



SHAVINGTON  
CUM  
GRE<sup>STY</sup>

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

Main Road,  
Shavington, Crewe  
CW2 5DP

[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

9 February 2023

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 15 February 2023** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Finance Committee Meeting held on 23 November 2022 ( <b>attached</b> )
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 financial position of the Council as a whole and to consider Month-End reconciliation statements ( <b>attached</b> )

<b>6</b>	To review the Council's payments and receipts lists since 1 April 2022 <b>(attached)</b>
<b>7</b>	To undertake an internal audit check
<b>8</b>	To receive and consider the latest version of Parish Council Fixed Asset register <b>(attached)</b>
<b>9</b>	To receive and consider the latest version of the Parish Council Financial Risk Assessment <b>(attached)</b>
<b>10</b>	<p>To receive and consider the following policies <b>(attached)</b>:</p> <ul style="list-style-type: none"> <li>- Shavington-cum-Gresty Parish Council Reserves Policy</li> <li>- Shavington-cum-Gresty Parish Council Investment and Treasury Management Policy</li> <li>- Shavington-cum-Gresty Parish Council Fixed Assets and Content Management Policy</li> <li>- Shavington-cum-Gresty Parish Council Personal Data Complaints Policy</li> <li>- Shavington-cum-Gresty Health and Safety Policy</li> <li>- Shavington-cum-Gresty Village Hall – General Risk Assessment</li> <li>- Shavington-cum-Gresty Environment and Sustainability Policy</li> <li>- Shavington-cum-Gresty Vine Tree Play Area Risk Assessment</li> <li>- Shavington-cum-Gresty Parish Council Application to Fill a Casual Vacancy for a Councillor</li> <li>-</li> </ul>
<b>11</b>	To receive the bad debts list for 2022/23 and to consider making a recommendation to Full Council to write off bad debts <b>(attached)</b>
<b>12</b>	To receive and consider the Project Initiation Document for the 'Jazz in the Village' event <b>(to follow)</b>
<b>13</b>	To receive and consider a proposal to transfer £35,000 from the Village Hall bank account to the Shavington-cum-Gresty Parish Council main account

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



## **MINUTES of the meeting held on** **Wednesday 23 November 2022**

In attendance: Ferguson, K Gibbs, B Gibbs, Wain<sup>1</sup>

ScG FC/22/4/1	<b>To receive apologies for absence</b>
	Apologies were received and accepted from Cllr Hancock
ScG FC/22/4/2	<b>To note declarations of Members' interests</b>
	No declaration was raised
ScG FC/22/4/3	<b>To confirm and sign the minutes of the Finance Committee Meeting held on 28 September 2022</b>
	<b>RESOLVED:</b> that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FC/22/4/4	<b>Public participation</b>
	<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/22/4/5	<b>To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements</b>
	Members <b>NOTED</b> the Parish Council YTD financial position. <b>RESOLVED:</b> that the month-end reconciliations statements ending 30 September and 31 October are signed and approved

<sup>1</sup> Meeting started h 1934

ScG FC/22/4/6	<b>To review the Council's payments and receipts lists since 1 April 2022</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that payment and receipts made since 1 April 2022 are approved
ScG FC/22/4/7	<b>To receive and consider a quote for 'H&amp;S Management' from Rhino Safety</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the proposal for 'H&S Management' from Rhino Safety is not accepted, with the caveat that this will be re-considered if any change is made in the Parish Council's structure. That the Clerk is asked to review H&S policies for the Parish Council
ScG FC/22/4/8	<b>To undertake an internal audit check</b>
	<b>RESOLVED:</b> that the internal audit check is deferred to the next meeting.
ScG FC/22/4/9	<b>To receive and consider the following policy:</b>  - <b>Shavington-cum-Gresty Parish Council Project Assessment and Progression Policy</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the Shavington-cum-Gresty Parish Council Project Assessment and Progression Policy is approved and recommended to Full Council
ScG FC/22/4/10	<b>To receive and consider an update on 140 Main Road and Recreational Land projects</b>
	The Clerk updated Members with regards to 140 Main Road Project.  Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that the Clerk is instructed to draft an application for the Listed status for the building
ScG FC/22/4/11	<b>To receive and consider the following recommendations from E&amp;R Committee:</b>  - <b>That a recommendation is made to F&amp;S to evaluate and consider the project "Plant a tree in '23...! Plant some more in '24!"</b> - <b>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</b>

	<p><b>2024 and that the DRAFT budget 2023/24 for the Ground Maintenance Service is reviewed accordingly to £15,000</b></p> <p>- that a recommendation is made to F&amp;S to consider adding a budget for the provision on n.3 new planters in the Gresty area in the next year DRAFT budget</p>
	<p>Member <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the project is supported in principle. That the proposing Cllr is asked to fill-in the Project Initiation Document for Members' consideration, to initiate the project assessment process</p> <p><b>RESOLVED:</b> that the consideration of the following two recommendations are deferred to item 12:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• that a recommendation is made to F&amp;S to consider adding a budget for the provision on n.3 new planters in the Gresty area in the next year DRAFT budget<sup>2</sup></li> </ul>
<b>ScG FC/22/4/12</b>	<b>To consider informing the budget setting process for 2023/24 financial year</b>
	<p>Members <b>NOTED</b> the report.<sup>3</sup></p> <p><b>RESOLVED:</b> that the reviewed budget for 2023/24 (Draft Budget v.6) is recommended to Full Council for approval</p>
<b>ScG FC/22/4/13</b>	<b>To note the date of the next Finance &amp; Strategy Committee Meeting – 15 February 2023 7:30pm</b>
	Members <b>NOTED</b> the date of the next F&S Committee meeting

Meeting Closed at 2214hrs

Chair: Cllr Wain

Clerk: S Garnero

<sup>2</sup> Cllr Wain left the room at 2012hrs. Cllr Wain re-joined the meeting at 2014hrs

<sup>3</sup> Cllr B Gibbs left the meeting at 2113 hrs. Cllr B Gibbs re-joined the meeting at 2115hrs

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	8,537.20	2,462.80	2,462.80 (22%)
21	General Parish Council design a				3,500.00	2,797.20	702.80	702.80 (20%)
22	Social Media Marketing				500.00	15.00	485.00	485.00 (97%)
23	Village Festival				3,000.00	3,113.00	-113.00	-113.00 (-3%)
24	Christmas/Winter event		181.00	181.00	2,986.00	2,885.74	100.26	281.26 (9%)
25	Remembrance Service				4,500.00	3,638.81	861.19	861.19 (19%)
26	Community events				1,614.00	1,613.17	0.83	0.83 (0%)
49	Small Grant Scheme				100.00	50.00	50.00	50.00 (50%)
55	HS2 Fund- #Queenbee		5,633.44	5,633.44		8,335.63	-8,335.63	-2,702.19 (N/A)
<b>SUB TOTAL</b>			<b>5,814.44</b>	<b>5,814.44</b>	<b>27,200.00</b>	<b>30,985.75</b>	<b>-3,785.75</b>	<b>2,028.69 (7%)</b>

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	9,181.64	5,818.36	5,818.36 (38%)
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	716.66	316.66				316.66 (79%)
32	Allotment maintenance cost					136.00	-136.00	-136.00 (N/A)
52	Defibrillator and kiosk				800.00	104.95	695.05	695.05 (86%)
54	CIL - Community Infrastructure L		249.91	249.91				249.91 (N/A)
<b>SUB TOTAL</b>		<b>400.00</b>	<b>1,146.57</b>	<b>746.57</b>	<b>19,200.00</b>	<b>9,943.88</b>	<b>9,256.12</b>	<b>10,002.69 (51%)</b>

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	295.20	304.80	304.80 (50%)
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	740.00	760.00	760.00 (50%)
12	Subscription (adobe/office/Chalc				3,000.00	3,726.68	-726.68	-726.68 (-24%)
13	Telephone				500.00	449.17	50.83	50.83 (10%)
14	Website subscription				2,100.00	1,941.38	158.62	158.62 (7%)
15	Website transparency				1,000.00		1,000.00	1,000.00 (100%)
16	Misc/Expenses				1,000.00	632.54	367.46	367.46 (36%)
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

<b>SUB TOTAL</b>	<b>161,154.00</b>	<b>161,154.00</b>		<b>25,600.00</b>	<b>14,406.19</b>	<b>11,193.81</b>	<b>11,193.81 (5%)</b>
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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	16,640.00	16,660.00	16,660.00 (50%)
<b>SUB TOTAL</b>					<b>38,800.00</b>	<b>22,140.00</b>	<b>16,660.00</b>	<b>16,660.00 (42%)</b>

**Staffing Committee**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				69,250.00	54,970.14	14,279.86	14,279.86 (20%)
2	Payroll Service				920.00	670.00	250.00	250.00 (27%)
7	Staff Training				2,500.00	336.00	2,164.00	2,164.00 (86%)
8	Members Training				100.00	30.00	70.00	70.00 (70%)
56	Cheshire Pension Fund admin c							(N/A)
<b>SUB TOTAL</b>					<b>72,770.00</b>	<b>56,006.14</b>	<b>16,763.86</b>	<b>16,763.86 (23%)</b>

**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	3,704.05	795.95	795.95 (17%)
35	Gas supply				1,900.00	1,577.60	322.40	322.40 (16%)
36	Power supply				1,000.00	1,255.86	-255.86	-255.86 (-25%)
37	Fire equipment				250.00	207.30	42.70	42.70 (17%)
38	Wi-Fi Service				800.00	517.05	282.95	282.95 (35%)
39	Online booking system				300.00	249.38	50.62	50.62 (16%)
40	Hygine service				700.00	527.66	172.34	172.34 (24%)
41	Water supply				2,000.00	1,668.08	331.92	331.92 (16%)
42	Waste collection				960.00	868.13	91.87	91.87 (9%)
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	1,198.23	301.77	1,360.77 (90%)
48	Hall hire	14,000.00	10,890.00	-3,110.00		50.00	-50.00	-3,160.00 (-22%)
57	CCC Franchise		1,000.00	1,000.00		908.33	-908.33	91.67 (N/A)
58	Warm PlaCEs		250.00	250.00		88.75	-88.75	161.25 (N/A)
<b>SUB TOTAL</b>		<b>14,000.00</b>	<b>13,199.00</b>	<b>-801.00</b>	<b>22,300.00</b>	<b>13,543.01</b>	<b>8,756.99</b>	<b>7,955.99 (21%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes

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**Summary**

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NET TOTAL	175,554.00	181,314.01	5,760.01	205,870.00	147,024.97	58,845.03	64,605.04 (16%)
V.A.T.		8,671.94			7,511.98		
GROSS TOTAL		189,985.95			154,536.95		



## Calculations to inform the budget for 2023-24

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### A CALCULATION OF LIKELY BALANCE ON 1 APRIL 2023

Balance at bank on 31 January 2023  
(Parish Council main a/c) £83,567.32

Balance at bank on 31 Jan 2023  
(Village Hall account) £39,356.47

Total combined balance **£122,923.79**

LESS Forecast Spend to 31 March 2022 £60,747.50 \* ADDED 1  
Expected balance available on 1 April 2023 **£62,176.29**

**Expected budget predicted at 31.01.2023** £60,609.39

**DELTA** £1,566.90

## 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
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
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			
5	Village Festival	05/04/2022	ScG/22/01/16	Parish Council Main A	12276342	Deposit Marquee Jubilee Festiv	Exquisite Marquees	Z	280.00		280.00
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
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
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	Hygine 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
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
6	General Maintenance	27/04/2022	ScG/22/01/16	Parish Council Main A	12810062	Emergency repairs Unblock ser	Mark Everill Ltd	S	80.00	16.00	96.00
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
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
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
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
22	Staff Salary	28/04/2022	ScG/22/01/16	Parish Council Main A	12809699	Salary April 2022	S Garnero	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
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
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
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
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
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

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
24	Ground Maintenance- supplie	05/05/2022	ScG/22/01/17	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	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 <sub>y</sub>	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 <sub>y</sub>	Direct Debit	VOIP	Cymphony	S	63.53	12.70	76.23
32	Subscription (adobe/office/Cl	12/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	Office 365	Strategy 365	S	74.20	14.84	89.04
27	Wi-Fi Service	12/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
26	Waste collection	12/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	78.30	15.66	93.96
43	Telephone	13/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	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 <sub>y</sub>	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 <sub>y</sub>	CARD	QueenBee activity materials	Amazon EU S.a r.l. UK Branc	S	4.16	0.83	4.99
48	Staff Salary	18/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	Pension contribution May 2022	NEST	X	209.40		209.40
55	Ground Maintenance - Gener	18/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Card	Litter Picker Clean Team	The Safety Supply Company	S	164.50	32.90	197.40
84	Community events	21/05/2022	ScG/22/03/10	Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	Aldi	X	19.95		19.95
85	Community events	21/05/2022	ScG/22/03/10	Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	B&Q	X	11.88		11.88
87	Community events	24/05/2022	ScG/22/03/10	Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	Aldi	X	5.98		5.98
86	Community events	24/05/2022	ScG/22/03/10	Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	Crewe Road Nursery	X	24.83		24.83
39	Community events	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	13570082	Cllr McIntyre refund - VH repai	G McIntyre	X	1.05		1.05
33	General Maintenance	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13569503	Cllr McIntyre refund - painting	G McIntyre	X	7.20		7.20
28	Audit Fees	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13568980	Internal Audit account 2021/2:	JDH Business Services	S	472.50	94.50	567.00
79	Community events	25/05/2022	ScG/22/03/10	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	Card	QueenBee activity materials	The Mug Printing Company	S	29.17	5.83	35.00
45	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570273	HMRC - P30	HMRC	X	1,291.15		1,291.15
40	Website subscription	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570445	Parish Council website license	Brave Little Tank	S	175.00	35.00	210.00
30	Suppliers	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13569311	Cleaning Village Hall	Crystal Clean	S	43.00	8.60	51.60
42	Payroll Service	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570003	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
47	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570743	Staff salary May 2022	S Garnero	X	2,136.95		2,136.95
46	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570630	Staff salary May 2022	S Randle	X	861.86		861.86
29	Cleaning Service	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13569182	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
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
44	Water supply	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13569740	Water Village Hall	Water Plus	Z	168.32		168.32
57	Gas supply	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	British Gas Village Hall	British Gas	X	210.57		210.57
78	Online booking system	25/05/2022	ScG/22/03/10	Parish Council Main A <sub>y</sub>	CARD	Village Hall booking service	Skedda	X	23.89		23.89

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
81	Community events	30/05/2022	ScG/22/03/10	Parish Council Main A	BACS	Refun - queenbee	Amazon EU S.a r.l. UK Branc	S	-4.16	-0.83	-4.99
80	Community events	30/05/2022	ScG/22/03/10	Parish Council Main A	CARD	VF event - QueenBee activity	Nyalkaran Limited	S	6.14	1.24	7.38
82	Community events	01/06/2022	ScG/22/03/10	Parish Council Main A	CARD	QueenBee activity materials	Dunelm	X	19.00		19.00
102	Power supply	01/06/2022	ScG/22/04/13	Parish Council Main A	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	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	13895164	Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
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
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
58	Community events	06/06/2022	ScG/22/02/17	Parish Council Main A	13895239	Expenses refund	S Randle	X	21.40		21.40
53	Newsletter: design, printing	06/06/2022	ScG/22/02/17	Parish Council Main A	13895264	Newsletter - Jubilee	Solopress	Z	731.37		731.37
54	Newsletter: design, printing	06/06/2022	ScG/22/02/17	Parish Council Main A	13895298	Newsletter - Jubilee	Solopress	Z	563.89		563.89
56	Newsletter: design, printing	06/06/2022	ScG/22/02/17	Parish Council Main A	13895319	Newsletter delivery	The Leaflet Team	Z	389.00		389.00
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
68	Staff Training	21/06/2022	ScG/22/02/23	Parish Council Main A	14261482	SLCC membership	SLCC	X	206.00		206.00
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

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
92 Staff Salary	28/06/2022	ScG/22/03/10	Parish Council Main A <sub>y</sub>	14261796	CPF contribution June 2022	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
101 Gas supply	29/06/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Gas Village Hall	British Gas	L	35.88	1.79	37.67
99 Waste collection	29/06/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall waste collection	ASH Waste Services	S	71.82	14.36	86.18
132 Subscription (adobe/office/Cl	04/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
98 General Parish Council design	06/07/2022	ScG/22/03/12	Parish Council Main A <sub>y</sub>	14785673	Marketing and Design	Brave Little Tank	S	900.00	180.00	1,080.00
95 Subscription (adobe/office/Cl	06/07/2022	ScG/22/03/12	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	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 <sub>y</sub>	14785760	Payroll Service	Beardmore Accountants	S	144.50	28.90	173.40
112 General Maintenance	14/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	CARD	Trophies #QueenBee	Concorde Trophies	S	38.79	7.76	46.55
111 Telephone	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	Direct Debit	Office 365	Strategy 365	S	100.94	20.19	121.13
113 Staff Salary	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15092981	HMRC	HMRC	X	1,270.22		1,270.22
107 Website subscription	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15092559	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
115 Staff Salary	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15093213	July 2022 salary	S Garnero	X	2,122.56		2,122.56
114 Staff Salary	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15093084	July 2022 salary	S Randle	X	853.58		853.58
109 Ground Maintenance- supplie	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15092890	Watering	Green Living Horticultural ltd	X	380.00		380.00
116 Staff Salary	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15093360	July 2022 pension contribution	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
117 Cleaning Service	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15092652	VH cleaning	Crystal Clean	S	403.00	80.60	483.60
106 Call minding service	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Voice message service	Cymphony	S	77.16	15.43	92.59
119 Water supply	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15093469	VH water	Water Plus	X	179.87		179.87
110 Gas supply	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Gas Village Hall	British Gas	L	53.44	2.67	56.11
108 Wi-Fi Service	20/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	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 <sub>y</sub>	CARD	A4 papers 80gsm	Amazon EU S.a r.l. UK Branci	S	29.16	5.83	34.99
135 Online booking system	25/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	CARD	Watering can team	Amazon EU S.a r.l. UK Branci	S	21.64	4.32	25.96
123 Ground Maintenance - Gener	26/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	Watering can team	Amazon EU S.a r.l. UK Branci	S	32.46	6.48	38.94
120 Misc/Expenses	29/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	A4 papers 120g	Amazon EU S.a r.l. UK Branci	S	29.07	5.82	34.89
121 Misc/Expenses	29/07/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	Tone Cartridges Replacement	Amazon Services Europe S.a.	S	44.07	8.82	52.89
188 Power supply	01/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	VH Electricity	Scottish Power	X	139.54		139.54
127 Waste collection	01/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall waste collection	ASH Waste Services	S	119.48	23.90	143.38
189 Subscription (adobe/office/Cl	02/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Microsoft Azure	S	9.89	1.98	11.87
181 General Maintenance	02/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	Royal Images	Royal Images	S	116.01	23.20	139.21

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
190	Subscription (adobe/office/Cl	08/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
143	Telephone	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	17.09	3.43	20.52
137	Subscription (adobe/office/Cl	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Office 365	Strategy 365	S	100.94	20.19	121.13
139	Call minding service	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall answer machine se	Cymphony	S	61.60	12.32	73.92
144	Acquisition projects	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	38.37	7.68	46.05
145	Acquisition projects	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	38.37	7.68	46.05
146	Acquisition projects	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
147	Acquisition projects	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
148	Acquisition projects	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	38.37	7.68	46.05
149	Acquisition projects	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
150	Acquisition projects	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
151	Acquisition projects	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
152	Acquisition projects	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	25.58	5.12	30.70
153	Acquisition projects	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	140 Main road Consultation	Amazon EU S.a r.l. UK Branci	S	28.08	5.62	33.70
141	Wi-Fi Service	17/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	CARD	Refund Amazon	Amazon EU S.a r.l. UK Branci	S	-28.08	-5.62	-33.70
124	General Parish Council design	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15916604	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
125	Community events	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15916010	#QueenBee trail	Inprint Colour	S	104.50	20.90	125.40
126	Community events	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15916131	#QueenBee trail	Inprint Colour	S	33.75	6.75	40.50
154	Staff Salary	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15916942	HMRC - P30 August 22	HMRC	X	1,270.22		1,270.22
140	Website subscription	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15916768	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
142	Payroll Service	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15916859	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
130	Payroll Service	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15916329	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
156	Staff Salary	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15917147	August 22 payslip	S Garnero	X	2,122.76		2,122.76
155	Staff Salary	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15917064	August 22 payslip	S Randle	X	853.38		853.38
157	Staff Salary	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15917277	Pension contribution August 22	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
138	Cleaning Service	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15916697	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
136	Water supply	22/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	15917372	Water Village Hall	Water Plus	Z	187.90		187.90
191	Acquisition projects	24/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	HP toner	Amazon EU S.a r.l. UK Branci	S	126.72	25.34	152.06
159	General Maintenance	25/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	VH mop	Viking	S	8.88	1.78	10.66
192	Online booking system	25/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	VH booking system	Skedda	E	25.34		25.34
168	Acquisition projects	28/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	Printer toner	Amazon EU S.a r.l. UK Branci	S	122.56	24.51	147.07
169	Acquisition projects	28/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	Elastic band	Amazon Services Europe S.a.	S	10.73	2.16	12.89
176	Stationary	30/08/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	Printer	HP Inc UK Limited	S	0.83	0.17	1.00

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
210	01/09/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	Direct Debit	Scottish Power DD	Scottish Power	X	139.54		139.54
164	02/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	ICO fee	Information Commissioner's	X	40.00		40.00
211	05/09/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe lightroom	Adobe	S	8.32	1.66	9.98
213	09/09/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	Toner office printer	Amazon Services Europe S.a.	S	103.89	20.78	124.67
208	09/09/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	Office stationary	Sainsbury's	Z	15.75		15.75
212	10/09/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	VH signs	Amazon EU S.a r.l. UK Branc	S	26.49	5.31	31.80
160	11/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	VH answer machine service	Cymphony	S	106.27	21.25	127.52
182	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	17.79	3.55	21.34
162	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16530977	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
163	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16531090	Externa Auditor	PKF Littlejohn	S	400.00	80.00	480.00
171	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16605819 (16531212)	Scribe - account software	Scribe	S	648.00	129.60	777.60
161	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	16605952 (16537518)	Microsof 12 months subscripti	NGL Technology LTD	S	624.80	124.96	749.76
183	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16606349 (16531847)	P30 - September 2022	HMRC	X	1,270.22		1,270.22
177	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16531451	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
185	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16531994	Salary Sept 2022	S Garnero	X	2,122.76		2,122.76
184	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16531927	Salary Sept 2022	S Randle	X	853.38		853.38
170	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16531655	Ground contract Qrt 2	Green Living Horticultural ltd	X	2,895.00		2,895.00
173	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16605312 (16540810)	Repair Parish Council Pavemer	Martin Andrews	X	180.00		180.00
186	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16606154 (16532080)	September 2022 - Pension con	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
180	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16606249 (16531523)	VH cleaning	Crystal Clean	S	474.55	94.91	569.46
178	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	Direct Debit	VH gas	British Gas	L	38.98	1.94	40.92
158	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16531583	Staff training course	Cheshire Assoc Local Council	X	25.00		25.00
167	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16532239	Newsletter - printing cost	Solopress	Z	1,314.96		1,314.96
174	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16606048 (16532318)	Delivery newsletter September	The Leaflet Team	Z	319.00		319.00
175	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	16605530 (16532387)	Delivery 140 consultation lette	The Leaflet Team	Z	695.00		695.00
166	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	Direct Debit	VH wi-fi	GCI Network Solutions Limite	S	56.50	11.30	67.80
195	13/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	CARD	Online survey platform subscri	Momentive Europe UC FKA S	S	320.00	64.00	384.00
196	14/09/2022	ScG/22/04/13	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>	16537838	Planters	Gordon Ellis & Co	S	4,663.44	932.69	5,596.13
215	16/09/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	VH signs	Amazon EU S.a r.l. UK Branc	S	4.87	0.97	5.84
217	16/09/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	VH signs	Amazon EU S.a r.l. UK Branc	S	20.70	4.14	24.84
214	16/09/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	VH signs	KPCM Display LTD	S	5.65	1.13	6.78

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
216	General Maintenance	16/09/2022	ScG/22/05/15	Parish Council Main A	CARD	St John Ambulance Statutory 2	John F Mullins	X	26.99		26.99
197	Misc/Expenses	21/09/2022	ScG/22/04/13	Parish Council Main A	16766363	Proclamation Video	Little Forest Film	Z	150.00		150.00
193	Website subscription	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
198	Water supply	21/09/2022	ScG/22/04/13	Parish Council Main A	16766440	Water Village Hall	Water Plus	Z	187.90		187.90
194	#QueenBee fund	21/09/2022	ScG/22/04/13	Parish Council Main A	16766287	#QueenBee planters	Green Living Horticultural ltd	Z	970.00		970.00
218	Online booking system	26/09/2022	ScG/22/05/15	Parish Council Main A	CARD	VH booking system	Skedda	X	27.29		27.29
201	General Maintenance	27/09/2022	ScG/22/05/15	Parish Council Main A	CARD	VH Bathroom mirrors	Wickes	S	53.25	10.65	63.90
199	Insurance	28/09/2022	ScG/22/05/15	Parish Council Main A	16919621	Insurance	Gallagher	X	3,267.80		3,267.80
205	Village Festival	01/10/2022	ScG/22/05/15	Parish Council Main A	17700595	Marketing support	FearNaught	S	900.00	180.00	1,080.00
204	Power supply	01/10/2022	ScG/22/05/15	Parish Council Main A	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
202	Call minding service	01/10/2022	ScG/22/05/15	Parish Council Main A	Direct Debit	Minding service	Cymphony	S	133.46	26.69	160.15
244	Subscription (adobe/office/Cl	06/10/2022	ScG/22/05/15	Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.30	2.05	12.35
206	Wi-Fi Service	09/10/2022	ScG/22/05/15	Parish Council Main A	Direct Debit	Wifi Village Hall	GCI Network Solutions Limite	S	56.50	11.30	67.80
200	Members Training	11/10/2022	ScG/22/05/15	Parish Council Main A	17690866	Member training	Cheshire Assoc Local Council	X	30.00		30.00
203	Allotment maintenance cost	11/10/2022	ScG/22/05/15	Parish Council Main A	17690998	Edge cutting	Chris Dodd- Rope Green Farr	S	136.00	27.20	163.20
209	Cleaning Service	11/10/2022	ScG/22/05/15	Parish Council Main A	17690773	VH cleaning	Crystal Clean	S	360.00	72.00	432.00
207	Waste collection	11/10/2022	ScG/22/05/15	Parish Council Main A	Direct Debit	VH waste service	ASH Waste Services	S	103.45	20.69	124.14
219	Telephone	13/10/2022	ScG/22/05/15	Parish Council Main A	Direct Debit	VOIP	Gradwell Communications	S	16.78	3.36	20.14
245	Subscription (adobe/office/Cl	13/10/2022	ScG/22/05/15	Parish Council Main A	Direct Debit	Adobe lightroom	Adobe	S	8.32	1.66	9.98
220	Subscription (adobe/office/Cl	13/10/2022	ScG/22/05/15	Parish Council Main A	17691264	Microsoft Business basic 1 use	NGL Technology LTD	S	49.50	9.90	59.40
221	Water supply	13/10/2022	ScG/22/05/15	Parish Council Main A	17691141	Water Village Hall	Water Plus	Z	179.87		179.87
224	Remembrance Service	18/10/2022	ScG/22/05/15	Parish Council Main A	17692337	Remembrance Service booklet	Solopress	Z	529.77		529.77
225	Telephone	18/10/2022	ScG/22/05/15	Parish Council Main A	Direct Debit	BT: phone and wifi	BT	S	82.23	16.45	98.68
226	Staff Salary	18/10/2022	ScG/22/05/15	Parish Council Main A	17691417	P30 October 2022	HMRC	X	1,270.22		1,270.22
223	Christmas/Winter event	18/10/2022	ScG/22/05/15	Parish Council Main A	17692175	Christmas event flyers	Solopress	Z	82.68		82.68
228	Staff Salary	18/10/2022	ScG/22/05/15	Parish Council Main A	17691621	October 2022 - Salary	S Garnero	X	2,122.56		2,122.56
227	Staff Salary	18/10/2022	ScG/22/05/15	Parish Council Main A	17691524	October 2022 - Salary	S Randle	X	853.58		853.58
229	Staff Salary	18/10/2022	ScG/22/05/15	Parish Council Main A	17691968	October 2022 - Pension contrit	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
222	Website subscription	18/10/2022	ScG/22/05/15	Parish Council Main A	17700763	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
247	Gas supply	19/10/2022	ScG/22/05/15	Parish Council Main A	Direct Debit	British Gas Village Hall	British Gas	Z	33.96		33.96
248	Online booking system	25/10/2022	ScG/22/05/15	Parish Council Main A	Direct Debit	Village Hall booking service	Skedda	X	26.47		26.47
232	Remembrance Service	28/10/2022	ScG/22/05/15	Parish Council Main A	17949554	Banners for Remembrance Ser	Inprint Colour	S	156.00	31.20	187.20
230	General Parish Council design	28/10/2022	ScG/22/05/15	Parish Council Main A	17949373	Marketing and Design	FearNaught	S	900.00	180.00	1,080.00
235	ICT equipment	28/10/2022	ScG/22/05/15	Parish Council Main A	CARD	New phone for Clerk	Amazon EU S.a r.l. UK Branch	S	136.66	27.34	164.00



## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

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238	ICT equipment	28/10/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	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	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	New phone for Clerk refund	Amazon EU S.a r.l. UK Branci	S	-121.97	-24.40	-146.37
234	ICT equipment	28/10/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	17949645	Wifi and phone set up	NGL Technology LTD	S	50.00	10.00	60.00
240	Community events	28/10/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	#QueenBee competition prizes	Amazon EU S.a r.l. UK Branci	X	140.00		140.00
237	Subscription (adobe/office/Cl	28/10/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.04	2.01	12.05
236	Payroll Service	28/10/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	17949718	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
231	Christmas/Winter event	28/10/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	17949463	Banners for Christmas	Inprint Colour	S	156.00	31.20	187.20
233	Waste collection	28/10/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	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 <sub>y</sub>		CANCELLED - Cheshire Pensior	Cheshire Pension Fund (CPF)	S			
242	Remembrance Service	01/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	17949798	Remembrance service booklet	The Leaflet Team	Z	319.00		319.00
292	Power supply	01/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Scottish Power DD	Scottish Power	X	139.54		139.54
243	Christmas/Winter event	01/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	17949798	Remembrance service booklet	The Leaflet Team	Z	111.00		111.00
246	Subscription (adobe/office/Cl	04/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>		Adobe lightroom	Adobe	S	8.32	1.66	9.98
304	Wi-Fi Service	14/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Phone and broadband	BT	S	61.95	12.39	74.34
251	Misc/Expenses	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18392356	Flowers Queen Funeral	Flowers by Alison	X	40.00		40.00
258	Remembrance Service	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18393861	Remembrance Service live stre	Steer Tec Ltd	S	960.00	192.00	1,152.00
257	Remembrance Service	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18392579	Remembrance Service photos	Nicola Cooper Photography	X	200.00		200.00
256	Telephone	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	13.36	2.68	16.04
262	Staff Expenses	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18392751	S Garnero refund	S Garnero	X	9.00		9.00
260	Community events	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	Trophies #QueenBee	Concorde Trophies	S	19.87	3.98	23.85
264	Staff Salary	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18393167	HMRC - P30 November	HMRC	X	1,853.95		1,853.95
255	Payroll Service	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18393724	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
263	General Maintenance	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18392856	S Garnero refund	S Garnero	X	46.50		46.50
266	Staff Salary	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18393346	Salary November 2022	S Garnero	X	3,054.29		3,054.29
265	Staff Salary	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18393272	Payslip November 2022	S Randle	X	854.86		854.86
267	Staff Salary	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18393454	Pension contribution Novembe	Cheshire Pension Fund (CPF)	X	1,604.88		1,604.88
259	Cleaning Service	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18393916	Cleaning Village Hall	Crystal Clean	S	460.00	92.00	552.00
250	Call minding service	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	Direct Debit	Minding service	Cymphony	S	34.61	6.92	41.53
261	Water supply	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18394062	Water Village Hall	Water Plus	Z	190.78		190.78
254	Gas supply	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	Direct Debit	Gas Village Hall	British Gas	L	106.79	5.33	112.12
253	Newsletter: design, printing i	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18393982	Newsletter distribution Dec	The Leaflet Team	Z	319.00		319.00
249	Fire equipment	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18393660	Fire equipment and light servic	North Staffs Fire	S	207.30	41.46	248.76
252	Wi-Fi Service	15/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	Direct Debit	VH internet	GCI Network Solutions Limite	S	59.62	11.92	71.54
276	Misc/Expenses	16/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	Drain Unblocker	Amazon EU S.a r.l. UK Branci	S	20.00	4.00	24.00

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

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269 Remembrance Service	16/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18394207	Traffic Management at Remer	Blue Arrow Traffic Managem	S	495.00	99.00	594.00
272 Stationary	16/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	Ink cartridge	Amazon EU S.a r.l. UK Branc	S	29.37	5.87	35.24
271 General Maintenance	16/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	Monument Tools Manhole Key:	ScrewFix Direct Ltd	S	8.32	1.67	9.99
273 Christmas/Winter event	16/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	Outdoor lights	Amazon Services Europe S.a.	S	18.03	3.61	21.64
274 Christmas/Winter event	16/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	Lights for lanterns	Amazon Services Europe S.a.	S	11.38	2.28	13.66
268 Website subscription	16/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18394127	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
275 Christmas/Winter event	16/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	LED Tea Light Candles Pack	FOSSETTE RETAIL CO., LTD	S	17.20	3.45	20.65
305 Gas supply	16/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		VH gas	British Gas	L	78.73	3.93	82.66
270 #QueenBee fund	16/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18394264	HS2 planters - compost and la	Green Living Horticultural ltd	X	1,300.00		1,300.00
293 Christmas/Winter event	17/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Christmas Wooden Ornaments	Amazon Services Europe S.a.	S	16.66	3.33	19.99
294 Christmas/Winter event	17/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Battery Tea Lights	Amazon Services Europe S.a.	S	53.28	10.68	63.96
295 Christmas/Winter event	17/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Pieces Natural Wooden Star	Amazon Services Europe S.a.	S	12.49	2.50	14.99
307 General Maintenance	17/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19695712	Emergency repairs Unblock se	Mark Everill Ltd	S	130.00	26.00	156.00
298 Christmas/Winter event	17/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Energizer AA Batteries	Trade-bay Ltd	S	16.48	3.30	19.78
279 Remembrance Service	18/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18412152	RBL wreath	Royal British Legion	X	50.00		50.00
278 Misc/Expenses	18/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	CARD	Drain Rod set + extension	ScrewFix Direct Ltd	S	47.48	9.50	56.98
296 Christmas/Winter event	18/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Fairy Lights with Timer	Amazon Services Europe S.a.	S	10.82	2.17	12.99
297 Christmas/Winter event	18/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		GRLIG Upgrade Fairy Lights	Amazon Services Europe S.a.	S	28.28	5.68	33.96
277 Christmas/Winter event	18/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18412116	Face painting Christmas event	Face It	X	150.00		150.00
303 Online booking system	25/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Online booking system	Skedda	X	24.74		24.74
281 Remembrance Service	29/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18998234	Marketing	FearNaught	S	900.00	180.00	1,080.00
290 Misc/Expenses	29/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>		Hi vis jacket	Elite Industrial Supplies Ltd T	S	71.27	14.26	85.53
289 Subscription (adobe/office/Cl	29/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	ScG/22/05/15	Microsoft Azure	Microsoft Ireland Operations	S	7.67	1.53	9.20
282 Christmas/Winter event	29/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18998381	Christmas event flyers	Solopress	Z	41.94		41.94
283 Christmas/Winter event	29/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18998258	Christmas event signage boarc	Solopress	S	21.97	4.39	26.36
284 Christmas/Winter event	29/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18998280	Christmas event signage boarc	Solopress	S	16.69	3.34	20.03
285 Christmas/Winter event	29/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18998298	Christmas event signage boarc	Solopress	S	21.97	4.39	26.36
286 Christmas/Winter event	29/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18998325	Christmas event signage boarc	Solopress	S	21.10	4.22	25.32
287 Christmas/Winter event	29/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18998350	Christmas event signage boarc	Solopress	S	42.16	8.43	50.59
288 Christmas/Winter event	29/11/2022	ScG/22/05/15	Parish Council Main A <sub>y</sub>	18998413	Christmas event signage boarc	Solopress	S	42.16	8.43	50.59
291 Christmas/Winter event	29/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	18998441	Carol service booklet	Solopress	Z	118.16		118.16
302 Newsletter: design, printing i	29/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	18998473	December newsletter printing	Solopress	Z	1,299.98		1,299.98
280 Small Grant Scheme	29/11/2022	ScG CE/19/10/7	Parish Council Main A <sub>y</sub>	18998500	Shavington Academy award - i	Shavington Academy	X	50.00		50.00
300 Christmas/Winter event	30/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Innotree 6 Pack Fairy Lights w	Amazon Services Europe S.a.	S	10.20	2.04	12.24

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
299	Christmas/Winter event	30/11/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		GRLIG Upgrade Fairy Lights	Amazon Services Europe S.a.	S	30.59	6.12	36.71
335	Power supply	01/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	Direct Debit	Scottish Power £139.54 DD	Scottish Power	Z	139.54		139.54
306	Call minding service	01/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Call Minding Village Hall	Cymphony	S			
301	Waste collection	01/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Waste collection VH	ASH Waste Services	S	110.74	22.15	132.89
339	Stationary	02/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	CARD	Ink cartridges for HP office Jet	Ink Jungle Limited	S	116.20	23.24	139.44
309	Defibrillator and kiosk	02/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		HeartSine PADPak™ combinex	DefibWarehouse	S	104.95	20.99	125.94
338	Misc/Expenses	05/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>		Christmas event	Wickes	S	63.75	12.75	76.50
336	Subscription (adobe/office/Cl	05/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
331	Cleaning Service	06/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19695770	Cleaning Village Hall	Crystal Clean	S	416.50	83.30	499.80
310	Misc/Expenses	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19080270	Local Council Administration br	SLCC	Z	137.00		137.00
310	Misc/Expenses	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19080270	Local Council Administration br	SLCC	S	4.00	0.80	4.80
311	Legal and professional fee	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19056740	Data Protection Compliance Se	JDH Business Services	S	700.00	140.00	840.00
316	Staff Salary	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19056876	HMRC - P30	HMRC	X	1,333.86		1,333.86
318	Staff Salary	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19057026	December 2022 payroll	S Garnero	X	2,245.00		2,245.00
317	Staff Salary	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19057105	December 2022 payroll	S Randle	X	919.98		919.98
308	Ground Maintenance- supplie	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19695860	Grounds Maintenance	Green Living Horticultural ltd	Z	2,895.00		2,895.00
319	Staff Salary	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19057210	Pension contribution - Decemt	Cheshire Pension Fund (CPF)	X	1,260.67		1,260.67
315	Christmas/Winter event	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19080682	Brass band Christmas event	Audley Brass Band	X	250.00		250.00
312	Staff Training	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19080387	Staff training course	SLCC	S	30.00	6.00	36.00
313	Staff Training	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19080496	Staff training course	SLCC	S	30.00	6.00	36.00
314	Staff Training	12/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19080576	Staff training course	SLCC	S	15.00	3.00	18.00
329	Telephone	13/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	12.60	2.52	15.12
333	General Maintenance	13/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19696622	Village Hall - outside lights che	Mick Ascroft	X	128.00		128.00
334	Water supply	13/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19695985	Water Village Hall	Water Plus	Z	197.18		197.18
330	Telephone	14/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	Direct Debit	phone and internet	BT	S	61.95	12.39	74.34
328	Subscription (adobe/office/Cl	22/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	6.65	1.33	7.98
340	Online booking system	25/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	Direct Debit	VH booking system	Skedda	X	24.81		24.81
341	Social Media Marketing	30/12/2022	ScG/22/06/10	Parish Council Main A <sub>y</sub>	CARD	FB campaign for Christmas eve	Meta Platforms Ireland Limite	Z	15.00		15.00
332	Cleaning Service	03/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19696847	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
337	Subscription (adobe/office/Cl	04/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
327	Payroll Service	05/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19696942	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
322	Website subscription	05/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19696889	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
323	Christmas/Winter event	05/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19697210	Marketing for Christmas event	FearNaught	S	900.00	180.00	1,080.00
321	Christmas/Winter event	05/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19724865	Christmas event - entertainme	Ann Watson	X	125.00		125.00
324	Christmas/Winter event	05/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19714897	Christmas event - funfair	E P Thompson	X	400.00		400.00

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
325	Christmas/Winter event	05/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19715023	Christmas event - hall hire	PCC of All Saints' Weston wit	X	50.00		50.00
320	Staff Training	05/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	19697740	Staff training course - Introduc	Cheshire Assoc Local Council	X	30.00		30.00
326	Waste collection	05/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	Direct Debit	VH waste service	ASH Waste Services	S	82.12	16.42	98.54
342	Warm PlaCEs	08/01/2023	ScG/22/06/10	Village Hall A/C		VOID	Shavington-cum-Gresty Paris	X			
344	Misc/Expenses	09/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026671	Staff refund	S Randle	X	25.90		25.90
344	#QueenBee fund	09/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026671	Staff refund	S Randle	X	13.40		13.40
344	#QueenBee fund	09/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026671	Staff refund	S Randle	X	36.93		36.93
344	#QueenBee fund	09/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026671	Staff refund	S Randle	X	56.90		56.90
344	#QueenBee fund	09/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026671	Staff refund	S Randle	X	10.00		10.00
344	#QueenBee fund	09/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026671	Staff refund	S Randle	X	14.90		14.90
344	Warm PlaCEs	09/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026671	Staff refund	S Randle	X	74.35		74.35
344	Warm PlaCEs	09/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026671	Staff refund	S Randle	X	14.40		14.40
346	#QueenBee fund	09/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20030946	Sleepers for #QueenBee	Kedel Limited	S	1,270.06	254.01	1,524.07
343	Remembrance Service	12/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	501403	Refreshment provided for Proc	Woodnoth cum Shavington V	X	29.04		29.04
345	Telephone	13/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>		VOIP	Gradwell Communications	S	12.60	2.52	15.12
348	Telephone	13/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>		telephone and wifi	BT	S	61.95	12.39	74.34
347	Website subscription	15/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>		website hosting @shavingtono	Hosting UK	S	16.38	3.28	19.66
351	Staff Salary	17/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026719	P30 - January 2023	HMRC	X	1,309.82		1,309.82
353	Staff Salary	17/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026750	Payslip - January 2023	S Garner	X	2,245.00		2,245.00
352	Staff Salary	17/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026794	Payslip - January 2023	S Randle	X	887.62		887.62
354	Staff Salary	17/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026958	Pension contribution - Jan 202	Cheshire Pension Fund (CPF)	X	1,246.04		1,246.04
349	PCSO funding	17/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026871	PCSO fund - quarter 1	Cheshire Constabulary	X	8,320.00		8,320.00
350	PCSO funding	17/01/2023	ScG/22/06/10	Parish Council Main A <sub>y</sub>	20026901	PCSO fund- quarter 2	Cheshire Constabulary	X	8,320.00		8,320.00
357	General Parish Council design	25/01/2023		Parish Council Main A <sub>y</sub>	20376613	ADV on Village Voice	Shavington Village Festival C	X	97.20		97.20
359	Subscription (adobe/office/Cl	25/01/2023		Parish Council Main A <sub>y</sub>		Microsoft Azure	Microsoft Azure	S	5.48	1.09	6.57
361	General Maintenance	25/01/2023		Parish Council Main A <sub>y</sub>	20376353	PAT test portable appliances a	Mick Ascroft	X	130.00		130.00
358	Payroll Service	25/01/2023		Parish Council Main A <sub>y</sub>	20376505	Payroll Service	Beardmore Accountants	S	82.00	16.40	98.40
356	Website subscription	25/01/2023		Parish Council Main A <sub>y</sub>	20376223	Parish Council website license	FearNaught	S	175.00	35.00	210.00
360	Christmas/Winter event	25/01/2023		Parish Council Main A <sub>y</sub>	20376709	Santa Grotto x 73 children ent	Shavington Village Festival C	X	109.50		109.50
362	General Maintenance	25/01/2023		Parish Council Main A <sub>y</sub>		Keys cut - VH inside and outsi	Timpson	X	34.00		34.00
355	Newsletter: design, printing ;	25/01/2023		Parish Council Main A <sub>y</sub>	20376160	Design and marketing	FearNaught	S	900.00	180.00	1,080.00
<b>Total</b>									<b>144,729.16</b>	<b>7,203.99</b>	<b>151,933.15</b>

## 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 <sub>y</sub>	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 <sub>y</sub>	BACS	VAT refund	HMRC	R		2,618.20	2,618.20
12	Allotment fee	11/05/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Erica Jefcoate	X	50.00		50.00
13	Allotment fee	11/05/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Nick Barry	X	50.00		50.00
14	Allotment fee	16/05/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Aaria Darabi	X	50.00		50.00
15	Allotment fee	17/05/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Ashley Foster	X	50.00		50.00
16	Allotment fee	18/05/2022		Parish Council Main A <sub>y</sub>	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
17	Allotment fee	25/05/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Pam Vickery	X	50.00		50.00
23	Hall hire	25/05/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Shine Bright Foundation	X	60.00		60.00
18	Allotment fee	27/05/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Michael Toibin	X	50.00		50.00
19	Allotment fee	30/05/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Mr J Ankers	X	50.00		50.00
20	Ground Maintenance - Gener	30/05/2022		Parish Council Main A <sub>y</sub>	BACS	Repair Planter Main Road	Beardmore Travel Services Li	X	180.00		180.00
34	Allotment fee	04/06/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Mr R Done	X	25.00		25.00
32	Allotment fee	06/06/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Karen Hamer	X	45.83		45.83
35	Allotment fee	07/06/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Mr D Lewis	X	25.00		25.00
33	Allotment fee	08/06/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Mrs S Jones	X	50.00		50.00
10	CIL - Community Infrastructu	10/06/2022		Parish Council Main A <sub>y</sub>	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

## Shavington-cum-Gresty Parish Council

### RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
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
36	Allotment fee	04/07/2022		Parish Council Main A/		Allotment Fees	Mrs Charlesworth	X	25.00		25.00
37	Hall hire	04/07/2022		Village Hall A/C	BACS	Village Hall booking service	Sarah Doorbar	X	30.00		30.00
39	Hall hire	05/07/2022		Village Hall A/C	BACS	Village Hall booking service	Nantwich Bridge Club	X	60.00		60.00
38	Hall hire	05/07/2022		Village Hall A/C	BACS	Village Hall booking service	Megan Booth	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
65	Hall hire	02/09/2022		Village Hall A/C		Village Hall booking service	Monika Klyza	X	115.00		115.00
66	Hall hire	02/09/2022		Village Hall A/C		Village Hall booking service	Emma Kirk	X	40.00		40.00
67	Hall hire	02/09/2022		Village Hall A/C		Village Hall booking service	Emily Young	X	30.00		30.00

## Shavington-cum-Gresty Parish Council

### RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
68	Hall hire	06/09/2022		Village Hall A/C		Village Hall booking service	Katy Davies	X	30.00		30.00
69	Hall hire	09/09/2022		Village Hall A/C		Village Hall booking service	Francesca Cain	X	120.00		120.00
70	Hall hire	13/09/2022		Village Hall A/C		Village Hall booking service	Claire Roberts	X	60.00		60.00
71	Hall hire	13/09/2022		Village Hall A/C		Village Hall booking service	Kimberly Green	X	40.00		40.00
72	Hall hire	14/09/2022		Village Hall A/C		Village Hall booking service	Hannah Morrey	X	30.00		30.00
73	Hall hire	16/09/2022		Village Hall A/C		Village Hall booking service	Julie Harris Dance	X	720.00		720.00
64	Hall hire	21/09/2022		Village Hall A/C	16777170	Village Hall booking refund	Lukas Rac	X	-115.00		-115.00
74	Hall hire	22/09/2022		Village Hall A/C		Village Hall booking service	Faye Thompson-Butt	X	360.00		360.00
75	Hall hire	23/09/2022		Village Hall A/C		Village Hall booking service	Abigail Maccioni	X	40.00		40.00
76	Hall hire	28/09/2022		Village Hall A/C		Village Hall booking service	Michael Beauchamp	X	30.00		30.00
81	Hall hire	03/10/2022		Village Hall A/C		Village Hall booking service	Nantwich Bridge Club	X	360.00		360.00
80	Hall hire	03/10/2022		Village Hall A/C		Village Hall booking service	Jean Platt	X	30.00		30.00
82	Hall hire	04/10/2022		Village Hall A/C		Village Hall booking service	Li Convey	X	30.00		30.00
90	General Maintenance	13/10/2022		Village Hall A/C	BACS	Insurance claim - 11 missing t	Hiscox	X	1,059.00		1,059.00
92	VAT reclaim	14/10/2022		Parish Council Main A	BACS	VAT refund	HMRC	R		2,231.27	2,231.27
83	Hall hire	16/10/2022		Village Hall A/C		Village Hall booking service	Harry Heath	X	30.00		30.00
77	CCC Franchise	18/10/2022		Village Hall A/C		CCC Franchise Grant	Cheshire East Council	X	1,000.00		1,000.00
84	Hall hire	19/10/2022		Village Hall A/C		Village Hall booking service	Kholil Miah	X	80.00		80.00
85	Hall hire	20/10/2022		Village Hall A/C		Village Hall booking service	Faye Thompson-Butt	X	720.00		720.00
86	Hall hire	21/10/2022		Village Hall A/C		Village Hall booking service	Ryan Moore	X	30.00		30.00
87	Hall hire	24/10/2022		Village Hall A/C		Village Hall booking service	Shavington Bridge Club	X	360.00		360.00
91	Hall hire	24/10/2022		Village Hall A/C		Village Hall booking service	Sally Martin	X	30.00		30.00
88	Hall hire	26/10/2022		Village Hall A/C		Village Hall booking service	Richard Worth	X	30.00		30.00
89	Hall hire	27/10/2022		Village Hall A/C		Village Hall booking	Reed Wellbeing – NHS Diabe	X	390.00		390.00
79	Allotment fee	28/10/2022		Parish Council Main A		Allotment Fees	Barbara Barlow	X	50.00		50.00
78	Allotment fee	30/10/2022		Parish Council Main A		Allotment Fees	Mr E Davies	X	25.00		25.00
96	Hall hire	02/11/2022		Village Hall A/C		Shavington-cum-Gresty Village	Francesca Cain	X	180.00		180.00
93	Allotment fee	02/11/2022		Parish Council Main A		Gresty Lane Allotment - fee 20	Mick Johnson	X	50.00		50.00
93	Allotment fee	02/11/2022		Parish Council Main A		Gresty Lane Allotment - fee 20	Mick Johnson	X	-29.17		-29.17
94	Allotment fee	03/11/2022		Parish Council Main A		Allotment Fees	Gary Hulme	X	50.00		50.00
97	Hall hire	18/11/2022		Village Hall A/C		Shavington-cum-Gresty Village	Bryony Pearson	X	30.00		30.00
98	Hall hire	19/11/2022		Village Hall A/C		Shavington-cum-Gresty Village	Shelly Kettle	X	30.00		30.00
99	Hall hire	24/11/2022		Village Hall A/C		Shavington-cum-Gresty Village	Faye Thompson-Butt	X	520.00		520.00
95	Warm PlaCEs	29/11/2022		Village Hall A/C		Warm PlaCEs Contribution	Cheshire East Council	Z	250.00		250.00
101	Hall hire	01/12/2022		Village Hall A/C		Shavington-cum-Gresty Village	Gemma Crookes	X	360.00		360.00

**Shavington-cum-Gresty Parish Council**  
**RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
100	Christmas/Winter event	14/12/2022		Parish Council Main A/		Money from Christmas event	Shavington-cum-Gresty Paris	X	181.00		181.00
102	Hall hire	20/12/2022		Village Hall A/C		Shavington-cum-Gresty Village	Emma Froud Tina Cracknell	X	30.00		30.00
103	Hall hire	29/12/2022		Village Hall A/C		Shavington-cum-Gresty Village	Lucian Bogdan	X	40.00		40.00
105	Hall hire	17/01/2023		Village Hall A/C	20030988	refund inv.245 overpaid	Julie Harris Dance	X	-240.00		-240.00
104	Hall hire	17/01/2023		Village Hall A/C		Shavington-cum-Gresty Village	Harris J SDA	X	960.00		960.00
								<b>Total</b>	<b>174,045.57</b>	<b>4,849.47</b>	<b>178,895.04</b>





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## Report Statement

Meeting: Finance and Strategy Committee, 15.02.2023

Report Purpose: To provide Members with the latest version of the Parish Council Fixed Asset register

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to provide Councillors with the latest version of the Parish Council Fixed Asset Register.

### 2. Background

As per s.16.6 of the Parish Council Financial Regulations, it is the Clerk/RFO duty to ensure that an appropriate and accurate register of Asset is kept up to date. This register needs to be verified at least annually, possibly in conjunction with a H&S inspection of assets.

### 3. Position

Members are asked to note the register attached, and recommend this to Full Parish Council for approval .

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations

### 5. Financial Impact

Nil

### 6. Resource Impact

Clerk's time

### 7. Conclusions

Members are asked to note the report and:

- a. Approve the asset register and recommend this to be approved by the full parish council
- b. Approve the asset register with some amendments, and recommend this to be approved by full parish council
- c. Not approve the asset register

### 8. Consideration Sought

Shavington-cum-Gresty, *F&S Committee 15.02.2023* Agenda Item 8

That the asset register is approved and recommended to Parish Council



**Shavington-cum-Gresty Parish Council**  
**Fixed Assets and Long Term Investments**

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
Bench - 1 Rope Lane	2012	473.00		ScG PC			
Bench - Andrews family (Village Hall)	2021	767.00		ScG PC			
Bench - Former Cllr Jones (Village Hall)	2021	726.00		ScG PC			
Bench - Goodall's Corner	2019	473.00		ScG PC			
Bench - NewCastle Road	2021	596.00		ScG PC			
BT Kiosk Crewe Road (Near Hickory's pub)	2021	1.00		ScG PC			
Cameron Avenue - small portion only	NA	1.00		ScG PC			
Canon EOS 4000D Camera and EF-S 18-55mm	2021	326.00		ScG PC			
Defibrillator and cabinet - outside Village Hall	2018	1,070.00		ScG PC			
Gates and Fences	NA	19,200.00		ScG PC			
General contents (including stock)	NA	19,300.00		Officers/Members			
HP laser printer	2016	200.00		ScG PC			
HP OfficeJet Pro 9022e A	2022	238.80		ScG PC			
Laminator Morpilot A3 Thermal machine	21	38.00		ScG PC			
Lenovo laptop	2020	1,870.00		ScG PC			
Litz IQ Slim Home Office Cross Cut Paper Shredder	2021	94.00		ScG PC			
Logitech MK330 Wireless Keyboard and mouse	2021	21.00		ScG PC			
Microsoft Surface Dock 2	2021	244.00		ScG PC			
N. 2 benches Vine Tre Play Area	NA	500.00		ScG PC			
n.2 LG Monitors 24MK400H	2021	240.00		ScG PC			
n.2 logitech cameras	2020	593.00		ScG PC			
N.2 Songmics Office Chairs	2021	140.00		ScG PC			
Notice board (n.5)	2015	5,000.00		ScG PC			
Office content	NA	2,100.00		Officers			
Playground equipment	NA	23,700.00		ScG PC			
Shavington Village Hall	1986	635,510.00				Shavington cum Gresty Pa	

**Shavington-cum-Gresty Parish Council**  
**Fixed Assets and Long Term Investments**

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
Storage Shed	NA	2,475.00		Keeper SVFC			
Street Furniture	NA	38,920.00		ScG PC			
Surface laptop	2020	1,583.00		ScG PC			
Vehicle speed display unit (located on Crewe R	2017	4,180.00		ScG PC			
Village Hall Notice board	2021	98.00		ScG PC			
War Memorial	NA	18,500.00		ScG PC			
Water Bowser	22.03.2022	1,000.00		ScG PC			
		<b>780,177.80</b>					
<b>Finance &amp; Strategy Committee</b>							
Samsung Galaxy M13	2022	164.00		Clerk 'sphone			
		<b>164.00</b>					
<b>Village Hall Committee</b>							
N.2 Bose S1 Pro speakers	2023	865.00		Village Hall - Offices			
Shure PGA48 Cardioid Dynamic Vocal Microph	2023	43.00		Village Hall - Offices			
		<b>908.00</b>					
<b>Grand Total:</b>		<b>781,249.80</b>					



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## **Report Statement**

Meeting: Finance and Strategy Committee, 15.02.2023

Report Purpose: To provide Members with the latest version of the Parish Council Financial RA

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report aims to provide Councillors with the latest version of the Parish Council Financial Risk Assessment

### **2. Background**

As per s.17 of the Parish Council Financial Regulation, the council is responsible for putting in place arrangements for the management of the risk.

### **3. Position**

Members are asked to approve the refreshed Parish Council Risk Assessment attached (amendments from previous versions are in yellow)

### **4. Governance**

Shavington-cum-Gresty Parish Council Financial Regulations

### **5. Financial Impact**

Nil

### **6. Resource Impact**

Clerk's time

### **7. Conclusions**

Members are asked to note the report and:

- a. Approve the Financial RA and recommend this to be approved by the full parish council
- b. Approve the Financial RA with some amendments, and recommend this to be approved by full parish council
- c. Not approve the Financial RA

### **8. Consideration Sought**

That the Financial Risk Assessment is approved and recommended to Parish Council

# SHAVINGTON CUM GRESTY PARISH COUNCIL

## FINANCIAL RISK ASSESSMENT

Risk Area	Risk Identified	Mitigation	Notes
To provide and maintain standards for Parish Council services to the residents of Shavington-cum-Gresty	The risk of legislative change which will have an impact on the Parish Council's powers, duties and funding	Parish Clerk and staff keep apprised of developments	GDPR advisor appointed Sept 2021. Contract renewed on Sept 2022
	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	All physical assets insured  All assets checked regularly	
	The risk of damage to third party property or individuals as a consequence of the Parish Council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Parish Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council and to Staffing Committee	
	Staff retention issues	Staff training where appropriate  Yearly appraisal and weekly 1-2-1 meeting	
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Parish Council  Loss of income through error or fraud	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors  Parish Clerk continually review controls and current procedures	
To ensure that all actions taken by the Parish Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, ChALC, NALC and others as necessary	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place  Matters relating to staff discussed in confidential session and discussed by Staffing committee  Parish Clerk to seek HR advice where appropriate Other policies in place	
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	
	Loss of key staff trained in financial systems, process or rules	External Accountancy support in place (via Scribe)	
Financial Control	Inappropriate expenditure made	Payments reported to Parish Council and F&S Committee for review and corrective action if necessary  Payments approval list to be authorised by at least three signatories Councillors before any payments is made	

Risk Area	Risk Identified	Mitigation	Notes
		Dual authorisation system introduced for all online payment	
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year  The Clerk/RFO react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	
	Lack of budgetary overview/overspend against budget	Monthly review of income and expenditure	
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Reserves equivalent to at least three months' spend available in accordance with ScG Parish Council Reserve Policy	
Financial Systems and Records	Loss of data	Scribe system retain all council cash books  File copies of all invoices and receipt are kept on OneDrive  Documents are retained for 12 years	
	VAT  The Scribe system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts	VAT returns are lodged on a quarterly basis in line with accepted procedures	
	Payroll  Beardmore Accountants provide payroll services and carry out payroll function	The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis  Backups are made to the server  Payments can only be issued for the nominated employees, which must be authorised in advance of the payment  Documents are retained for 12 years  Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information and highlight any discrepancies	
Banking Arrangements and Procedures	Co-op Bank is used Accounts	One bank account used on a weekly basis  Reviewing how much is placed into a higher rate deposit account	
Banking Security/Access to Finances	Cheques	Each cheque from the main account must be signed by 3 Councillors as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)	
	Transfers	Monies may be transferred between the Councils accounts by the Clerk and three authorised signatories Members	
	Bank Reconciliation	All accounts are reconciled using the Scribe system every month	

Risk Area	Risk Identified	Mitigation	Notes
		<p>Any discrepancies are immediately reported to the bank for investigation</p> <p>All petty cash accounts which do not have statements are reconciled on a monthly basis against the cash held and any discrepancies are immediately reported to the Clerk</p>	
	Access to the main bank accounts	Clerk, Community Manager and authorised signatures Councillors have access to the bank account. Only the Clerk is authorised to set up payments or move money	
	Cheques	All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.	
	Payments	<p>All payments must be authorised by the RFO before any cheque is issued.</p> <p>Three <b>authorised signatories members</b> are required to approve all payments as per section 5.2 of Finance Regulation.</p>	
	Petty Cash – Cash Payments	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk	No petty cash system in operation
	Hire Charges	<p>Council agrees the charges, as set by Parish Council's ToRs</p> <p>All bookings must be paid for in advance</p>	
	Cash collected from community events	<p>All cash collected at events is collected by appointed staff and a receipt is always issued (e.g. markets income)</p> <p>At the office the cash is emptied and counted manually within one working day by at least two members of staff</p>	
	Processing and banking	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the Scribe system and all entry references are printed out and retained</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the Scribe system which is then checked against the bank reconciliation</p> <p>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</p>	
Financial Administration	Records non-compliant or inadequate	<p>Internal auditor reviews record keeping annually</p> <p>Advice taken from internal auditor, external auditor, accountant, SLCC and</p>	



Risk Area	Risk Identified	Mitigation	Notes
		NALC on changes in regulation	
	Expenditure/income coded incorrectly	Parish Clerk checks nominal ledger when items are coded	
	<p>Standing Orders</p> <p>Standing orders are reviewed and approved by Parish Council on an annual basis at the AGM</p>	The Clerk reacts to any changes in legislation, requests from Parish Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	<p>All payments reviewed</p> <p>Parish Clerk authorises three authorised signatories councillors approve the payment. Clerk set up payment on online banking, another authorised signature has to approve it</p>	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons	
	Incorrect entries by bank	Bank statements reconciled monthly	
Annual Budget and Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Parish Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the September, October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by CEC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p>	

Risk Area	Risk Identified	Mitigation	Notes
		The final budget is approved in December and CEC is then advised of the precept	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each Council meeting these are loaded onto Scirbe accounts system at the start of the new financial year	
	Monitoring	On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices, etc. against the budget schedule to confirm that they are within the limits  All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget  Any over expenditure is highlighted and brought to the attention of the Clerk	
	Reporting	A full report of expenditures against budget is lodged with council at each Finance Committee meeting  Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure	
Insurable Risks	Public Liability	Insurance cover  In addition, annual checks of play equipment	Limit of cover £10,000,000  Reviewed annually
	Employers Liability	Insurance cover	Limit cover £10,000,000  Reviewed annually
	Property	Cover for buildings and contents All risks cover for selected items	
	Personal Accident	Continue with existing cover (scale benefits)	Limit of cover £1,000,000
	Legal disputes	Cover for specified legal disputes	Limit of cover £100,000
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office or online on OneDrive	
Asset List	Purchased	An asset list is maintained by the Parish Council on Scirbe  This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list  The asset list is circulated to staff on an annual basis to ensure that all items are correct	
Internal Audit	Internal Audit	The Internal Auditor is approved annually by Council at the AGM and might attend the office to complete the internal audit in May of each year	

Risk Area	Risk Identified	Mitigation	Notes
		<p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Parish Clerk/RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Parish Clerk/RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
ICT	IT Security, safety of information/risk of loss of data	<p>Microsoft Office 365 installed on all PCs Allows for cloud back up of information</p> <p>Allows for cloud storage of all council data – more secure than onsite storage.</p>	
Supplier fraud	Fraud, safety of information/risk of data loss, theft of fund, reputational damage	<p>Training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.</p> <p>Bank details and personal information should be included together with any new contract signed.</p> <p>Establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change</p> <p>Periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</p>	

Risk Area	Risk Identified	Mitigation	Notes
		<p>Checking address and financial health details with Companies House</p> <p>Checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account</p>	
Supplier dispute	Reputational damage, loss of money	<p>Contracts should be signed for all services over £1000</p> <p>Services below £1000 or emergency works should have at least a written brief shared and agreed with the supplier outlining deliverables of the service</p>	

Reviews will take place yearly unless clearly stated differently within each section.

DRAFT



**SHAVINGTON**  
CUM  
**GRESTY**

## Report Statement

Meeting: Finance and Strategy Committee, 15.02.2023

Report Purpose: To provide Members with a set of Policies to consider or review

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to provide Councillors with a set of policies to consider or review

### 2. Background

As per Financial RA, the Parish Council is required to review their policies and governance regularly to ensure its internal arrangements are fit for purpose and within law.

### 3. Position

Members are asked to consider the following policies:

- Shavington-cum-Gresty Parish Council Reserves Policy (rev)
- Shavington-cum-Gresty Parish Council Investment and Treasury Management Policy (new)
- Shavington-cum-Gresty Parish Council Fixed Assets and Content Management Policy (new)
- Shavington-cum-Gresty Parish Council Personal Data Complaints Policy (new)
- Shavington-cum-Gresty Health and Safety Policy (rev)
- Shavington-cum-Gresty Village Hall – General Risk Assessment (rev)
- Shavington-cum-Gresty Environment and Sustainability Policy (rev)
- Shavington-cum-Gresty Vine Tree Play Area Risk Assessment (rev)
- Shavington-cum-Gresty Parish Council Application to Fill a Casual Vacancy for a Councillor (new)

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations

Shavington-cum-Gresty Parish Council Financial RA

Shavington-cum-Gresty Parish Council Standing Orders

### 5. Financial Impact

Nil



**6. Resource Impact**

Clerk's time

**7. Conclusions**

Members are asked to note the report and:

- a. Approve all policies and recommend those to be approved by the full parish council
- b. Approve all policies with some amendments, and recommend those to be approved by full parish council
- c. Not approve policies

**8. Consideration Sought**

That all policies are approved and recommended to Parish Council



**SHAVINGTON**  
CUM  
**GRESTY**

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

## **Reserves Policy**

Approved by Shavington-cum-Gresty Parish Council on 2 February 2022

The Parish Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

Whilst there is no statutory minimum (or maximum) level of reserves, the council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. For an authority of the council's size, it states that the lower end (three months, or 25%) is appropriate.

The Council's Internal and External Auditors review the council's reserves and their justification annually.

This policy sets out how the Council will manage its reserves.

### **General Reserve**

The general reserve is not ringfenced (earmarked) for any specific expenditure. Its purposes are to smooth the impact of uneven cashflow or cover unexpected/emergency expenditure. It is not intended to fund on-going expenditure.

The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

The Council will hold a general reserve of at least 25% (or three months) of its net revenue expenditure NRE this is the difference between its budgeted income and expenditure less any budgeted capital expenditure, expenditure from earmarked reserves and budgeted transfers to reserves.

Any budget surplus at the end of the financial year is transferred to General Reserves.

Virements from General Reserves may be approved during the financial year to fund a specific requirement or to resolve a budget deficit issue.

Funds may also be transferred to Designated Reserves.

### **Earmarked Reserves**

The Parish Council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future.



## SHAVINGTON CUM GRESTY

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Currently the Council doesn't have any Earmarked Reserves.

### **Carry Forward Reserve**

There will be occasions where the Council commits to expenditure from its current year budget but does not spend/incur the debt during the financial year.

Where this occurs, the corresponding budget will be transferred to the Carry Forward Reserve at year end and a corresponding entry entered into the committee's EMR budget for the following financial year.

### **CIL Receipts Reserve**

CIL Receipts are subject to statutory restrictions requiring they only be used for certain kinds of expenditure.

In accordance with Financial Regulations the council will hold a CIL Receipts Reserve to ensure CIL receipts are separately accounted for.

### **Review and Variation to Policy**

This policy will be reviewed annually by the Council (or delegated Committee) as part of setting the council budget.

Where it determines there is justification for doing so, the Council (or delegated Committee) may make decisions which are at variance to this policy.





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## **INVESTMENT AND TREASURY MANAGEMENT POLICY**

### **Introduction**

This policy has been developed in accordance with:

1. Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018
2. The Treasury Management Code issued by CIPFA – “Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition”

### **Relevant Guidance**

Statutory Guidance has been issued by the Government on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018. The key principles of the guidance are transparency and democratic accountability. The guidance is statutory for parish councils, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year.

The guidance states that local authorities who hold treasury management investments should apply the principles set out in the CIPFA Treasury Management Code. There are 3 key principles within section 4 of the Code which are:

1. The Council should put in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective management and control of their treasury management activities.
2. Policies and practices should make clear that the effective management and control of risk are prime objectives of their treasury management activities and that responsibility for these lies clearly within their organisations. Their appetite for risk should form part of their annual strategy, including any use of financial instruments for the prudent management of those risks, and should ensure that priority is given to security and portfolio liquidity when investing treasury management funds.
3. The Council should acknowledge that the pursuit of value for money in treasury management, and the use of suitable performance measures, are valid and important tools for responsible organisations to employ in support of their business and service objectives; and that within the context of risk management, their treasury management policies and practices should reflect this.

The guidance states that where authorities are holding treasury management investments for more than 12 months, they should include quantitative indicators that allow and the public to assess a local authority's total risk exposure as a result of its investment decisions. The authority should consider the most appropriate indicators to use, given their risk appetite and capital and investment strategies. The indicators used should be consistent from year to year and should be presented in a way that allows elected members and the



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general public to understand a local authorities' total risk exposure from treasury management and other types of investment. Where a local authority has entered into a long term investment or has taken out long term debt to finance an investment, the indicators used should allow Councillors and the general public to assess the risks and opportunities of the investment over both its payback period and over the repayment period of any debt taken out.

### **Investment Strategy**

Shavington-cum-Gresty Parish Council acknowledges the importance of prudently investing the surplus funds held on behalf of the community. The Council defines its treasury management activities as:

The management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.

Yields that are generated from financial investments will be added to the capital reserve on an annual basis to contribute towards the future needs. This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

## **Investment Policy**

### **Investment objectives**

The two primary objectives of a prudent investment policy are:

1. Achieving security (protecting the capital sum from loss)
2. Liquidity (keeping the money readily available for expenditure when needed)

Once proper levels of security and liquidity are determined it will then be reasonable to consider a third objective, what level of yield can be obtained consistent with the first two objectives.

### **Investment Priorities**

Shavington-cum-Gresty Parish Council's investment priorities therefore are:

- a. the security of its reserves, and
- b. the adequate liquidity of its investments, and
- c. the return (yield) on investment - the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments of money under the control of the Council shall be in the name of Shavington-cum-Gresty Parish Council.

The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

Where external investment managers are used they will be contractually required to comply with the Strategy.



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## Security

In order to diversify an investment portfolio largely invested in cash, investments will be placed with a range of approved financial institutions to minimise risk.

Financial investments can fall into one of three categories:

1. Specified Investments
2. Loans
3. Other Non-Specified Investments

### 1. Specified Investments

- Specified investments are those offering high security and high liquidity.
- All investments will be made in sterling.
- Specified investments are not long term, the local authority has contractual right to repayment within 12 months.
- The investment is made with a body or in an investment scheme described as high quality or will one of the following bodies: I. The United Kingdom Government II. A local authority in England or Wales (as defined in section 23 of the 2003 Act) for a similar body in Scotland or Northern Ireland; or III. A parish council or community council.

The Council will only invest in institutions of high credit quality – based on information from approved credit rating agencies (Moody's Investors Service Ltd, Fitch Ratings Ltd or Standard and Poor's). High credit quality is defined as a body or investment scheme with an 'A' or P1 rating.

The Council will monitor the risk of loss on investments by review of credit ratings on a quarterly basis. Shavington-cum-Gresty Parish Council will assess the risk of loss before entering into, and whilst holding, an investment.

### 2. Loans

The guidance states that a local authority may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

There are specific conditions that the local authority must be able to demonstrate in order to undertake this type of investment and the guidance contains a detailed explanation.

### 3. Non-Specified Investments

Non-Specified Investments are those which are not a loan, nor does it meet the criteria to be treated as a specified investment.

Examples may be long term investments (longer than 12 months) and investment in stocks and shares.

Given the unpredictability and uncertainty surrounding investments in stocks and shares, Shavington-cum-Gresty Parish Council will not participate in such investments.

The Council's policy on liquidity states that only short-term investments will be held.



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### **Liquidity**

The Parish Clerk/RFO and Chairman of Finance & Strategy Committee will determine the maximum period for which funds may prudently be invested, so as not to compromise liquidity.

The Parish Council's policy will include short-term investments (no longer than 12 months) and ensure liquidity.

### **Return**

The Parish Council will invest through its bank where appropriate by a series of linked accounts which allow transfer of money not immediately required to successfully higher interest investment.

### **Reporting**

The Council will report on the return on investments within the annually produced Investment Position Statement as an indicator of investment performance.

### **Publication**

The guidance states that the Council's Investment Strategy should be publicly available on a local authority's website.

### **Annual Reporting on Investments**

At the end of the financial year, the Parish Clerk/RFO will provide a report on the performance of the Council's investments and an Investment Position Statement to the Finance & Strategy Committee at their first meeting of the new financial year.

### **Review Investment Policy**

The policy will be reviewed annually by the Council prior to the start of the financial year.

The Council shall be able to amend or make variations to the Policy at any time following consideration of recommendations from the Parish Clerk/RFO.

### **Setting the Investment Strategy**

For each financial year, a local authority should prepare at least one Investment Strategy which needs to contain the disclosures and reporting requirements specified in the guidance.

The Strategy should be approved by the full Council. The Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.

Where a local authority proposes to make a material change to its Investment Strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented.

### **Treasury Management Advice**

Shavington-cum-Gresty Parish Council recognises that neither members or officers are experts in the field of treasury management. As such, the Council should review its level of investment on an annual basis and assess if there is a requirement to obtain independent, external, expert 'Treasury Management' advice in reviewing the Investment Strategy and the allocations of Specified Investments. Treasury Management advice may potentially be sourced from the principal local authority or a specialist treasury management advisory firms who specialises in local authority and local town and parish councils.



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### Banking Arrangements

The Council will periodically review its banking arrangements by a competitive process which balances returns, high street presence, accessibility of funds, service level, bank charges and ethical credentials.

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## FIXED ASSETS AND CONTENT MANAGEMENT POLICY

### Introduction

The Asset Management policy provides overall framework to guide the strategic management of Parish Council's infrastructure assets in a co-ordinated manner. The policy sets out a systematic process to guide the planning, acquisition, operation and maintenance, and disposal of assets. The objective is to maximise asset service delivery potential and manage related risks and costs over the entire life of the asset. The Parish Council fixed assets and contents management will be carried out based on this policy document which establishes systems and controls. This policy must be observed in conjunction with the Parish Council Standing Orders and Financial Regulations which requires annual governance reporting as part of the annual returns.

Asset management will be integrated with financial and budgetary planning to inform decision making, incorporating a life cycle approach in asset management to achieve value for money usage of all assets. This policy also establishes accountability and responsibility for asset condition, use and performance.

Local Councils can acquire or dispose of assets under the general power in section 111 Local Government Act (LGA) 1972 "power to do anything which is calculated to facilitate, or is conducive to or incidental to, the discharge of any of their functions". However, for the acquisition of land and buildings special rules apply.

### Usage and the protection of Assets

Parish Council assets should not be used by employees and Councillors to pursue their own personal business.

Parish Council assets should not be misused or maliciously damage by staff or Councillors.

Moveable assets like a laptop etc in the possession of staff and Councillors outside Council premises should be used to carry out Council business in accordance with this policy.

As far as is reasonably practicable, employees and Councillors will have full responsibility for the care, security and proper use of assets in their personal possession.

### Asset Management Responsibility

Asset management needs a Corporate approach, hence requires appropriate initiative to give awareness and build internal capacity to undertake the required asset management activities.

### Parish Clerk

Parish Clerk is the person responsible for all Parish Council assets and oversee implementation of the asset management policy.

The Parish Clerk fulfils the requirements of Town Council asset management processes.

### Staff

The Parish Council staff are responsible for following asset management procedures and processes as set out in this policy.



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### Councillors

The Council should be aware of the Parish Council Asset Management policy and procedures and ensure procedures are followed when dealing with Parish Council assets in any capacity.

### Asset Register

An asset register / database will be maintained in accordance with the Parish Council Financial Regulations which states in clause 14.6 the requirement to maintain such register

*(14.6. The Clerk or RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.)*

The asset database shall seek to capture information for both fixed and tangible moveable property with a life expectancy more than one year.

The asset register / database shall include the following information which is necessary for managing asset lifecycle.

- Date of purchase
- Make, model, and description
- Location
- Category of asset
- Purchase Cost
- Insurance Valuations
- Repairs / maintenance information (hyperlinks) to key reports
- Disposal information

### Acquisitions and Disposals

Acquisition and disposal of assets will adhere to the Financial Regulation of the Parish Council as set out in the following clauses;

*(14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000. Such a disposal must be authorised by the Clerk or RFO and reported to the appropriate Committee or to Council)*

*(14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).*

*(14.4. No real property (interests in land) shall be purchased or acquired without the authority of Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).*



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*(14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case. )*

### **Acquisitions of tangible moveable assets**

Acquisitions of asset will comply with the Parish Council Financial Regulations and the following internal procedures and protocols shall also apply to asset purchase management activities.

- Assets which cost more than £100 should be tagged except when their useful life is less than 12 months. Computer components which stores data should be tagged notwithstanding its purchase price. When assets are purchased in bulk and the total cost exceeds £100, for example chairs, should be tagged individually. Tagging should continue where individual items of the bulk are replaced in the future.
- Prior to deployment, Managers and Staff shall assign a tag to the asset and pass the information to the Parish Clerk for entry onto the Asset Database (Scribe).

### **Disposals of tangible moveable assets**

Assets disposal should be carried out with appropriate authorisation which is dependent on class of asset and asset value using the disposal form. Disposal of assets with inherent value should aim at ensuring value for money for the Council and obtaining a sale with an anticipated current value wherever possible.

### **Disposal principle**

- High value Assets that are no longer required by the Parish Council should be disposed of by first determining an appropriate market valuation and if required, a third-party valuation should be sourced and then sold in the open market place.
- Appropriate authorisation to dispose of assets applies; The Parish Clerk authorises disposals of assets up to the market valuation of £1000, valuation above £1,000 requires the approval of the appropriate committee or the Parish Council in accordance with the Parish Council Financial Regulations.
- Appropriate authorisation does not apply where an asset is certified by a competent assessor or a Manager to be unusable and no longer functional, are not fit for purpose and are beyond repair or their use will breach regulatory compliance. A report for high value assets costing above £1,000 to replace should be sent to the appropriate Committee following such assets immediate disposal to avoid maintenance and hazard problems that their continuous use will bring.

### **Disposal Due Diligence**

In determining if an asset is appropriate for disposal, appropriate due diligence is required as follows:

- Justification for disposal
- classification as usable with appropriate valuation or unusable
- Method of disposal (Note appropriate procedure for disposal of IT equipment and data storage devices)
- Sale Proceeds where cash is involved should follow the cash handling procedure.
- Where the sale involves trade-in for new equipment, this must be reported on the disposal form

### **Lost, stolen and destroyed assets**





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Lost, stolen and destroyed assets where the replacement cost is more than £1,000 must be reported on the disposal form following investigation and a report to the appropriate Parish Council Committee. The disposal form should be passed to the Parish Clerk for updating the Asset Register and for insurance claims where appropriate.

### **Audits and Valuations**

Asset management processes and procedures will be reviewed annually following a process of category and or location by location audits of assets throughout the year which will ensure all assets will have been audited by the end of the financial year. Audits will account for all risks associated with the asset, defects identification, repairs and maintenance requirements and inventory audits. Audits will aim to manage asset life cycle as depicted below.

### **Insurance**

The Parish Council insures all its assets and content to protect the assets for all insurable risks.

### **Policy Amendments and Reviews**

Asset Management Policy shall be amended accordingly in line with the requirements and needs of the Parish Council. Such amendments shall be initiated by officers of the Parish Council or a Councillor and shall follow the proper procedures and Standing Orders of the Parish Council.



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**Appendix 1**  
**ASSET DISPOSAL FORM**

(To be completed and passed to the Parish Clerk and a copy saved in disposal folder in Assets on shared drive when disposing tagged assets)

Item description

Asset Numbers

Product Code

Item Location

Item Condition

Item Value

Reason for Purchase

Deployment Date:

Name:

Signed:

Date:

Authorised Manager:

Name:

Signed:

Date:



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## PERSONAL DATA COMPLAINTS POLICY

### Introduction

The Data Protection Act 2018 (DPA 2018), gives data subjects rights in relation to their personal data which are detailed further in this policy. In addition, the Privacy and Electronic Communications Regulations (PECR) which sits alongside the DPA 2018 gives people specific privacy rights in relation to electronic communications such as marketing calls, emails, texts, cookies and associated technologies.

### Processing personal information

This means obtaining, recording or holding the personal information or carrying out any operation or set of operations on the information, including:

- organising, adapting, storing or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the technology used.

### Personal Data and Data Subjects

'**Personal data**' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Personal data the Parish Council gather may include: individuals' phone number, home address, email address, educational background, financial and pay details, details of education and skills, marital status, nationality, and CV etc.

### Data subjects' rights

Individuals have rights to their data under data protection legislation which the Parish Council must respect and comply with to the best of their ability. The Parish Council must ensure individuals can exercise their rights in the following ways:

#### Right to be informed

Providing privacy notices which are concise, transparent, intelligible and easily accessible, free of charge, that are written in clear and plain language, particularly if aimed at children.

Keeping a record of how the Parish Council use personal data to demonstrate compliance with the need for accountability and transparency.

#### Right of access



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Enabling individuals to access their personal data and supplementary information  
Allowing individuals to be aware of and verify the lawfulness of the processing activities

### **Right to rectification**

The Parish Council will rectify or amend the personal data of the individual if requested because it is inaccurate or incomplete. This must be done without delay, and no later than one month. This can be extended to two months where valid reason(s) have been identified.

### **Right to erasure**

The Parish Council will delete or remove an individual's data if requested and there is no compelling reason for its continued processing.

### **Right to restrict processing**

The Parish Council will comply with any request to restrict, block, or otherwise suppress the processing of personal data.

The Parish Council are permitted to store personal data if it has been restricted, but not process it further. The Parish Council will retain enough data to ensure the right to restriction is respected in the future.

### **Right to data portability**

The Parish Council will provide individuals with their data so that they can reuse it for their own purposes or across different services.

The Parish Council will provide it in a commonly used, machine-readable format, and send it directly to another controller if requested.

### **Right to object**

The Parish Council respect the right of an individual to object to data processing based on legitimate interest or the performance of a public interest task.

The Parish Council respect the right of an individual to object to direct marketing, including profiling.

The Parish Council respect the right of an individual to object to processing their data for scientific and historical research and statistics.

### **Rights in relation to automated decision making and profiling**

The Parish Council respect the rights of individuals in relation to automated decision making and profiling. Individuals retain their right to object to such automated processing, have the rationale explained to them, and request human intervention.



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### What is a complaint?

A complaint is an expression of dissatisfaction about the Council's handling of a data subject's personal data or the data of the individual they represent. This can include dissatisfaction with how the Council has responded to a previous subject access request.

### Scope

This policy addresses complaints made by data subjects regarding the use of their personal data and previous responses(s) to their subject access requests.

### Responsibilities

The council has overall responsibility for this policy but has delegated day-to-day responsibility for overseeing its implementation to the Clerk. All relevant members of staff have been made aware of the policy.

All Employees are responsible for ensuring that any complaints that are made in relation to this policy are reported to the Clerk.

The Council will review this policy annually to ensure that its provisions continue to reflect best practice.

### Making a Complaint

Data subjects can make a complaint relating to the Council's use of personal data.

Complaints should be sent directly to the clerk at : [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

An officer of the council will normally acknowledge the complaint within 5 working days, subject to council resources and annual leave commitments.

The Council will only accept a complaint from a data subject's representative, if the representative provides the data subject's written consent authorising the representative to act on the data subject's behalf in relation to the complaint.

If there is any doubt about the identity of the complainant the Council will first seek to verify the data subject's identity or third party's entitlement to act on behalf of the individual. The forms of identification that are acceptable from a data subject are as follows;

- a. Passport
- b. Driving Licence
- c. For third parties the identification requirements will vary dependent on their relationship to the data subject. Therefore, these will be assessed on a case by case basis.

### Investigation and Complaint Outcome

Once all identification requirements have been met, the investigation will be carried out and responded to normally within one month or earlier without undue delay. If further clarification is required from the



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complainant or more time is required for the response to be completed the Council will inform the complainant prior to the original deadline.

The complaint outcome will be communicated to the complainant in writing.

### Review

If the complainant does not agree with the outcome, they can request a review of the decision.

This request must be made within one month of the original decision being communicated and should be sent to the clerk at [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

The decision will be internally reviewed and responded to by a nominated individual within one month from the receipt of the request for review. Once the internal review has been completed, the Council will communicate the outcome in writing.

### Manifestly unfounded, and/or excessive complaints

In some circumstances the Council can refuse to investigate and respond to the complaint. This will be when a complaint is deemed to be manifestly unfounded, and/or excessive. Each complaint will be considered on a case by case basis by applying the following factors:

- a. the data subject has explicitly stated that they intend to cause disruption (whether in the complaint, or in other correspondence), and has threatened individuals;
- b. the data subject has made unsubstantiated accusations against individuals, and is persisting in those accusations;
- c. the data subject is targeting particular individuals, against whom they have a personal grudge;
- d. the data subject makes frequent complaints intended to cause disruption; and
- e. the data subject continues to repeat the substance of previous complaints which have already been investigated.

Where a complaint is deemed to be manifestly unfounded and/or excessive, the Council will contact the individual and in a reasonable timeframe explain to them:

- a. the reasons for refusing to consider the complaint;
- b. their right to make a complaint to the ICO; and
- c. their right to pursue their data subject rights through a judicial remedy.

### Independent External Review of Complainant Issues

If the complainant remains dissatisfied, they can escalate their complaint to the Information Commissioner's Office (the "ICO"). Information about how to make a complaint to the ICO can be found here:

<https://ico.org.uk/make-a-complaint/>



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In order to respond to the complaint, the Council will investigate the complaint based on the information provided by the ICO. The cooperation of any staff/members able to assist with the investigation will be required. The reason for the investigation may need to be disclosed to the relevant staff/members. The Clerk will submit an evidenced response to the ICO after consultation with the Council.

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# HEALTH AND SAFETY POLICY<sup>1</sup>

## Shavington-cum-Gresty Parish Council

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<sup>1</sup> Approved 1 December 2021



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## INTRODUCTION

This policy is available to access by all staff and volunteers and officers of Shavington-cum-Gresty Parish Council and any other interested person that may be affected by our work or activities. A hard copy is kept securely in the club, and electronic copies can be provided on request.

All staff and volunteers are encouraged to fully familiarise themselves with this policy and accompanying documentation. Staff and volunteers are required to confirm that they are aware of and understand the contents of this policy. If they are unsure of or do not understand any aspect, they should speak to their Manager at the earliest opportunity for clarification.

We ensure that this policy is managed effectively by regularly monitoring the policy (at least annually) and revising when necessary. Revisions and amendments may be necessary to reflect legislative change, or changes that have taken place within Shavington-cum-Gresty Parish Council. Staff and volunteers are informed when revisions or amendments are made.

Shavington-cum-Gresty Parish Council encourages all staff and volunteers to inform the Management of any aspect of this policy which they consider to be inadequate, ineffective, or in any other way unsuitable; with a view to ensuring that this policy is maintained as a true working document.

Shavington-cum-Gresty Parish Council accepts that the responsibility for health, safety and welfare is ultimately with the Managing Chairperson, and accepts the duty under law to provide a working environment that is free from danger or hazard, so far as is reasonably practicable.

**Effective Health, Safety and Welfare management is a priority and will never be compromised for any other objectives.**

## POLICY STATEMENT OF INTENT

Shavington-cum-Gresty Parish Council believes that the effective management of health and safety is an essential element within its overall business plan. An effective and practical health and safety ethos is reflected in high productivity and quality standards.

We engage the services of Rhino Safety Limited, an external Health & Safety consultancy, to provide us with expert advice, support and guidance. This demonstrates our commitment to the continuous monitoring and improvement of health, safety and welfare in our workplace, with a view to achieving high standards and best practices.

We recognise that our staff and volunteers are our most important asset, and we are wholly committed to protecting their health, safety and welfare in our workplace at all times. We will also safeguard any other people who may be affected by our work activities.

We recognise that from an economic viewpoint, early prevention is not only better; it is also more cost effective than a later cure. There is no conflict between profit and safety considerations; they go hand in hand. High health and safety standards make sound commercial sense. Health and safety is never compromised for any other objectives.

We are committed to full compliance with all health and safety legislation. Whenever it is reasonably practicable and appropriate, we will strive to set standards beyond our statutory obligations. We will monitor and review our processes and procedures on an ongoing basis, in order that potential improvements in our health and safety standards can be recognised and implemented.

### **Our intentions:**

- To identify, assess and proactively manage the health, safety and welfare hazards and risks that are associated with our business; and to ensure that all our staff and volunteers (and any other person who may be affected by our work activities) are aware of and understand those hazards, risks, and control measures. Hazards and risks will be prevented, reduced or controlled to an acceptable level to ensure the potential for incidents and accidents is minimised.
- To require any sub-contractors or other person working in our workplace to prove their health and safety competence; and also require them to identify, assess, manage and communicate any health and safety hazards and risks associated with their work that may impact on our work activities.
- To actively involve our staff and volunteers in consultation on matters affecting health, safety and welfare, and to promote and demonstrate open and transparent communication.
- To provide our staff and volunteers with the appropriate information, education and supervision to ensure that they are competent in their duties.
- To provide and maintain safe resources and equipment; and provide adequate and effective control measures to identify, assess and manage the health and safety risks related to our work activities, our resources and our equipment.
- To do everything that is reasonably practicable to prevent incidents, accidents and instances of work-related illnesses; including by providing training and education to staff and volunteers where appropriate.
- To review and (where appropriate) revise this policy regularly, and to assess its ongoing effectiveness.
- Ultimately, to maintain a safe and healthy working environment.

*Signed on behalf of Shavington-cum-Gresty Parish Council:*

*Name:*

*Position:*

*Date:*

## RESPONSIBILITIES

### CLERK

The responsibilities of the Clerk are to:

- Be responsible for the implementation of the Shavington-cum-Gresty Parish Council Health and Safety Policy.
- Regularly (at least annually) review the Health and Safety Policy to ensure that it remains in compliance with Shavington-cum-Gresty Parish Council's objectives for Health and Safety.
- Ensure that Management and staff and volunteers at all levels fully understand the arrangements for the implementation of the Health and Safety Policy.
- Ensure that all levels of Management and staff and volunteers are aware of and carry out their responsibilities and obligation to comply with the Shavington-cum-Gresty Parish Council Health & Safety policy (and other related rules or procedures) that are in place at their actual place of work.
- Ensure that all health and safety issues are communicated promptly and effectively.
- Ensure that sufficient funds/resources are allocated within the company budget for the requirements of health, safety, and welfare provisions.
- Ensure that statutory insurance cover is in place, and that the current statutory Certificate is displayed in a prominent position.
- Ensure that open and transparent consultations between Management and staff and volunteers take place at regular intervals.
- Ensure that contractors, temporary workers, visitors etc., adhere to the Shavington-cum-Gresty Parish Council health and safety rules and procedures and any other relevant legislation.
- Ensure that all risk and hazard assessments relating to the activities and hazards of Shavington-cum-Gresty Parish Council are completed and recorded; the results communicated to all staff and volunteers; and that the assessments are reviewed regularly (at least annually and/or whenever change occurs).
- Ensure that safe access and egress throughout the workplace is provided and maintained.
- Ensure that suitable and sufficient Personal Protective Equipment (PPE), if appropriate, is provided for any relevant hazards within Shavington-cum-Gresty Parish Council's premises, or operations elsewhere by their staff and volunteers.
- Ensure that appropriate First Aid personnel and resources are provided; and that staff and volunteers are aware of the identity of First Aid personnel, the location of facilities, and the requirement to record all accidents/incidents, either in the Accident Book, or in another approved format.
- Ensure that adequate fire-fighting equipment is provided, and to ensure that all maintenance records are kept complete and up to date.
- Ensure that there are suitable means of raising the alarm in the event of a fire, and that checks are carried as per the statutory guidelines.
- Ensure that fire escape routes and doors are provided, maintained in good working order, and kept free from obstruction.
- Ensure that all reportable injuries, diseases, and dangerous occurrences are reported either by telephone or online, and that all required documentation is forwarded within the relevant time periods;
- Ensure that records are compiled for all statutory inspections, testing, or maintenance carried out on all work equipment, and that these are fulfilled by competent personnel.
- Ensure that any faulty work equipment is immediately taken out of service until either repaired or replaced.
- Ensure that all welfare facilities, including temperature, lighting, and ventilation levels, are appropriate and adequate.

- Ensure that all flammable and hazardous substances are contained and identified with signs to comply with the statutory C.O.S.H.H. Regulations.

## **STAFF AND VOLUNTEERS**

Health and Safety legislation requires Shavington-cum-Gresty Parish Council staff and volunteers to accept and comply with the following responsibilities:

- To take all reasonable care of their own health, safety and welfare; and that of any other person who may be affected by their actions or failure to act; and to cooperate with Shavington-cum-Gresty Parish Council and its Clerk to enable them to fulfil their own responsibilities successfully.
- To always follow safety rules; to avoid improvisation, and to comply with the Shavington-cum-Gresty Parish Council health and safety policy (*and any policy and requirements in place at their working site*).
- To only undertake work or actions in they are qualified or competent; to carry out their work in a safe manner in accordance with instructions.
- To never participate in horseplay or other actions that could place them or those affected by their actions at risk of harm.
- To always use, transport, and store materials, equipment and tools in a safe and secure manner.
- To assist in ensuring that emergency escape routes are never blocked or obstructed.
- To always wear suitable clothing and personal protective equipment (PPE) for the task being undertaken.
- To always report any unsafe action or condition, including hazards, defective equipment, unsafe practices, accidents and near misses.

Under no circumstances must an employee or staff and volunteers purposely interfere with, or misuse, or compromise, any item or resource (*e.g. guards, signs, and firefighting equipment*) provided in the interests of the health, safety or welfare of Shavington-cum-Gresty Parish Council staff or other persons.

## **INFORMATION FOR STAFF AND VOLUNTEERS**

Shavington-cum-Gresty Parish Council is required to provide certain information regarding health and safety legislation to all their staff and volunteers. We comply with this requirement by displaying the approved Health and Safety Information poster on their premises. This poster is kept in a readable condition.

## ARRANGEMENTS

The following sections detail the arrangements we implement to effectively minimise, control and manage the risks that we have identified as having the most potential to cause serious harm associated with our workplace and activities.

We recognise that there are other ways in which harm may be caused during our work activities, even when the harm may not be significant. As with general daily life, there are very few areas that are entirely free from risk. We expect all staff and volunteers, subcontractors, and others who may be involved in or affected by our work activities to take all reasonable care to prevent any harm, irrespective of how minor the harm may seem, and to engage in sensible precautions where necessary; even where such precautions are not explicitly identified within this document.

# BEHAVIOURAL SAFETY

## SAFETY CULTURE

It is the policy of Shavington-cum-Gresty Parish Council that a positive Health and Safety culture is promoted throughout the company, safety culture means “the way we do things around here with regards to Health and Safety” and is a collective ownership of Health and Safety from the managing director down through each level of the company hierarchy.

We recognise that behaviour of employees plays a huge part in maintaining a positive safety culture and employee's behaviour stems from the behaviours of management. We believe that measuring behaviour is proactive management, as observing at risk behaviours and taking action to correct them leads to less accidents due to early identification of problems, so we not only encourage management to observe and report unsafe behaviours, but employees too.

## Reasons for Poor Behaviour

- Taking short cuts to save time;
- The person is a habitual risk taker;
- Misunderstanding (being unaware or having a low perception of risk)
- Not updating documents such as risk assessment or safe systems of work to reflect changes that may have happened to processes, people, equipment or environment;
- Misinformation or poor communication (e.g. inadequate training, lack of regular toolbox talks, not reporting accidents or near misses);
- Thinking “We've always done it this way” or being resistant to change.

## Management Controls

- Review documentation as necessary ensuring that any changes are communicated to employees;
- Ensure all employees receive sufficient training and supervision for their activities;
- Ensure regular safety communication with employees, often employees have the best solutions to safety problems because of their intimate knowledge of the job;
- Observe unsafe behaviours and encourage employee to observe and report any unsafe behaviours themselves;
- ALWAYS lead by example.

## Employee Responsibilities

- Ensure you read and understand all risk assessments relating to your job;
- Take on board the training provided and make us aware of anything you may not have understood;
- Ask questions and observe unsafe behaviours, don't walk by something that could potentially be dangerous;
- Please speak to us about your job and any improvements you think can be made, we understand that workers often have the best solutions;
- If you think “this doesn't feel right” or “this doesn't make sense” stop and re consider the task and involve other members of your team when finding solutions;
- Report any circumstances that you feel will put yourself or others in danger.

## CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Aims of the Regulations are to help everyone:

- Sensibly plan the work so the risks involved are managed from start to finish;
- Have the right people for the right job at the right time;
- Co-operate and co-ordinate work with others;
- Have the right information about the risks and how they are being managed;
- Communicate this information effectively to those who need to know;
- Consult and engage with workers about the risks and how they are being managed.

### CONSTRUCTION PHASE PLAN

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks. For single-contractor projects that Shavington-cum-Gresty Parish Council are working on, we will ensure we prepare the plan. For projects involving more than one contractor, it is the principal contractor's duty.

### THE HEALTH AND SAFETY FILE

A health and safety file is only required for projects where the client is non-domestic, and involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project; where the principal designer's appointment finishes before the end of the project, the principal contractor must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project. Its purpose is to ensure that, at the end of the project, the client has information that anyone carrying out subsequent maintenance or construction work on the building will need to be aware of in order to be able to plan and carry out the work safely and without risks to health.

### NOTIFIABLE PROJECTS

A project is notifiable if the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or;
- Exceeds 500 person days.

Where a project is notifiable, the client must give notice in writing to the HSE as soon as is practicable before the construction phase begins and the F10 must be displayed on site.

### PRINCIPAL CONTRACTOR

When Shavington-cum-Gresty Parish Council act as principal contractor, we will plan, manage and monitor the construction phase and co-ordinate matters relating to health and safety during the construction phase; to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

Specifically, we will ensure that:

- Design, technical and organisational aspects are decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
  - The period of time required to complete the work or work stages is estimated;
  - The general principles of prevention are taken into account.
- Shavington-cum-Gresty Parish Council must:
- Organise co-operation between contractors;



- Co-ordinate implementation by the contractors of applicable legal requirements for health and safety;
- Ensure that employers apply the general principles of prevention in a consistent manner;
- Ensure a suitable site induction is provided;
- Ensure the necessary steps are taken to prevent access by unauthorised persons to the construction site;

We will liaise with the principal designer for the duration of the principal designer's appointment and share information relevant to the planning, management and monitoring of the pre-construction phase and the co-ordination of health and safety file.

## **CONTRACTOR**

When Shavington-cum-Gresty Parish Council acts as a contractor during a project, we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations;
- We plan, manage and monitor construction work carried out either by ourselves or by workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is more than one contractor working on a project, we will comply with:

- Any directions given by the principal designer or the principal contractor; and
- The parts of the construction phase plan that are relevant to that our work on the project.

If we are the sole contractor working on the project, then we will draw up a construction phase plan, as soon as is practicable prior to setting up a construction site.

We will not employ or appoint a person to work on a construction site unless that person has the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

We will provide each worker under our control with appropriate supervision, training, instruction and information so that construction work can be carried out without risks to health and safety.

## **PRINCIPAL DESIGNER**

When we act as a Principal Designer during a project, we will ensure that we:

- Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so we will take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

# CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Aims of the Regulations are to help everyone:

- Sensibly plan the work so the risks involved are managed from start to finish;
- Have the right people for the right job at the right time;
- Co-operate and co-ordinate work with others;
- Have the right information about the risks and how they are being managed;
- Communicate this information effectively to those who need to know;
- Consult and engage with workers about the risks and how they are being managed.

## CONSTRUCTION PHASE PLAN

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks. For single-contractor projects that Shavington-cum-Gresty Parish Council are working on, we will ensure we prepare the plan. For projects involving more than one contractor, it is the principal contractor's duty.

## THE HEALTH AND SAFETY FILE

A health and safety file is only required for projects where the client is non-domestic, and involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project; where the principal designer's appointment finishes before the end of the project, the principal contractor must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project. Its purpose is to ensure that, at the end of the project, the client has information that anyone carrying out subsequent maintenance or construction work on the building will need to be aware of in order to be able to plan and carry out the work safely and without risks to health.

## NOTIFIABLE PROJECTS

A project is notifiable if the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or;
- Exceeds 500 person days.

Where a project is notifiable, the client must give notice in writing to the HSE as soon as is practicable before the construction phase begins and the F10 must be displayed on site.

## PRINCIPAL CONTRACTOR

When Shavington-cum-Gresty Parish Council act as principal contractor, we will plan, manage and monitor the construction phase and co-ordinate matters relating to health and safety during the construction phase; to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

Specifically, we will ensure that:

- Design, technical and organisational aspects are decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- The period of time required to complete the work or work stages is estimated;
- The general principles of prevention are taken into account.
- Shavington-cum-Gresty Parish Council must:
  - Organise co-operation between contractors;

- Co-ordinate implementation by the contractors of applicable legal requirements for health and safety;
- Ensure that employers apply the general principles of prevention in a consistent manner;
- Ensure a suitable site induction is provided;
- Ensure the necessary steps are taken to prevent access by unauthorised persons to the construction site;

We will liaise with the principal designer for the duration of the principal designer's appointment and share information relevant to the planning, management and monitoring of the pre-construction phase and the co-ordination of health and safety file.

## **CONTRACTOR**

When Shavington-cum-Gresty Parish Council acts as a contractor during a project, we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations;
- We plan, manage and monitor construction work carried out either by ourselves or by workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is more than one contractor working on a project, we will comply with:

- Any directions given by the principal designer or the principal contractor; and
- The parts of the construction phase plan that are relevant to that our work on the project.

If we are the sole contractor working on the project, then we will draw up a construction phase plan, as soon as is practicable prior to setting up a construction site.

We will not employ or appoint a person to work on a construction site unless that person has the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

We will provide each worker under our control with appropriate supervision, training, instruction and information so that construction work can be carried out without risks to health and safety.

## **PRINCIPAL DESIGNER**

When we act as a Principal Designer during a project, we will ensure that we:

- Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so we will take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

## **CLIENT**

When Shavington-cum-Gresty Parish Council acts as the Client during a project, we will ensure that we make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:

- Appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.
- Allowing sufficient time and resources for each stage of the project.
- Making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.
- Making sure suitable welfare facilities are provided for the duration of the construction work.
- Maintaining and reviewing the management arrangements for the duration of the project.
- Providing pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- Ensuring that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- Ensuring that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

## CONTRACTOR SELECTION

Shavington-cum-Gresty Parish Council has adopted a policy that we will only work with Contractors who can demonstrate and validate their commitment to high standards of health and safety. As such, all Contractors will be selected via a process that substantiates their competency.

### Management Controls

- Wherever possible, contractors are selected through seeking recommendations from trusted industry peers; and the development of a good working relationship over many years.
- Contractors are required to submit documentation including their Health and Safety Policy, Risk Assessments, Method Statements, and valid Insurance Certificates.
- Contractors are required to provide evidence of the Training and Experience of their staff.
- Contractors are required to provide evidence of relevant industry accreditations that they hold.
- Contractors are required to provide details of their Accident Records and any relevant prosecutions.
- For any contractors' work equipment used on the premises, safe procedures for use and maintenance are expected to be followed, to meet the requirements of the relevant Work Equipment regulations.

## C.O.S.H.H.

C.O.S.H.H. stands for the Control of Substances Hazardous to Health. In the course of our work activities, staff and volunteers may be exposed to, or required to use, substances that may be hazardous to health if proper control measures are not adhered to.

### **SUBSTANCES HAZARDOUS TO HEALTH INCLUDE:**

- Any chemicals that have to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive';
- Any substance with a 'maximum exposure limit' or 'occupational exposure standard' (OES);
- Substantial quantities of airborne dust of any kind;
- Harmful micro-organisms;
- Any other substance that creates a comparable health hazard.

Certain substances, such as asbestos and lead, are covered by specific Regulations.

### **Management Controls**

- We ensure that we have the current datasheets for all substances hazardous to health that we use during our operations.
- These substances are assessed, and the correct control measures implemented.
- All the hazardous substances we hold are stored in a suitable safe location.
- Where appropriate, suitable Personal Protective Equipment is provided for use when dealing with hazardous substances, and staff are instructed that they must wear it.

### **Employee Responsibilities**

- Always wear the Personal Protective Equipment provided.

## DISPLAY SCREEN EQUIPMENT

A user of Display Screen Equipment is defined as a person who "habitually uses display screen equipment as a significant part of their normal work". Generally, this means an employee who uses DSE more or less continually during the working day (*or for continuous spells of an hour or more at a time*); and who has to transfer information quickly to or from the screen.

### Management Controls

- Workstations within our offices will be assessed with a view to reducing the risks associated with DSE.
- The assessment will be reviewed when; hardware/software is modified or changed; the workstation is modified; the time spent using equipment increases; there is a change in task, the workstation is relocated, or the lighting modified.
- We ensure that there is sufficient space for the operator to move, change position, and store documents.
- We ensure that lighting is suitable and sufficient to reduce glare and reflections.
- We assess ancillary equipment to ensure noise does not create excessive disturbance.
- Checks are made to ensure that excessive heat is not produced by ancillary equipment.
- We ensure that humidity is maintained at a suitable and adequate level.

### EYE TESTS

The provision of eyesight tests for present and future users of DSE is available. Present users shall be provided, on request, with appropriate eye tests. It is advised that future users are tested before they become users.

Repeat testing is to be at the discretion of the optometrist conducting the test. However, there is no compulsion on employees to undergo tests against their will.

Where the user experiences difficulties with DSE the employer should provide eye/eyesight tests as soon as possible. Shavington-cum-Gresty Parish Council will meet the cost of providing a full eye / eyesight test with an optometrist or doctor; and will contribute towards the cost of any corrective equipment (such as spectacles) that are prescribed specifically for use with DSE.

## DISPOSAL OF WASTE – GENERAL

It is the policy of Shavington-cum-Gresty Parish Council to conduct all aspects of our activities in accordance with approved and acceptable waste management practices, and to operate within current legislation. Legislation regarding items prohibited from entering the waste stream are continuously being updated; therefore, if there is any doubt about how a particular waste product should be dealt with, a manager or supervisor should be contacted

### Management Controls

- General Waste: General waste (*i.e. neither hazardous nor clinical*) is collected on a regular basis and not left to build up.
- Confidential Waste: Precautions are taken when disposing of confidential waste, and independent companies are contracted to dispose of confidential materials where necessary.
- Hazardous Waste: Hazardous waste includes; IT and telecommunications, including monitors and handsets; lighting equipment, including fluorescent tubes; electrical equipment and electronic tools; monitoring and control devices; and automatic dispensers. Any hazardous waste is disposed of according to the relevant legislation.
- Recycling: All other waste is recycled. Containers clearly marked with what can be disposed of are sited throughout Shavington-cum-Gresty Parish Council and can be used to recycle; paper, newspapers, envelopes, cardboard, cans and glass, and toner and printer cartridges. Other items must not be placed in the recycling bins as this can lead to the contamination of an entire recycling load, which will then be taken to landfill.

### Employee Responsibilities

- All staff and volunteers of Shavington-cum-Gresty Parish Council have a personal responsibility for the way their conduct impacts on the environment and must ensure that they carefully consider all materials before disposing of them as waste.



## FOOD SAFETY

### Management Controls

- All staff who work in the kitchen are competent to operate all kitchen equipment.
- All equipment is visually inspected prior to use for any damage or defects. Any damaged items are immediately taken out of use for replacement or repair.
- All kitchen equipment is serviced and maintained in accordance with the manufacturer's guidance.
- All gas appliances are serviced and maintained in accordance with the manufacturer's guidance, using appropriately qualified contractors.
- All staff responsible for food preparation have the relevant food hygiene training.
- The kitchen is kept clean and tidy, with any spills cleaned up immediately.
- The extraction system is cleaned on a regular basis to avoid the build-up of grease.
- All food items are stored appropriately.
- The fridges and freezers are monitored to ensure food is kept at the correct temperature.

### Employee Responsibilities

- Any damaged items must not be used and must be reported immediately to the supervisor for replacement or repair.
- No employee should handle food or enter the food handling area if they are suffering from, or carrying, a disease likely to be transmitted via food; have open or infected wounds, skin conditions or sores; have diarrhoea / vomiting.
- Every employee must maintain a high level of personal cleanliness. He or she must wear suitable clean clothing, and protective clothing where necessary.
- Effective hand washing is extremely important to help the prevention of harmful bacteria being spread from people's hands to food, work surfaces, equipment etc. Therefore, all staff and volunteers should wash their hands thoroughly and dry them using a disposable towel, in the following (non-exhaustive) circumstances:
  - When entering the food handling area after a break / toilet break;
  - Before and after preparing food;
  - After touching raw / defrosting food;
  - After handling food waste / emptying the bin;
  - After cleaning or handling cleaning products;
  - After blowing nose / sneezing etc.

## **FIRE SAFETY**

Strict compliance with fire safety instructions is necessary to ensure the safety of all staff and visitors to the premises of Shavington-cum-Gresty Parish Council. The fire assembly point is located on the car park.

### **Management Controls**

- Management are responsible for ensuring that each member of staff is aware of these instructions and is also familiar with the procedures to be followed in the case of a fire or fire alarm.
- All staff are briefed by a nominated and competent person on the fire safety arrangements of Shavington-cum-Gresty Parish Council at least once a year. Such training is recorded and held on the premises. The training record is signed by the employee, to formally confirm their understanding of that training.
- Shavington-cum-Gresty Parish Council nominates a person to be responsible for ensuring that employee training in fire safety is carried out as necessary. The person responsible is competent in fire safety and arranges the necessary training in accordance with the following guidelines:

### **DUTIES OF THE NOMINATED AND COMPETENT PERSON RESPONSIBLE FOR FIRE SAFETY**

The person responsible for fire safety:

- Maintains an up-to-date Register of Staff and volunteers. This Register is available for inspection at all times and is taken to the fire assembly point in the event of an evacuation, for the purpose of ensuring that all staff are accounted for.
- Maintains a Visitors Book, in which the names and vehicle registration numbers of all visitors to the premises are recorded. This Visitors Book is taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.
- Ensures employee training in Fire Safety.
- Maintains the Fire Safety Records, detailing all relevant records regarding fire safety, and available for inspection by the local authority and/or Fire Service as required.
- Ensures that all fire alarm and associated equipment is tested regularly, with results being recorded.
- Ensures that all firefighting equipment is tested on a regular basis in accordance with the manufacturers' or suppliers' guidelines.
- Ensures that a fire evacuation drill is carried out annually by all regular users of the hall.
- Ensures that all automatic fire detection equipment is tested according to the manufacturers' or suppliers' guidelines.
- Ensures that all emergency lighting and emergency exit lights are tested according to the manufacturers' or suppliers' current guidelines.
- Ensures that all hazardous substances or materials are recorded in the appropriate format, and that the information is readily available to the local Fire Service when needed or requested.
- Ensures that escape routes and doors are not obstructed; that Fire Exit doors are unlocked and available for use when the building is occupied; and that Fire doors are closed at all times and not wedged open.

### **FIRE INSTRUCTION**

Fire Instruction notices are displayed in prominent positions and highlight the action to be taken by all staff in the event of a suspected fire situation occurring.

#### **The Fire Instruction notice contains the following details:**

- Name and address of the premises.
- How to raise the alarm.

- How to call the Fire Service.
- How to act on hearing the alarm.
- Location of the assembly point.

**Together with the following mandatory instructions:**

- Raise the alarm if not already done.
- Evacuate the building (*and vicinity if necessary*).
- Ensure the relevant emergency services have been notified.
- Go to the pre-designated assembly point.
- Do not stop to collect personal belongings.
- Obey instructions from the Fire Safety Marshal and Fire Service.
- Do not re-enter the building until told it is safe to do so.

**FIRE TRAINING**

**All staff** receive instructions by a competent person on fire safety at the induction stage of their employment, and then at least once annually.

**The training includes the following:**

- Basic advice on fire prevention.
- Procedures in case of fire.
- Methods of raising the alarm.
- Location of fire alarm call points and alarm indicator panels.
- Action to be taken on hearing the alarm.
- Correct procedures in calling the Fire Service.
- Position and use of internal firefighting equipment.
- Location of Fire exits and routes leading to them.
- Evacuation procedures.
- Special arrangements for staff or visitors with disabilities.
- Arrangements for the assistance and guidance of visitors.

**FIRE PREVENTION**

- Fire extinguishers, call points, fire detectors, and all other fire prevention equipment items must not be abused or misused.
- Fire Exits and escape routes are well signed and available for use at all times when the building is occupied.
- Internal fire doors are clearly labelled and fitted with closing devices.
- Adequate provision for the disposal of cigarette ends etc. are provided.
- Waste materials are not allowed to accumulate, and all waste disposal containers are constructed of fire-resistant material and fitted with lids.
- Portable heaters are located well away from combustible materials and pedestrian routes, and the instructions for use strictly observed.
- Temporary fixtures and fittings used for special occasions are located away from heat or flame sources, not attached to lights or heaters, or to any fire safety equipment provided for use in an emergency.
- Emergency signs and notices are not obscured, and fire exit routes kept clear.
- Electrical apparatus conforms to British Standards and only installed by a competent electrical contractor.

At the end of the day a check is made of all rooms to ensure that:

- Fire doors are closed.
- Windows are closed.
- All potential seats of fire (*e.g., cigarette ends, combustible waste etc.*) have been properly disposed of.

## FIRST AID

### FACILITIES AND EQUIPMENT

Shavington-cum-Gresty Parish Council will provide suitable and sufficient First Aid facilities and equipment as required by the relevant legislation.

### FIRST AID PERSONNEL

The number of First Aid personnel ('Appointed Persons' and 'First Aiders') required in a workplace depends on the potential hazards identified therein.

### APPOINTED PERSON

An Appointed Person is an employee authorised by the employer to take charge if an injury or illness should occur. This person will act in the absence of a trained First Aider and have the responsibility of summoning help, calling for an ambulance, etc. Appointed Persons should be trained to such a level that they are competent in emergency situations.

### FIRST AIDERS

A First Aider is a person who has undertaken training and obtained qualifications approved by the Health and Safety Executive. All First Aid certificates are valid for three years. It is important that qualified First Aiders undertake refresher training before their current certificate expires.

### FIRST AID INFORMATION

Notices detailing the arrangements that have been made in connection with First Aid, including the location of First Aid facilities and personnel will be displayed.

### FIRST AID RESOURCES

The First Aid box will be adequately stocked with resources that the First Aider has been trained to use, but it will not contain any form of medication.

As a general guide (*there is no mandatory list*) the First Aid Box **will typically contain:**

- A First Aid General Guidance card, or a First Aid at Work booklet.
- Approx. 20 individually wrapped sterile adhesive dressings of assorted sizes.
- Approx. 2 Sterile Eye Pads, with holding attachments.
- Approx. 4 individually wrapped sterile triangular bandages.
- A suitable number of safety pins.
- Approx. 6 medium individually wrapped sterile wound dressing, unmedicated.
- Approx. 2 large individually wrapped wound dressings, unmedicated.
- One pair of disposable gloves.

These contents must be examined regularly and restocked when necessary (including the replacement of items that have reached their expiry date). **Under NO circumstances should any medication or tablets such as Aspirin, Paracetamol, and ointments be placed in First Aid Box.**

## **GENERAL PREMISES CONDITIONS**

### **CLEANLINESS AND WASTE**

All work areas are kept clean and tidy with waste removed at regular intervals and not left to build up.

### **WORK STATIONS AND SEATING**

Each workstation and chair are suitable for the job function and the person utilising them. Workstations are arranged so that each task can be carried out safely and comfortably, including ensuring that the worker can work at a suitable height in relation to the work surface.

Those members of staff who use computer equipment on a regular basis are required to complete a Display Screen Equipment assessment form.

### **DRINKING WATER**

An adequate supply of drinking water is readily accessible in our premises.

### **INDOOR TEMPERATURE**

A reasonable temperature (*normally at least 16 degrees Celsius*) is provided during work hours in our premises.

### **TRAFFIC ROUTES**

Car parking outside our premises is organised to allow pedestrians and vehicular traffic to circulate safely.

### **WASHING AND SANITARY FACILITIES**

Our premises comply with the regulatory requirements with regard to the number of WCs provided in relation to the number of staff employed on the premises.

In the case of female WCs, suitable means is provided for the disposal of sanitary dressings.

In both male and female WCs, washing facilities are suitable and sufficient, with hot and cold running water, soap, and suitable drying facilities.

Washing and sanitary facilities are regularly checked to ensure standards of cleanliness and tidiness are maintained. All WCs are adequately ventilated and lit.

# GLASS

## Management Controls

- Glass stored in our premises is done so in the glass racks/shelves provided and nowhere else.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it when handling broken glass.
- Suitable training for the safe handling and disposal of glass is provided.

## Employee Responsibilities

- Ensure that glass is stored in the provided location.
- Ensure that empty glasses are collected frequently during events.
- Ensure that the correct Personal Protective Equipment (PPE) is worn at all times when handling broken glass.
- Take extra care when dealing with broken glass; clear up breakages immediately and dispose of broken glass in a suitable way.

## HAND TOOLS

Many accidents occur when hand tools fall from heights, are tripped over, or placed in such a position that the cutting edges cause injury.

### Management Controls

- All hand tools comply with the relevant regulations and standards and are maintained in good repair.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

### Employee Responsibilities

- Select the correct tools for the job.
- Check that the tools are in good condition.
- Use them correctly.
- Store the tools in a suitable location.
- Keep all the tools in good condition.
- Remove any damaged tools from use until repaired or replaced.
- When not in use, ensure that any hand tools are stored in a manner unlikely to be hazardous to others. Use boxes or other suitable containers.
- Ensure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected.
- Do not lay tools down so that they can fall, roll or be knocked over.
- Never leave tools lying in walkways or any place where they could be tripped over.



## HOME WORKING

Employees of Shavington-cum-Gresty Parish Council may be required to work from home, or alternatively may request to work from home.

### Management Controls

- The home worker is informed of the best ways of accessing their Manager whilst home working.
- Regular communications take place between the Manager and colleagues, where any issues can be raised and appropriate actions taken.
- All equipment provided is safe to use. Company electrical equipment (laptops etc.) are PAT tested and have an expiry date attached to them.

### Employee Responsibilities

- It is the home worker's responsibility to ensure that they bring Company equipment into the office when required to ensure testing can be done.
- When working from home, the working area must be arranged in such a way to enable work to be done in a safe and comfortable manner. This should be done in conjunction with the Display Screen Equipment (DSE) assessment form to use as a general guide.
- Any issues should be brought to the attention of the Manager immediately.

## **KNIVES**

### **Management Controls**

- Shavington-cum-Gresty Parish Council ensures that all staff are adequately trained and competent before using knives and keeps documented records of all training received.
- All knives comply with the relevant regulations and standards and are maintained in good repair.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Maintenance and replacement of knives, etc. is the responsibility of the Management.
- Damaged or defective knives are removed from use until repaired or replaced.

### **Employee Responsibilities**

- Only use knives for their intended purpose, and in accordance with safe working practices.
- Never use any other knives in the workplace.
- Wear suitable Personal Protective Equipment provided.

## LADDERS / WORKING AT HEIGHT

Work which cannot be comfortably reached from a ladder must not be undertaken from a ladder. The risk involved calls for a better method (e.g., *mobile scaffold tower* etc.).

- Ladders are a means of access/egress, not a work platform.
- The foot of the ladder must be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height.
- The top of the ladder must be securely fixed to the structure so that it cannot slip. While lashings etc. are being secured, the ladder shall be footed.
- Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:
  - Fitted with Non-slip feet, and based on a firm level surface, which is not slippery.
  - Erected at a safe angle (1:4).
- Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5m.
- Different grades of ladder are available. Ensure that the ladder in use is the correct strength for the work to be carried out:

### Current Grades of Ladders

Class 1	The heaviest duty ladder is suitable for construction work where the ladder is subject to the heaviest loads.	BS 1129
Class 2	Is intended for lighter trades, such as decorating where relatively low loads are involved.	BS EN 131
Class 3	Is for light (e.g., domestic) use.	BS 2037

These are being replaced with a new standard **EN131**

Professional (commercial)	Load Capacity 150kg
Non-professional (domestic)	Load Capacity 150kg

As per the regulations, our current ladders that are in good condition will not be changed. When they need replacing, we will ensure that the new ladders that are purchased conform to the new standard EN131 and have the correct minimum rating of 150kg.

### Management Controls

- The risks associated with working at height are assessed taking the following factors into consideration:
  - The time and duration of the work;
  - The height at which work is to be undertaken;
  - Hazards associated with falling objects and fragile materials;
  - Local restrictions (*related to structures, overhead lines, etc.*);
  - Choice of access equipment;

- Ground conditions, weather and other environmental considerations;
- Training and experience;
- Requirements for additional safety equipment;
- Other work being undertaken in the vicinity.
- After access equipment choices have been determined, all those required to work at heights are informed of their Health and Safety duties and requirements.
- Where required, a specific Risk Assessment and Method Statement for the operations is produced.

### **Employee Responsibilities**

- Before using a ladder, inspect it to insure it is in good condition. Do not use a damaged ladder (cracked stiles and rungs).
- Check that the ladder is of the correct length, unless there is a suitable handhold to reduce the risk of overbalancing.
- Never rest the top of the ladder against plastic gutters or other such surfaces. The top of the ladder must rest against a solid surface.
- Never carry heavy items (e.g., propane cylinders) up a ladder. Heavy or awkward loads shall be raised to the working platform by other means (gin wheel etc.).

### **STEP LADDERS**

Step ladders will be provided for staff to use when they need access to high level areas for short duration works only. Ensure these are inspected prior to use for any damage or defects. If the step ladders are damaged do not use them; report the damage to the office immediately.

Step ladders must only be used on level ground and never placed on top of something else to gain extra height. If you still cannot reach what you need to access, you must contact the office for more appropriate equipment.

Remember:

- Set up the ladder in a safe manner.
- Never climb on furniture.
- Stepladders and folding trestles must not be used for any degree of side loading. The top platform must not be used for work (unless it is designed with special handholds).

## LONE WORKING PROCEDURE

Within Shavington-cum-Gresty Parish Council, there are a number of situations where it is possible that an employee may be called upon to work on their own. An employee working alone should never be at greater risk than any other employee at any other time. Working alone can result in risks and hazards that would otherwise be non-hazardous and not subject to a formal risk assessment.

Although instances may differ, the following guidelines are to be followed in the case of staff and volunteers called upon to work alone.

### Management Controls

- Tasks in any lone worker situations are assessed, taking into account the following: is the work a one-person job? Is the location of the work remote or isolated? Is there likely to be any problems with communication? Is there any security risk, or the possibility of violence towards the lone worker? Are emergency exit routes available (consideration given to those that may be routinely locked out of hours)?
- Safe working practices and arrangements are implemented with a view to eliminating or minimising any risk.
- Staff working alone are given instructions on what to do in the event of an accident or emergency.
- Appropriate first aid resources are made available to any lone workers.

### Employee Responsibilities

- To ensure that whilst working alone, their whereabouts and the work they are doing is known to others.
- To ensure that the guidelines for working alone are followed.

### LIMITATIONS

**No** member of staff will be required to work alone on behalf of Shavington-cum-Gresty Parish Council in circumstances where:

- His or her location is unknown.
- He or she does not feel confident in carrying out lone work.
- He or she has no means of summoning assistance or indicating their location in an emergency (including being taken ill).
- He or she has received no training or at least a briefing as to the potential hazards of working alone, and the measures to be taken when working alone.

### EMERGENCY SERVICES CONTACT

In an emergency, always dial **999**.

### SHAVINGTON-CUM-GRESTY PARISH COUNCIL STAFF CONTACT

Any employee likely to be in a lone working situation must ensure that they are provided with a contact telephone number of a work colleague and that the number is immediately to hand (*e.g., stored in the staff and volunteers' mobile phone memory*).

## MANUAL HANDLING

More than a quarter of all reportable accidents annually are associated with manual handling. Although fatalities accidents are rare, a vast majority of reported accidents result in 'over three (3) day' injuries.

### **There are three fundamental principles:**

- As far as are reasonably practicable, hazardous manual handling activities should be avoided.
- If unavoidable, then a risk assessment of the hazardous manual handling activity must be undertaken.
- Following the assessment, the risk of injury should be reduced to as low as is reasonably practicable.

### **Management Controls**

- Assessments for manual handling activities are recorded and reviewed.
- Wherever possible, we avoid staff and volunteers undertaking unnecessary manual handling activities that involve risks.
- Staff and volunteers are provided with information and guidance with regard to correct handling and lifting techniques.
- Staff and volunteers are provided with appropriate training and suitable personal protective equipment.
- If a task has to be undertaken in the knowledge of the risk, staff and volunteers are informed of the weight of the load and the centre of gravity (if not central).

### **Employee Responsibilities**

- To follow and comply with any system developed to ensure safe manual handling techniques.
- To use any personal protective equipment provided.
- To practice safe work habits.
- To report any hazard or defect

## **SAFETY CHECKLIST MANUAL HANDLING AND LIFTING**

### **Preparation**

- What is being lifted?
- Where to and how far?
- How many people will be needed to move the load safely?
- Are they all trained in kinetic lifting and handling?
- What methods and equipment will be required?
- Is the required equipment available?
- Would mechanical means be more practical or appropriate?
- Is the lifting and handling area/route clear of hazards?
- Is the operation part of a routine? If so, could it be more effectively planned and executed?

### **Lifting and handling**

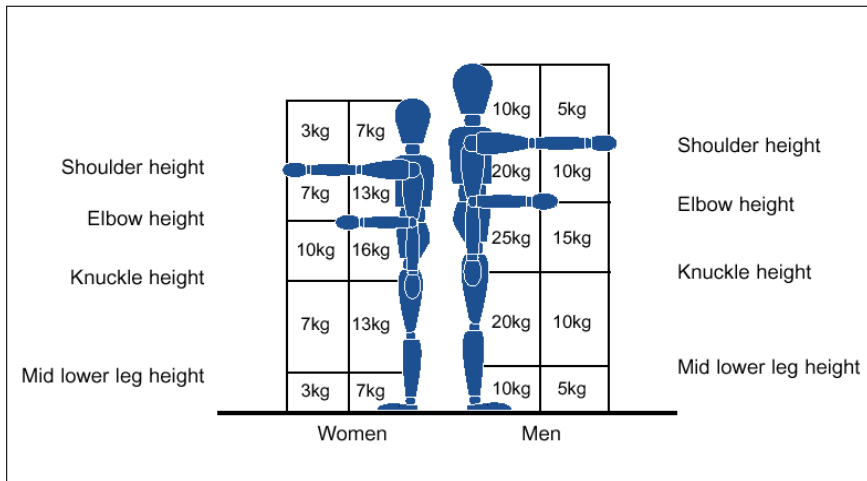
- Is the proper clothing in use?
- Are proper (*kinetic*) lifting methods being employed?
- Is co-ordination satisfactory in dual and team lifting?
- Is the necessary equipment in use or to hand?
- Are excessively heavy weights being lifted?

- Are loads being deposited or stacked safely and securely?
- Is adequate supervision employed where necessary?

**After lifting and handling**

- Are any incidents or accidents reported and recorded?
- Where injuries have been sustained, has medical attention been sought?
- Is the damage or loss of equipment etc. recorded?

**GUIDELINE WEIGHTS FOR MANUAL HANDLING OPERATIONS**



*Each box in the diagram above shows guideline weights for lifting and lowering.*

Observe the activity and compare to the diagram. If the lifter’s hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes. If the operation must take place with the hands beyond the boxes, make a more detailed assessment.

The weights assume that the load is readily grasped with both hands.

The operation takes place in reasonable working conditions with the lifter in a stable body position.

Any operation involving more than twice the guideline weights should be rigorously assessed –even for very fit, well-trained individuals working under favourable conditions.

There is no such thing as a completely ‘safe’ manual handling operation. But working within the guidelines will cut the risk and reduce the need for a more detailed assessment.

**EMERGENCIES**

Well-intentioned improvisation in an emergency, for example to rescue a casualty, does not amount to a breach of these Regulations.

## PERSONAL ELECTRICAL EQUIPMENT

The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shocks can cause severe and permanent injuries and can kill. Damaged equipment can cause fires that can lead to death or injury to others. Most of these accidents can be avoided by adopting a policy with straightforward precautions. The aim of this policy is to reduce the risks which non-company electrical equipment may pose to all staff and persons visiting or working within the demised premises of the company.

The company recognises that with the ever-increasing pace of technology and for reasons of personal safety, staff and contractors may wish to bring certain personal electrical devices to work. Members of staff are permitted to bring in and use the following personal equipment:

- Mobile/smart phones/tablets and chargers
- Digital organisers and chargers
- iPhones, iPods, and MP3 players

Company staff members and contractors are not permitted to bring into the workplace any other privately-owned electrical equipment that requires a mains power supply to run or charge the equipment. Staff and contractors found with any items of electrical equipment which are not allowed in the workplace will be asked to remove the equipment from the premises.

Contractors and delegates may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work at the Agency. They must ensure that this equipment is in a safe condition by verifying the following:

- The plug or adaptor is for a UK socket.
- The cable and body of the equipment and/or charger do not show any signs of damage.
- All UK plugs are marked BS 1363.

AND

- The equipment or charger is Class II (Double Insulated) & CE (European Standard) marked

Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought on site.



## PERSONAL PROTECTIVE EQUIPMENT

The Regulations regarding Personal Protective Equipment (PPE) deal with clothing and equipment designed to protect staff and volunteers from external influence (*but does not include equipment or clothing required by other legislation such as C.O.S.H.H. or Food Hygiene*). The equipment provided should be suitable for the risks involved and the conditions at the place where exposure to the risk may occur. It is also important that the equipment is suitable for the person who is required to wear it and does not induce any unnecessary stress when in use. PPE will be provided free of charge if an assessment has indicated that PPE is required to be worn.

### Management Controls

- We assess our work activities to determine whether PPE is appropriate and necessary. The assessment will determine; What PPE is required? Is the PPE compatible with other equipment that has to be used or worn for that task? Does the PPE create any additional risks itself?
- Shavington-cum-Gresty Parish Council provide PPE to staff and volunteers if they are exposed to any risks that cannot be controlled by other means.
- We will also provide suitable training on how and when to use the PPE provided.
- We recognise that PPE may become damaged or defective through normal 'wear and tear', and on such occasions, we will remove and replace the PPE. Where PPE becomes damaged or defective through wilful neglect or misuse, staff and volunteers will be required to contribute to or cover the cost of repair or replacement.

### Employee Responsibilities

- To always wear the PPE provided.
- To inform Management if you believe for any reason that the PPE provided is unsuitable for the task or creates additional risks.
- To take all reasonable care of PPE provided to you, including regular appropriate cleaning.
- To check PPE before use and report it to Management for replacement if it is found to be damaged or defective.

## **PORTABLE APPLIANCE TESTING**

### **INSPECTION**

In most cases, inspection is a simple visual technique that does not need to be carried out by a trained electrical expert.

### **TESTING**

Testing is carried out by a competent person and involves a full inspection of the electrical equipment along with appropriate tests. Individuals who carry out the testing should possess sufficient knowledge, experience and training in order for them to identify the risks and appropriate control measures.

### **COMBINED INSPECTION AND TESTING**

A combination of inspection and testing should be carried out by a competent electrician where there is reason to suspect electrical equipment may be faulty or damaged.

### **Management Controls**

- Where Testing is required, a competent electrician is engaged in accordance with our policy on Contractor selection.
- Records of all Portable Electrical Appliance testing will be kept on the premises and will be available for inspection when required.
- Any defective equipment will be placed out of use until such time as it can be repaired, with all remedial action/s being recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of accordingly.

### **Employee Responsibilities**

- Before using any item of electrical equipment, carry out a visual check of the plug along with the connected cable, which should be gripped securely at the plug.
- At the first sign of damage or excessive wear, report the item to Management to be removed from use and isolated until it can be checked by a competent electrician, repaired or replaced.

## PORTABLE ELECTRIC TOOLS

There is a constant risk of electric shock whilst working with electric power tools.

### Management Controls

- All power tools comply with the relevant regulations and standards and are maintained in good condition in accordance with manufacturer's guidelines.
- Where safety devices or guards are required for use with power tools, they are provided and maintained in good condition in accordance with manufacturer's guidelines. Staff are trained in the use of and instructed to always use safety devices and guards where applicable.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

### Employee Responsibilities

- Always select the correct tool for the task being carried out.
- Always carry out a visual inspection of power tools prior to using them, to identify any defects or damage to the equipment.
- Do not use any power tools that have defects or damage; report the defects or damage to a Manager and remove the tool from use (with clear labelling to show it is not to be used) until repaired or replaced.
- Always wear the suitable Personal Protective Equipment provided.
- Always use safety devices and guards where provided.
- Always use safe working practices when using power tools.
- Always store, transport, and use hand tools in a safe manner.

## PROTECTION OF THE PUBLIC (Public Visiting Premises)

Members of the public enter the club on a regular basis (*this may include children*) to attend events.

### Management Controls

- We ensure that the general housekeeping on our premises is always kept to a high standard. This includes:
- Ensuring there are no trip hazards.
- Not tools or equipment is left unattended.
- Any spills or broken items are cleared up immediately.
- Items are stacked in a safe manner.

## RECORDING ACCIDENTS

All accidents, incidents, and near-misses, no matter how small, must be recorded.

### Management Controls

- Appropriate arrangements are made for the provision of suitably trained First Aiders and First Aid equipment.
- Staff are informed of who the nominated and/or qualified First Aiders are and where they can be contacted, and the location of First Aid equipment.
- All accidents and incidents are recorded by the First Aider or appointed person. The records include:
  - the name of the casualty;
  - the date and time of the accident or incident;
  - the circumstances of the accident or incident;
  - the details of any injuries sustained;
  - the details of any treatment given.
- Records are kept securely in a suitable location for ease of inspection.

### Employee Responsibilities

In the event of being involved in or witnessing an accident, incident or near miss, the following procedure must be adhered to:

- Seek medical attention from a First Aider or appointed person or dial 999 in an emergency situation.
- Once the situation has stabilised (which may be some time after the event), ensure the details are recorded in the accident book.

## R.I.D.D.O.R.

### (REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES)

Shavington-cum-Gresty Parish Council has a duty to prevent, as far as is reasonably practicable, accidents at work. However, despite the best efforts and intentions, accidents at work may still occur.

#### Management Controls

If an accident or dangerous occurrence does occur, the following procedure is followed:

- Ensure that the victim receives the correct medical attention and that any residual hazard is safely removed if necessary and as appropriate.
- Ensure that an investigation is undertaken to prevent the accident recurring.
- Ensure the incident is reported to the correct authority as required.

Shavington-cum-Gresty Parish Council is responsible for investigating the accident/dangerous occurrence and completing the appropriate documentation. Details of all reportable accidents and injuries must be kept for at least three (3) years and record the following:

- Date and time of the accident or dangerous occurrence.
- Full name and occupation of the victim/s, with details of the nature of the injuries or other related condition suffered.
- Where the accident/dangerous occurrence happened.
- Description of the circumstances surrounding the accident or occurrence.

#### Employee Responsibilities

- To cooperate fully with Shavington-cum-Gresty Parish Council in the gathering and recording of details regarding accidents, incidents and near misses.
- To always report any event that may be considered an accident, incident or near miss.

### REPORTABLE ACCIDENTS AND OCCURRENCES

Determining whether a particular incident or accident should be reported can be confusing. The following **must** be reported:

- Deaths.
- Specified reportable injuries.
- Accidents resulting in over seven (7) day injury to an employee.
- Reportable diseases.
- Reportable dangerous occurrences.
- Gas incidents.

### DEATH OR SPECIFIED INJURIES

If there is an accident connected with work and.

- an employee, or a self-employed person working on our premises is killed or suffers a specific injury (*including as a result of physical violence*); or
- a member of the public is killed or taken to hospital.

the HSE Incident Contact Centre **must** be informed without delay, either via telephone or completion of the appropriate form on the HSE website.

## REPORTABLE SPECIFIED INJURIES:

Specified injuries are classified as:

- Fractures, other than to fingers, thumbs and toes.
- Bone fractures including a break, crack or chip.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which:
  - covers more than 10% of the whole body's total surface area; *or*
  - causes significant damage to the eyes, respiratory system or other vital organs;
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, e.g., carbon monoxide.
- Any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness; *or*
  - requires resuscitation or admittance to hospital for more than twenty-four (24) hours;

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, (e.g., when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation). In such situations, there is no requirement to make precautionary reports of specified injuries. However, it is likely that the accident will require reporting due to the injured person being incapacitated for more than seven (7) days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

## OVER SEVEN-DAY INJURY

You **must** report injuries that lead to a worker being incapacitated **for more than seven (7) consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). **The report must be made within fifteen (15) days of the accident.** Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. You must still keep a record of the accident if the worker has been incapacitated **for more than three (3) consecutive days.**

## REPORTABLE DISEASES

If a doctor determines that an employee is suffering from a reportable work-related disease, then the details must be reported. Reportable diseases include:

- Certain poisonings.
- Some skin diseases.
- Lung diseases, including occupational asthma, pneumoconiosis, asbestosis.
- Infections such as hepatitis; tuberculosis; legionellosis and tetanus.
- Other conditions, such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

## **REPORTABLE DANGEROUS OCCURRENCES**

If something happens that, although it may not have resulted in a reportable injury, clearly could have done; it may be a dangerous occurrence. This must be reported to the HSE Incident Contact Centre immediately. Reportable dangerous occurrences include:

- Explosion collapse or bursting of any closed vessel or associated pipe work.
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of a biological agent likely to cause severe human illness, or any substance likely to be harmful to health.
- Collapse or partial collapse of a scaffold over five metres high.
- Unintended collapse of any building or structure under construction.
- Explosion or fire causing suspension of normal work for over twenty-four (24) hours.



# RISK ASSESSMENTS

## GENERAL PRINCIPLES

Where five or more persons are employed, health and safety legislation require written risk assessments of hazards and risks to be undertaken, and the findings to be brought to the attention of those who might be affected by the associated hazard or risk.

Assessments are to be undertaken by a trained and competent person, being "*a person having the necessary training, qualifications, and relevant practical experience concerning the task being assessed*". There is no such thing as a risk-free workplace, but you can minimise threats to health and safety through risk assessment.

## Management Controls

- We assess all processes that have the potential to cause harm.
- Completed assessments are made available to all staff and volunteers.
- Risk Assessments are periodically monitored, to ensure their continued relevance and suitability.

## Employee Responsibilities

- To comply with all measures identified by Risk Assessments.

## FIVE STEPS TO RISK ASSESSMENTS

The following five steps are the key:

### Step 1: WHAT?

Identify the hazards which could cause harm. Key hazards include:

- Slipping or tripping hazards, (e.g., uneven or wet floors, cabling).
- Fire risks.
- Chemicals, fumes, dust.
- Machinery, portable appliances.
- Working at height, (e.g., from mezzanine floors, scaffolding).
- Vehicles, forklift trucks.
- Electricity.
- Manual handling, lifting, carrying.
- Noise pollution.
- Poor lighting.
- Low (or high) temperature.

### Step 2: WHO?

Decide who the people, or groups of people, are that might be affected by the hazard, for instance:

- Office staff.
- Maintenance staff and operatives.
- Contractors and Cleaners.
- Visitors or members of the public.

**Remember** to consider those people or groups that might be more vulnerable, and therefore at greater risk, such as disabled persons, young persons, new or expectant mothers, visitors, inexperienced/temporary staff, lone workers.

### **Step 3: HOW?**

Evaluate precautions that are in place, or need to be put in place; how can the risks be eliminated, reduced or minimised?

- By complying with recognised industry quality standards.
- By removing the source of the hazard completely.
- By introducing and maintaining good housekeeping?
- Accepting the risk, but reducing it as far as possible?

Have you ensured that you .....

- Have provided adequate information?
- Have arranged sufficient relevant training?
- Have effective systems or procedures?
- Have clear organisational responsibilities?

### **Step 4: RECORD**

Keep records of assessments:

- Record when the assessment was done;
- Record what risks were identified;
- Indicate what precautions are in place;
- Indicate what additional precautions are needed;
- Create an Action Plan, together with a timescale or schedule, to work to;
- Keep the Record of Assessment easily to hand, so that it can be amended as changes occur.

### **Step 5: REVIEW**

Ensure effective monitoring of assessments:

- Remove complacency;
- Regularly review and update your hazard precautions;
- Identify those areas that remain a problem, and take steps to amend and improve;
- Be aware of changes in the workplace that may reduce the effectiveness of your assessment (*e.g. new machinery, change of process or personnel etc.*);
- Be prepared to adjust and reappraise.

## **SAFETY TRAINING**

Safety training is cost effective and is proven to reduce accidents at work. Shavington-cum-Gresty Parish Council has a duty to provide information, instruction, training and supervision to all staff and volunteers to ensure their health, safety and welfare whilst they are at work.

### **Management Controls**

- We ensure all staff and volunteers are suitably trained to implement and comply with the Health and Safety policy.
- Staff and volunteers are trained to undertake specific tasks in relation to their job function, regardless of the location where the work is being carried out.
- Training is provided:
  - As part of the induction programme when first commencing employment with Shavington-cum-Gresty Parish Council;
  - When transferred to a different function or task, or when promoted;
  - When the equipment being used, or the system of work, has changed.
- All levels of staff and volunteers will receive training; including Chairperson, Management, and Supervisors.
- All training requirements are monitored and reviewed on a regular basis to take into account any new or changed risks.
- Wherever possible, training is conducted during working hours.

### **Employee Responsibilities**

- All volunteer have a legal responsibility to take reasonable care of themselves, and others who may be affected by their actions or failure to act.
- Staff and volunteers must co-operate in relation to training programmes and are expected to attend any training courses that are provided.

## SIGNS AND NOTICES

Under statutory legislation certain signs and notices must be displayed in prominent positions around the premises. Those signs that convey a safety message must do so pictorially as well as in writing, to ensure that the information can be understood by all those within the premises.

### NOTICES AND CERTIFICATES DISPLAYED

<b>Certificate</b>	<b>Location</b>
Employers Liability Insurance	Prominent

<b>Notice</b>	<b>Location</b>
Health and Safety Law Information Poster	Prominent
Fire Direction Signs	Prominent
Fire Instruction Notices	Prominent
First Aid Information Notices	Prominent

## STRESS POLICY STATEMENT

Shavington-cum-Gresty Parish Council is committed to protecting the health (*mental health as well as physical health*), safety and welfare of its staff and volunteers (*this extends to contractors and temporary staff*) by providing a supportive working environment.

To enable individuals to cope successfully with the demands and pressures of work, reasonable and appropriate improvements to the working environment are made and suitable support is always provided to those whose health and well-being are being affected by work-related stress.

It is the policy of Shavington-cum-Gresty Parish Council to provide a supportive environment for dealing with stress related issues; however, staff and volunteers must take responsibility for raising their concerns as early as possible in order for Shavington-cum-Gresty Parish Council to investigate and resolve genuine problems.

### DEFINITION OF WORK-RELATED STRESS

The Health & Safety Executive (UK) defines work-related stress as “The reaction people have to excessive demands or pressures; arising when people try to cope with tasks, responsibilities or other types of pressure connected with their jobs; but find difficulty, strain or worry in doing so”.

Some pressure at work is inevitable and total elimination of this pressure is neither possible nor desirable. Every job brings its own set of tasks, responsibilities and day-to-day problems. The pressures and demands these place upon staff and volunteers are an unavoidable feature in working life.

Some pressure can be positive. It is often the tasks and challenges faced at work that provide the structure to the working day and keep individuals motivated. These are often key in providing a sense of achievement and job satisfaction. However, an individual's ability to deal with pressure is not limitless and it is important that this pressure does not become sustained stress. It must be recognised that different people have different stress thresholds.

Work-related stress is not an illness, but excessive workplace pressure can potentially cause damage to the mental wellbeing of an individual, and this can in turn undermine the health of the workforce and damage business performance.

Some of the most common causes of work-related stress are known to be excessive workloads, deadline pressures, aggressive management, poor communication, unsupportive work environments and problems maintaining work-life balance.

Outside domestic pressures, such as family, finance, and bereavement are also potential causes of stress and can frequently compound workplace pressure. These should also be taken into consideration where they are likely to have an impact on an individual at work.

### Management Controls

Shavington-cum-Gresty Parish Council has responsibility for:

- Encouraging active consideration of work-related stress issues as part of the design and implementation of procedures, processes or systems (for example when defining roles and responsibilities within their department);
- Endeavouring to take reasonable actions to investigate the issues and reduce or eliminate the factors causing the stress where reasonably practicable and appropriate (support will be provided to the manager dealing with the issue by the relevant Health & Safety Advisor or other appropriate persons as required).

Seeking to avoid or reduce work-related stress by:

- Raising the awareness about all types of stress and its causes;

- Where reasonable and practical, producing and making changes to work-related practices to reduce the factors which may lead to stress in the workplace (for example, workplace risk assessments and audits, providing staff with stress management training and support for dealing with issues);
- Providing opportunities for staff and volunteers to maintain and promote their health and well-being;
- Promoting and maintaining a culture of open communication throughout the organisation;
- Promoting and maintaining good management and team building practices for those with management and supervisory responsibilities.

Dealing with existing or potential stress problems by:

- Providing a supportive environment in which issues and concerns can be raised and dealt with appropriately;
- Providing guidance to managers to assist in the sensitive management of staff and volunteers in likely stressful situations;
- Identifying appropriate training interventions to help alleviate stress;
- Assisting and advising staff and volunteers who are suffering from work-related stress;
- Providing both internal and external sources of assistance for staff and volunteers with clearly identified clinical work-related stress issues (the level and type of assistance will depend on individual circumstances).

### **Employee Responsibilities**

- Ensure concerns regarding work-related stress are raised to their immediate Manager in the first instance as early as possible. Where this is not appropriate, concerns should be raised with another Manager;
- Seeking appropriate medical advice.

# VIOLENCE

## EFFECTIVE MANAGEMENT OF CHALLENGING BEHAVIOUR AT SHAVINGTON-CUM-GRESTY PARISH COUNCIL

### WHO IS AT RISK?

Verbal abuse or threats are the most common type of incidents, and physical attacks are rare in comparison. Staff whose job requires them to deal with members of the public at Shavington-cum-Gresty Parish Council may be subject to abuse of this kind, in particular; staff that give service and staff representing authority.

### Management Controls

- We assess the risks of potential abuse or violence, considering the environment, the activities, and the people that could be affected; and record and review the assessments on a regular basis.
- Where the potential for abuse or violence is identified, precautions are implemented to minimise or mitigate the threat.
- Shavington-cum-Gresty Parish Council provides awareness training on handling and dealing with abuse or violence, including recognising the importance of reporting all instances of abuse or violence.
- We keep detailed accounts of any incidents of abuse or violence.
- We encourage staff to participate in debriefings with Management following any incidents of abuse or violence.
- We recognise that new or younger staff and volunteers may be at greater risk because of lack of experience with dealing with awkward and/or abusive parties and provide extra supervision for them where possible.

### Employee Responsibilities

- Staff and volunteers must always report any incident of abuse or violence, whether directly affected by it or not, and regardless of its perceived severity.

## VULNERABLE PERSONS

We recognise that vulnerable persons are at greater risk of harm than other people. Vulnerable persons include young people, elderly people, people with impaired physical or mental capacity. People who are not ordinarily vulnerable may become vulnerable either temporarily or permanently, such as during pregnancy, or following surgery.

### Management Controls

- Whenever vulnerable persons are employed or affected by our work activities, specific risk assessments are carried out prior to their commencement of work. The assessment will consider:
  - The person's experience and ability to perceive danger;
  - Their workplace and workstation;
  - Any exposures to physical, chemical and/or biological agents;
  - Any work equipment used;
  - The work activities and processes to be undertaken;
  - Any training provided, and any risks from specified agents and processes.
- The risk assessment will be fully communicated to all parties involved in the process.
- Shavington-cum-Gresty Parish Council will comply with all regulations on working hours and rest break requirements for vulnerable workers.



## **WORK EQUIPMENT**

### **Management Controls**

- All work equipment provided by Shavington-cum-Gresty Parish Council is regularly and satisfactorily inspected and maintained as required under the Provision and Use of Work Equipment Regulations (1998).
- Risk Assessments and Method Statements are produced and implemented for Work Equipment.
- Suitable training is provided for the safe use of Work Equipment.
- Suitable Personal Protective Equipment is provided where applicable, and staff instructed to wear it.
- Any safety equipment, including safety devices, guarding of dangerous parts of machinery and equipment, etc. used by staff and volunteers are also regularly inspected.

### **Employee Responsibilities**

- Always use safe working practices for the Work Equipment provided.
- Always wear Personal Protective Equipment provided.
- Work Equipment must be visually inspected prior to use, and if any defects or damage is found, the Work Equipment must not be used and removed from use.
- Defects or damage must be reported immediately to Management for repair or replacement.

	<b>Date of Risk Assessment:</b>	6 February 2023
	<b>Review Date:</b>	<b>February 2023</b> (unless change occurs, in which case review is required immediately)
	<b>Completed By:</b>	S Garner, Clerk

### Premises Risk Assessment – Shavington-cum-Gresty Parish Council – Village Hall

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
1. Slips, Trips and Falls	Medium	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> <li>• Sprains</li> <li>• Strains</li> </ul>	<ul style="list-style-type: none"> <li>• All equipment is well maintained and inspected regularly;</li> <li>• Appropriate footwear is worn at all times;</li> <li>• Housekeeping on the premises is maintained at a high standard at all times, both internally and externally;</li> <li>• Adequate lighting is provided internally and externally;</li> <li>• Any damaged flooring on the premises is reported immediately for repair and the area is cordoned off to avoid an accident;</li> <li>• Any trip hazards are removed or barriered off immediately.</li> <li>• Wet floor signs are used when cleaning is in progress.</li> </ul>	None	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
<p>2.</p> <p>Falls from Height</p>	<p>Low</p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Death</li> <li>• Fractures</li> <li>• Bruising</li> <li>• Cuts</li> </ul>	<ul style="list-style-type: none"> <li>• Only competent persons are allowed to use ladders;</li> <li>• Ladders and steps are stored appropriately to prevent unauthorised use;</li> <li>• All ladders and steps inspected prior to use for any defects.</li> </ul>	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>
<p>3.</p> <p>Manual Handling</p>	<p>Low</p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Muscular strains or sprains</li> <li>• Back injuries</li> <li>• Trapped Nerves</li> </ul>	<ul style="list-style-type: none"> <li>• Loads are only lifted where persons feel they are within their capabilities;</li> <li>• Team Lifting is encouraged where possible;</li> <li>• Trolleys are provided to help with lifting heavy items.</li> </ul>	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
<p>4.</p> <p><b>Electricity</b></p>	<p><b>Low</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Burns</li> <li>• Electrocutation</li> </ul>	<ul style="list-style-type: none"> <li>• Fixed electrical testing is completed;</li> <li>• All electrical equipment is kept in good repair;</li> <li>• All persons visually inspect electrical equipment for damage before use;</li> <li>• Electrical appliances are used and maintained in accordance with manufacturer's guidance.</li> <li>• Instruction for the safe use of the mixing desk are available to hirers.</li> </ul>	<p><i>Fixed electrical distribution boards should be inspected at 5 year intervals by an NICEIC registered contractor.</i></p> <p><i>PAT testing should be completed annually.</i></p>	<p>Committee</p>		<p><b>Low</b></p>
<p>5.</p> <p><b>Hazardous Substances</b></p>	<p><b>Low</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Burns</li> <li>• Respiratory Problems</li> <li>• Loss of vision</li> </ul>	<ul style="list-style-type: none"> <li>• All chemicals are stored in suitable containers correctly labeled;</li> <li>• Correct Personal Protective Equipment (PPE) used;</li> <li>• All hazardous chemicals are kept locked away to prevent unauthorised use.</li> </ul>	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p><b>Low</b></p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
<p>6.</p> <p>Falling Objects</p>	<p>Low</p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> </ul>	<ul style="list-style-type: none"> <li>• All items are stored in a suitable location;</li> <li>• Any damage to storage areas is reported immediately;</li> <li>• No work will be carried out over areas where people may walk under.</li> </ul>	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>
<p>7.</p> <p>Knives</p>	<p>Medium</p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Cuts</li> <li>• Lacerations</li> <li>• Blood loss</li> <li>• Amputation</li> </ul>	<ul style="list-style-type: none"> <li>• Only competent persons use knives;</li> <li>• Children are not permitted to enter the kitchen</li> <li>• Knives are always kept sharp;</li> <li>• The correct knife is used for the job.</li> <li>• Hirers are responsible for the safe use of all knives as detailed in the hire agreement</li> </ul>	<p>None.</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
<p>8.</p> <p><b>Food Hygiene</b></p>	<p><b>Low</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Sickness</li> </ul>	<ul style="list-style-type: none"> <li>• A comprehensive cleaning schedule is in place;</li> <li>• Highest standards of hygiene are adhered to, preventing cross-contamination;</li> <li>• Hands are cleaned regularly.</li> <li>• Hirers are responsible for the correct handling of food as outlined in the hire agreement.</li> </ul>	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p><b>Low</b></p>
<p>9.</p> <p><b>Using the Kitchen Equipment</b></p>	<p><b>Medium</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Burns</li> <li>• Scalding</li> </ul>	<ul style="list-style-type: none"> <li>• Only low risk equipment is available;</li> <li>• The appliances are used and maintained in accordance with the manufacturer's guidance;</li> <li>• Pre-use visual inspections of the appliances are conducted;</li> <li>• Suitable fire extinguishing media is located in the vicinity.</li> <li>• Children are not permitted to enter the kitchen</li> </ul> <p>Detailed instructions on the safe use of the kitchen equipment are available to all hirers.</p>	<p>None.</p>	<p>N/A</p>	<p>N/A</p>	<p><b>Low</b></p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
<p>10.</p> <p>Maintenance of the Premises</p>	<p>Medium</p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Cuts</li> <li>• Fractures</li> <li>• Crushing</li> <li>• Drawing-in</li> </ul>	<ul style="list-style-type: none"> <li>• Only competent persons use maintenance equipment e.g. groundwork equipment, hand tools &amp; power tools;</li> <li>• The correct Personal Protective Equipment (PPE) is used;</li> <li>• The equipment is checked before use for any defects;</li> <li>• The equipment is used and maintained in accordance with manufacturer's guidance;</li> <li>• Only competent contractors are employed.</li> </ul>	<p>None.</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>
<p>11.</p> <p>Moving Vehicles</p>	<p>Medium</p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> <li>• Public</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Cuts</li> <li>• Fractures</li> <li>• Crushing</li> </ul>	<ul style="list-style-type: none"> <li>• The car park is well laid out to avoid vehicles blocking visibility;</li> <li>• Badly parked vehicles are requested to move;</li> <li>• Adequate lighting is provided;</li> </ul>	<p>None.</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
12. Fire	High	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> <li>• Public</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Major or minor injury</li> <li>• Burns</li> <li>• Smoke Inhalation</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Fire alarms are tested on a regular basis</li> <li>• Emergency lighting operating correctly in all areas of the building</li> <li>• Suitable fire extinguishers are available throughout the building</li> <li>• There are adequate means of escape and all exists are immediately openable</li> <li>• There are suitable safety signs and notices displayed throughout the building</li> <li>• Fire emergency plan is made available to all hirers of the hall at time of booking</li> <li>• Waste disposed of correctly and stored away from potential ignition sources</li> <li>• Housekeeping maintained to a suitable level.</li> <li>• Walkways and traffic routes kept free from hazards</li> </ul>	<p><i>Hire agreement should be amended to include provision for nomination of a fire warden for all hires.</i></p> <p><i>Fire log book should be purchased for the premises and all in house testing and servicing schedules should be recorded within in it.</i></p>	Within One Month	Shavington-cum-Gresty Parish Council	Medium



What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
13. Lone Working	Low	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Members</li> </ul>	<ul style="list-style-type: none"> <li>• Lone working is avoided where possible</li> <li>• Lone workers only complete low risk tasks</li> <li>• Lone workers ensure that their location and expected duration of works is known</li> <li>• Lone workers have a mobile phone with them at all times with emergency contact numbers</li> </ul>	<p><i>No current lone working policy in place. Rhino Safety to include within main H&amp;S Policy.</i></p>	<p>Within One Month</p>	<p>Rhino Safety</p>	<p><b>Low</b></p>



**SHAVINGTON**  
CUM  
**GRESTY**

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

## **ENVIRONMENTAL AND SUSTAINABILITY POLICY**

### **Approved 1 December 2021**

#### **THE POLICY**

Shavington Parish Council recognises its responsibilities to the sustainability of the environment. It is the policy of Shavington Parish Council to conduct all aspects of our activities in accordance with approved, sustainable and acceptable environmental practices, and to operate within current environmental legislation.

In order to achieve this, we will encourage and instruct all staff to operate within the following guidelines:

- To minimise the consumption of natural resources and energy;
- To consume material goods with consideration and in moderation;
- To adopt working practices that will reduce waste and allow for the recycling of materials wherever and whenever possible;
- To ensure that all waste and effluent is disposed of safely, responsibly, and without unacceptable risk to the environment;
- To encourage amongst all staff and clients an understanding of environmental considerations in the context of our business activities;
- To comply with and embrace all environmental legislation.

Through this policy, Shavington Parish Council will always seek to consider the environmental impact in relation to all its activities, and to recognise its responsibilities in helping to protect the overall environment.

#### **AIM OF THE POLICY**

The aim of the policy is to:

- Comply with current environmental legislation;
- To consider and assess best practice; taking action where necessary to continuously improve environmental practice;
- Emphasise to all employees at all levels their own responsibility to the environmental well-being; providing training where applicable;
- Ensure this Policy is available to all employees, including sub-contractors;
- Audit environmental and sustainability performance;
- Review this policy regularly, taking into consideration any audit findings.

#### **RESPONSIBILITIES**

The Clerk (or the senior member of staff in charge in their absence) will be responsible for implementing this Policy and, as far as is reasonably practicable, will ensure that:

- Any work carried out will comply with the requirements of this Policy;
- We will try to recycle as much of our waste as possible;
- Measures are taken to prevent any surface, underground or atmospheric pollution;



## SHAVINGTON CUM GRE<sup>STY</sup>

- Noise pollution is kept to a minimum, as far as is reasonably practicable;
- Vehicle exhaust pollutants are kept to a minimum;
- Wildlife and surrounding habitats, trees, flora, fauna, and archaeological and heritage sites are protected as appropriate;
- Material wastage is kept to a minimum, as far as is reasonably practicable;
- Water and energy are conserved, and recycling of materials is promoted;
- Environmental accidents are investigated and resolved; and preventative measures are enforced to prevent reoccurrences;
- The policy is reviewed regularly to ensure both compliance and relevance.

DRAFT

	<b>Date of Risk Assessment:</b>	6 February 2023
	<b>Review Date:</b>	<b>February 2024</b> (unless change occurs, in which case review is required immediately)
	<b>Completed By:</b>	S Garnero

### Risk Assessment – Vine Tree Avenue Play Area

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and when?	Completed ?	Final Hazard Level
<p>1.</p> <p><b>Slips, Trips and Falls</b></p>	<b>Medium</b>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Staff &amp; Volunteers</li> <li>• Visitors/Users</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> <li>• Sprains</li> <li>• Strains</li> </ul>	<ul style="list-style-type: none"> <li>• The site is well maintained and inspected regularly by staff &amp; volunteers;</li> <li>• Appropriate footwear is worn at all times by staff &amp; volunteers;</li> <li>• Users of the site are requested to report any issues found immediately;</li> <li>• The path is clearly defined and appropriately surfaced;</li> <li>• Users of the site are made aware that the site is an outdoor location and therefore care should be taken in inclement weather as well as suitable footwear worn;</li> <li>• Any trip hazards are removed or barriered off immediately where possible, taking into consideration it is an outdoor location;</li> </ul>	<i>Ongoing monitoring.</i>	Staff & Volunteers	<i>Ongoing</i>	<b>Low</b>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and when?	Completed?	Final Hazard Level
<p style="text-align: center;">2.</p> <p style="text-align: center;"><b>Unsafe condition and/or use of play equipment &amp; furniture</b></p>	<p><b>Medium</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Staff &amp; Volunteers</li> <li>• Visitors/Users</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> <li>• Sprains</li> <li>• Strains</li> <li>• Lacerations</li> </ul>	<ul style="list-style-type: none"> <li>• Regular inspections of play equipment logged</li> <li>• Play equipment is given an annual safety inspection by a competent person</li> <li>• All furniture is maintained in a safe condition; free from loose joints; protruding bolts/screws; splinters</li> <li>• Playground surface maintained in safe condition to minimise slips and trips</li> <li>• Signage detailing terms of use displayed at entrance; No dogs; children under 5 years to be accompanied by an adult; equipment suitable for children only; no ball games; smoking not permitted; maximum number of 6 persons can use the playground at one time</li> <li>• Contractor engaged to cut grass, maintain borders and hedges</li> <li>• Users of the site are requested to report any issues found immediately;</li> </ul>	<p style="text-align: center;"><i>Continued monitoring of condition and maintenance – regular documented inspections</i></p> <p style="text-align: center;"><i>Essential that annual inspections are carried out and documented</i></p>	<p>Staff &amp; Volunteers</p>	<p>Ongoing</p>	<p><b>Low</b></p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and when?	Completed ?	Final Hazard Level
<p style="text-align: center;"><b>3.</b></p> <p style="text-align: center;"><b>Site Hazards</b></p>	<p><b>Medium</b></p>	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Staff &amp; Volunteers</li> <li>• Visitors/Users</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Cuts</li> <li>• Puncture wounds</li> <li>• Fractures</li> <li>• Bruising</li> <li>• Muscular strains or sprains</li> </ul>	<ul style="list-style-type: none"> <li>• Site inspected regularly by staff &amp; volunteers</li> <li>• Hazards are removed where applicable; glass &amp; sharp items are removed by volunteers</li> <li>• Litter and other waste cleared regularly; a litter bin is provided to keep litter off the site</li> <li>• Site is locked during evening hours (Hours of use: 8am-9pm)</li> <li>• Anti-social behaviour and/or vandalism is reported to the police</li> <li>• PCSO conducts routine visits</li> <li>• Dogs are not permitted within the play area, however regular checks are made to ensure any dog waste is removed and disposed of where applicable</li> </ul>	<p><i>Inspections are regularly monitored/ documented – applicable issues are highlighted, and relevant actions acted upon</i></p>	<p>Staff &amp; Volunteers</p>	<p>Ongoing</p>	<p><b>Low</b></p>



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Main Rd, Shavington, Crewe, CW2 5DP

## APPLICATION TO FILL A CASUAL VACANCY FOR A COUNCILLOR

### To stand for election to become a parish councillor you must be:

- At least 18 years old on the day of your nomination, and
- A British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union

### You must also meet at least one of the following four qualifications:

- You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards
- You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area
- You have lived in the parish area of within three miles of it during the whole of the 12 months before the day of your nomination and the day of election

### Disqualifications from standing

There are certain people who are disqualified from being elected to a parish or community council in England and Wales.

You cannot be a candidate if at the time of your nomination and on the day of the election, any of the following are true:-

- You are employed by the parish council or hold a paid office under the parish/community council (including joint boards or committees),
- You are the subject of a bankruptcy restrictions order or interim order,
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998

A person may also be disqualified from election if they have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal (formerly the Adjudication Panel for England or Wales). If successful, you will be required to complete an entry in the council's register of members' interests. This involves putting your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc., on public record.

Full name	Title:
	First name:
	Other names:
	Surname:



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Address	Phone:	
	Email:	
Will you be at least 18 years old on the date of the Meeting?	Yes / No	
Are you a British Citizen, a Commonwealth citizen or a citizen of a European Union Country?	Yes/No	
In order for your eligibility to be confirmed please tick all of the following that apply to you  For full detail on eligibility please refer to Cheshire East Council's electoral officer.	1. On the current electoral register for the Parish/Ward (on-going requirement; you are required to remain on the register throughout your term of office)	<input type="checkbox"/>
	2. Have lived in the parish or within 3 miles of the parish boundary during the whole of the 12 months before the day of nomination & election	<input type="checkbox"/>
	3. Main place of business during the last 12 months before the day of nomination & election is based in the parish	<input type="checkbox"/>
	4. Occupy as owner or tenant property within the parish for 12 months before the day of nomination & election	<input type="checkbox"/>
Please indicate in no more than 100 words why you would like to join the Parish Council		
Although you have might have no experience as a Councillor what is your perception of the role of a Parish Councillor?		
Are there any local issues that you are particularly interested in that you believe could be of benefit to the community?		





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What qualities, skills and experience do you have to offer to this council?

Please provide any additional information you feel would support your application to be a Parish councillor (you can continue on additional sheets if needed).

You would be disqualified from being a councillor for the reasons stated on the front cover of this application. Please refer to that information before completing this application form.

I am not aware of any disqualification to my serving as a Councillor

Signed: .....

I confirm the above information is correct to the best of my knowledge.

I also confirm that by signing I am confirming that Shavington cum Gresty Parish Council may process my personal data for the purposes of this application under the GDPR.

Signed : .....

Date: .....

Please return completed form and any supporting information to:  
Parish Clerk Shavington cum Gresty Parish Council  
Shavington Village Hall  
Main Road  
Shavington

Or email to Simona Garnero [SimonaGarnero@shavingtononline.co.uk](mailto:SimonaGarnero@shavingtononline.co.uk)

**PRIVACY NOTICE FOR CO-OPTION**

**Data controller:** Shavington cum Gresty Parish Council



# SHAVINGTON CUM GRESTY

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

## 1. Introduction

Shavington cum Gresty Parish Council is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you.

Shavington cum Gresty Parish Council “The Council” collects, stores and processes personal data relating to its employees in order to manage the employment relationship. This privacy notice sets down how the Council collects and uses personal information about you during and after your working relationship with us.

This privacy notice applies to applicants, current and former councillors.

The Council is committed to protecting the privacy and security of your personal information. The Council is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

## 2. Data Protection Principles

The Council will comply with data protection law. This means that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have explained to you clearly and not used in any way that is incompatible with these purposes;
- Relevant to the purposes we have told you about and limited to those purposes only;
- Accurate and kept up to date;
- Kept only for such time as is necessary for the purposes we have told you about; and
- Kept securely.

## 3. What Information Does The Council Collect And Process?

The Council collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- date of birth;
- gender;
- details of your qualifications, skills and experience;
- details of your bank account,
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- copy of driving licence;
- training you have participated in;

We may also collect, store and use the following special categories of more sensitive personal information:

- information about medical or health conditions, including whether or not you have a disability for which the Council needs to make reasonable adjustments;



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- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Council collects this information in a variety of ways. For example, data is collected through the application and recruitment process and during work-related activities.

Data is stored in a range of different places, including in your personnel file, in the Council's HR systems and in other IT systems (including the Council's email system).

#### 4. **Why Does The Council Process Personal Data?**

The Council needs to process data to ensure you meet the requirements for co-option with Shavington cum Gresty Parish Council

#### 5. **Situations In Which We Will Use Your Personal Information**

Situations in which we will process your personal information are listed below:

In order to:

- make decisions about co-option;
- maintain accurate and up-to-date member records and contact details (including details of whom to contact in the event of an emergency),
- check you are legally entitled to be a councillor for Shavington cum Gresty Parish Council;
- keep records of training and development requirements;
- On appointment your contact details would be made available for the general public on our website and notice boards

#### 6. **If You fail to Provide Personal Information**

If you do not provide certain information when requested, the Council may not be able to co-opt you as a councillor.

#### 7. **Change of Purpose**

The Council will only use your personal information for the purpose for which it was collected unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will advise you of this and explain the legal basis which allows us to do so.

You should be aware that we may process your personal information without your knowledge or consent where this is required or permitted by law.

#### 8. **How We Use Sensitive Personal Information**

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out legal obligations (for example for health and safety purposes).

Data used by the Council for these purposes is anonymised or is collected with the express consent of individuals, which can be withdrawn at any time. You are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.



## SHAVINGTON CUM GRESTY

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### 9. Information About Criminal Convictions

We do not envisage that we will hold information about criminal convictions.

### 10. For How Long Do You Keep Data?

The Council will only hold your personal data for as long as is necessary to fulfil the purposes we collected it for, including any legal, accounting or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

The periods for which your data is held will be in accordance with applicable laws and regulations

### 11. Who Has Access to Data?

Your information will be shared internally only between relevant officers including the Parish Clerk and members of the Council.

The Council shares your data with third parties where required by law, where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so.

The Council will not transfer your data to countries outside the European Economic Area.

### 12. How Does the Council Protect Data?

The Council takes the security of your data seriously. The Council has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Details of these measures are available on request.

When the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### 13. Your Duty to Inform Us of Changes

It is important that the personal information we hold about you is accurate and current. Please be sure to keep us informed if your personal information changes during your time working with us.

### 14. Your Rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a “data subject access request”);



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- require the Council to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Council is relying on its legitimate interests as the legal ground for processing; and
- ask the Council to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact the Parish Clerk.

If you believe that the Council has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office.



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**I acknowledge receipt of the Privacy Notice for co-option and confirm that I have read and understood it.**

Name .....

Signature .....

Date .....



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## Report Statement

Meeting: Finance & Strategy Committee, 15.02.2023

Report Purpose: To present Councillors with the list of bad debts for 2022/23

Version Control: v1

Author: Clerk

### 1. Report Summary

The report provides Councillors a list of bad debts for the financial year 2022/23

### 2. Background

S.9.4 of the Parish Council Financial Regulations states that 'any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year'

### 3. Position

Attached the list of irrecoverable sums for the financial year 2022/23 signed by the RFO.

The two debtors have been contacted several times either by email or phone, and voice messages have been left. One refused to pay, the other never replied or returned calls.

The total sum is £98.99 and it is opinion of the Clerk that it wouldn't be cost effective to appoint a Debt Collector Agency for this small sum, and the most effective solution would rather be to sign off these.

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation

### 5. Financial Impact

Up to £98.99

### 6. Resource Impact

Clerk's time

### 7. Conclusions

Councillors are asked to note the report and the bad debts list signed by the RFO attached and:

- a. Recommend this to full council to be signed off

- b. Not recommend this to full council to be signed off

**8. Consideration Sought**

That the bad debts list signed by the RFO is recommended to full council to be signed off





**Shavington-cum-Gresty Parish Council**  
**OUTSTANDING SALES INVOICE LIST**

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Invoice No	Date	Ref	Name	Description	Amount
148	04/05/2022		Filip Kotlar	Extra cleaning VH booking 30 April 2022	50.00
149	05/05/2022		Filip Kotlar	Village Hall booking refund	23.99
166	10/05/2022		Laura Jane Pickup	Allotment Fees	25.00
179	25/05/2022		Shine Bright Foundation	Shavington-cum-Gresty Village Hall bookin	
					<b>Total</b>
					<b>98.99</b>