with grounds. The new warehouses off of Jack Mills Way are being built with huge areas of green space around their perimeters. The petrol station with the Esso and the surrounding land is prime tree planting area. Critically these areas are NOT owned by CEC and therefore are not subject to the same planning and licensing for CEC land.

Ideally, I'd like to breakdown the initiative into 3 distinct groups:

1. Residential:

We aim for residents to plant at least one tree in their gardens or around their property. For those residents without access to a garden, we encourage them to plant a potted tree. For those with the space to plant more than one ie one for each member of their household, then we push for that.

Potentially, we could use the idea of "Tree Sponsoring" in that for those that are unable to plant a tree because of health reasons, lack of space etc, we invite others residents to plant one in their gardens instead. This has the potential to strengthen inter household community ties.

2. Businesses:

As with Residential, we aim for businesses to plant at least one tree within their grounds for either the owner or the amount of people working there. Now, this works with somewhere like the Elephant or Hickory's, where the number of employees is relatively low. We're not going to push for somewhere like Boughey's or AO to plants trees for the 200 or so employees at each site. However, once again we can push "Tree Sponsoring" idea. Companies will be invited to plant trees for those who can't.



3. Cheshire East:

The reason why I've left CEC until the end is simply because the first two have relatively little financial impact for the PC. Whereas, we know that to plant trees on CEC land, permits and licenses are required which in themselves don't appear to be too expensive, I doubt we could get one single license to cover the whole village.

Having said that, there are plenty of areas within the Parish that are owned or controlled by CEC that are desperately in need of trees. If we are able to fund this idea, I'm reluctant to spend £500 on a permit or licence to plant a few trees on CEC land, when that money could go towards purchasing hundreds of trees for the public to use.

I believe it would be worth an email to the relevant officer or department, expelling the idea and seeing if there were a way to 'review' the correct rules in exceptional circumstances, such as this.

The Trees

When we're talking about planting trees, people automatically see an image of a sapling or establish tree, which is correct. However, all trees come from seeds. There are a fair few charitable organisations and groups that are giving away free trees, I believe we've already had some from the Woodland Trust?

Seeds are a relatively cheap and very easy way of achieving our goal. We could purchase 5000 English Oak seeds for roughly £300 from Amazon. Seeds can be used in conjunction with Sara Randle's idea of "Seed Bombs" that were being demonstrated at last year's Festival. They're a great way to get kids and young people involved in tree planting and I believe they're very popular.

We have a number of local Nurseries within and close to the Parish. We can get in touch with them and see if they'd be happy to donate saplings or 'whips' (small branches from trees that can be planted). If that's not possible, we'd happily say "these trees/saplings/seeds were kindly donated by"

Finally, we can just go and collect the seeds ourselves at the right time of the year. Although, the hit rate for those seeds germinating is far lower than from other sources.

For the purposes of this initiative, the PC would take the lead in the procurement of the trees/saplings/seeds and distribute them out to members of the public and businesses with advice and guidance on how best to plant them. That way, we can keep tabs on the numbers being planted.

The Positive



Planting trees is fantastic for the environment. This will promote the environment. It's an initiative that can link up with community groups and communities across the Parish.

The Negative

Potentially a cost from BLT and if we were forced to purchase trees/saplings/seeds.
Community Managers hours.

The government website outlines grants and funding available for initiatives like this:

<https://www.gov.uk/government/collections/tree-planting-and-woodland-creation-funding-and-advice>

Other organisations that are offering free trees are:

<https://eforests.co.uk/freetrees/>

<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>

1. Conclusions

Councillors are asked to note the report and to consider:

- a. To support the project in principle and initiate the project assessment process. That the proposing Cllr is asked to fill the Project Initiation Document for Members' consideration
- b. Not to support the project



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

Shavington-cum-Gresty, *Finance and Strategy Committee 23.11.2022*
Agenda Item 12

It is recommended that Members consider the attached draft 2023/24 F&S Budget, and recommend the DRAFT budget 2023/24 to Full Council





Shavington-cum-Gresty Parish Council

2021/22 budget	£239,337.50	2022/23 budget	£230,264.25
Spend	£191,470.00	Spend	£184,211.40
Reserves	£47,867.50	Reserves	£46,052.85
2021/22 precept	£161,153.44	2022/23 precept	£169,592.25
2021/22 Per Band D equiv.	£67.53	Band D equiv.	£66.94
		% diff to 21/22	-0.87%

Reserve needed	£46,052.85
Bank End of Year	£60,672.00
Current reserve	£84,261.00
Difference	- £38,208.15
BandD Number (2022)	2533.45



Calculations to inform the budget for 2023-24

A CALCULATION OF LIKELY BALANCE ON 1 APRIL 2023

	Balance at bank on 16 November 2022 (Parish Council main a/c)	£120,861.00	
	Balance at bank on 16 November 2022 (Village Hall account)	£35,741.00	
	Total combined balance	<u>£156,602.00</u>	
LESS	Forecast Spend to 31 March 2022	£95,930.00	* ADDED 1 MONTH extra
	Expected balance available on 1 April 2023	<u>£60,672.00</u>	

B CALCULATION OF PRECEPT REQUIREMENT 2023-24

	Budget Proposals (rounded)	£184,211.40	
LESS	Expected balance on 1 April 2023 - reserves needed	<u>£60,672.00</u>	
PLUS	reserves needed	£46,052.85	
	Precept Requirement (rounded)	<u>£169,592.25</u>	

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				12,000.00		12,000.00	12,000.00 (100%)
21	General Parish Council design a				3,500.00		3,500.00	3,500.00 (100%)
22	Social Media Marketing							(N/A)
23	Village Festival				4,000.00		4,000.00	4,000.00 (100%)
24	Christmas/Winter event				3,000.00		3,000.00	3,000.00 (100%)
25	Remembrance Service				4,400.00		4,400.00	4,400.00 (100%)
26	Community events							(N/A)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
55	#QueenBee fund							(N/A)
58	Engagement and Promotion				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					30,000.00		30,000.00	30,000.00 (100%)

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General a				1,000.00		1,000.00	1,000.00 (100%)
28	Ground Maintenance- supplier				15,000.00		15,000.00	15,000.00 (100%)
29	Vine Tree Play area - maintenanc				1,000.00		1,000.00	1,000.00 (100%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	720.00		-720.00				-720.00 (-100%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
54	CIL - Community Infrastructure L							(N/A)
SUB TOTAL		720.00		-720.00	18,200.00		18,200.00	17,480.00 (92%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00		150.00	150.00 (100%)
4	Stationary				500.00		500.00	500.00 (100%)
5	Accountancy software				750.00		750.00	750.00 (100%)
6	ICT equipment				750.00		750.00	750.00 (100%)
9	Audit Fees				1,000.00		1,000.00	1,000.00 (100%)
10	Insurance				3,300.00		3,300.00	3,300.00 (100%)
11	Legal and professional fee				1,500.00		1,500.00	1,500.00 (100%)
12	Subscription (adobe/office/Chalc				4,000.00		4,000.00	4,000.00 (100%)
13	Telephone				743.40		743.40	743.40 (100%)
14	Website subscription				2,400.00		2,400.00	2,400.00 (100%)
15	Website transparency							(N/A)
16	Misc/Expenses				1,000.00		1,000.00	1,000.00 (100%)
17	Precept							(N/A)
18	VAT reclaim							(N/A)
19	Other income							(N/A)
53	Acquisition projects				1,000.00		1,000.00	1,000.00 (100%)
59	Office costs				6,000.00		6,000.00	6,000.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL				23,093.40	23,093.40	23,093.40 (100%)
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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						(N/A)	
51	PCSO funding				37,958.00	37,958.00	37,958.00 (100%)	
SUB TOTAL					37,958.00	37,958.00	37,958.00 (100%)	

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				74,000.00	74,000.00	74,000.00 (100%)	
2	Payroll Service				800.00	800.00	800.00 (100%)	
7	Staff Training				1,000.00	1,000.00	1,000.00 (100%)	
8	Members Training				300.00	300.00	300.00 (100%)	
SUB TOTAL					76,100.00	76,100.00	76,100.00 (100%)	

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	300.00	300.00 (100%)	
34	Cleaning Service				5,100.00	5,100.00	5,100.00 (100%)	
35	Gas supply				4,450.00	4,450.00	4,450.00 (100%)	
36	Power supply				1,500.00	1,500.00	1,500.00 (100%)	
37	Fire equipment				300.00	300.00	300.00 (100%)	
38	Wi-Fi Service						(N/A)	
39	Online booking system				300.00	300.00	300.00 (100%)	
40	Hygiene service				700.00	700.00	700.00 (100%)	
41	Water supply				3,000.00	3,000.00	3,000.00 (100%)	
42	Waste collection				1,680.00	1,680.00	1,680.00 (100%)	
43	PPS/PRS				250.00	250.00	250.00 (100%)	
44	Call minding service						(N/A)	
45	Marketing						(N/A)	
46	Kitchen Refurbishment						(N/A)	
47	General Maintenance				1,500.00	1,500.00	1,500.00 (100%)	
48	Hall hire	13,500.00		-13,500.00			-13,500.00 (-100%)	
60	Office costs income	6,000.00		-6,000.00			-6,000.00 (-100%)	
SUB TOTAL		19,500.00		-19,500.00	19,080.00	19,080.00	-420.00 (-1%)	

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	20,220.00	-20,220.00	204,431.40	204,431.40	184,211.40 (82%)
V.A.T.					
GROSS TOTAL					