



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

14 September 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 20 September 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 21 June 2023 (attached)
4	Public participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements (attached)
6	To undertake an internal audit check

7	<p>To consider informing the budget setting process for 2024/25 financial year (to follow).</p> <p>To receive and consider DRAFT budget proposals from the following Committees:</p> <ul style="list-style-type: none">- Community and Engagement- Environment and Recreation <p>To consider setting the 2024/25 income target for the Village Hall</p>
8	<p>To receive and consider an update on the Western Ecological Mitigation Area acquisition project</p>
9	<p>To receive and consider an update on the 10-year Strategic Plan for the Parish Council</p>
10	<p>To receive the Village Hall Booking Emergency Plan approved by the Village Hall Committee (ScG VH/22/3/11) (attached)</p>
11	<p>To receive and consider the following Project Initiation Documents (attached):</p> <ul style="list-style-type: none">a. Parish Signs Restoration Project (Cllr Ferguson)b. Speed Gun Project (Cllr Buchanan)
12	<p>To receive an update on GDPR data breach from the Clerk</p>
13	<p>To receive and consider the following policy (attached):</p> <ul style="list-style-type: none">a. Allotment Privacy Policy
14	<p>To note the date of the next Finance & Strategy Committee Meeting – 22 November 2023 7:30pm</p>

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



MINUTES of the meeting held on
Wednesday 21 June 2023

In attendance: Ferguson, K Gibbs, R Jones, S Jones

ScG FSC/23/01/1	To receive apologies for absence
	No apologies were received.
ScG FSC/23/01/2	To elect the Chair and Deputy Chair
	RESOLVED: Cllr R Jones and Cllr K Gibbs were elected Chair and Deputy Chair of the Finance and Strategy Committee respectively.
ScG FSC/23/01/3	To note the Term of References for the Finance and Strategy Committee
	Councillors NOTED the Term of References of the Finance and Strategy Committee
ScG FSC/23/01/4	To confirm and sign the minutes of the Finance Committee Meeting hold on 15 February 2023
	RESOLVED: that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FSC/23/01/5	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements
	Members NOTED the Parish Council YTD financial position. RESOLVED: that the month-end reconciliations statements ending 31 May 2023

	are signed and approved
ScG FSC/23/01/6	To undertake an internal audit check
	<p>The following internal audit checks were made:</p> <ul style="list-style-type: none"> - Payroll folder - VAT claim check. - Payee details check <p>No issue was reported.</p>
ScG FSC/23/01/7	To receive and consider the Internal Audit report
	<p>Councillors NOTED the Internal Audit report.</p> <p>RESOLVED: that the Clerk is instructed to implement the n.3 recommendations raised by the Internal Auditor:</p> <ul style="list-style-type: none"> - Annual pay rises should be notified to the payroll agent via email by the Chair of the Council - Adoption of an Expense Policy - Training to be provided to the Clerk to cover the topic of Public Contract Regulation 2015
ScG FSC/23/01/8	To note and consider an update with regards to Speed Indicator Device
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Clerk is instructed to contact the PCC and the CEC Ward Councillor and check if there is any support or sponsorship available toward the cost of replacing the SID and to report back to the Finance & Strategy Committee in its September meeting.</p>
ScG FSC/23/01/8	To note the date of the next Finance & Strategy Committee Meeting – 20 September 2023 7:30pm
	Members NOTED the date of the next Finance & Strategy Committee meeting

Meeting Closed at 2028 hrs

Chair: Cllr R Jones

Clerk: S Garnero

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				12,400.00	4,717.50	7,682.50	7,682.50 (61%)
21	General Parish Council design a				3,700.00	1,103.60	2,596.40	2,596.40 (70%)
22	PC/VH subscription and adv				1,500.00		1,500.00	1,500.00 (100%)
23	Village Festival				323.00	323.00		(0%)
24	Christmas/Winter event				3,177.00		3,177.00	3,177.00 (100%)
25	Remembrance Service				4,700.00		4,700.00	4,700.00 (100%)
26	Community events				1,150.00	190.00	960.00	960.00 (83%)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
55	#QueenBee fund		4,146.56	4,146.56				4,146.56 (N/A)
58	Engagement and Promotion				3,300.00	1,855.84	1,444.16	1,444.16 (43%)
61	Civic events				2,600.00	2,117.76	482.24	482.24 (18%)
SUB TOTAL			4,146.56	4,146.56	32,950.00	10,307.70	22,642.30	26,788.86 (81%)

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General c				1,000.00	77.92	922.08	922.08 (92%)
28	Ground Maintenance- supplier				15,000.00	6,232.50	8,767.50	8,767.50 (58%)
29	Vine Tree Play area - mainten				1,000.00	208.64	791.36	791.36 (79%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	720.00	658.34	-61.66				-61.66 (-8%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
54	CIL - Community Infrastructure L							(N/A)
62	New Planters				1,500.00	132.58	1,367.42	1,367.42 (91%)
SUB TOTAL		720.00	658.34	-61.66	19,700.00	6,651.64	13,048.36	12,986.70 (63%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00		150.00	150.00 (100%)
4	Stationary				500.00	326.18	173.82	173.82 (34%)
5	Accountancy software				750.00	777.60	-27.60	-27.60 (-3%)
6	ICT equipment				750.00	281.52	468.48	468.48 (62%)
9	Audit Fees				1,000.00		1,000.00	1,000.00 (100%)
10	Insurance				3,300.00	3,378.64	-78.64	-78.64 (-2%)
11	Legal and professional fee				1,500.00	515.00	985.00	985.00 (65%)
12	Subscription (adobe/office/Chal				4,000.00	2,802.51	1,197.49	1,197.49 (29%)
13	Telephone				743.40	335.00	408.40	408.40 (54%)
14	Website subscription				2,400.00	1,050.00	1,350.00	1,350.00 (56%)
15	Website transparency				500.00		500.00	500.00 (100%)
16	Misc/Expenses				1,000.00	118.97	881.03	881.03 (88%)
17	Precept	179,592.36	89,796.00	-89,796.36				-89,796.36 (-50%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)

Shavington-cum-Gresty Parish Council

14 September 2023 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

53 Acquisition projects				4,000.00		4,000.00	4,000.00 (100%)
59 Office costs				6,000.00		6,000.00	6,000.00 (100%)
SUB TOTAL	179,592.36	89,796.00	-89,796.36	26,593.40	9,585.42	17,007.98	-72,788.38 (-35%)

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	PCSO funding				37,958.00	9,489.50	28,468.50	28,468.50 (75%)
63	NEW! Notice board Shavington f		4,414.80	4,414.80	4,834.80	3,889.00	945.80	5,360.60 (110%)
64	IMPACT		10,000.00	10,000.00		17.48	-17.48	9,982.52 (N/A)
SUB TOTAL			14,414.80	14,414.80	42,792.80	13,395.98	29,396.82	43,811.62 (102%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				74,000.00	34,001.16	39,998.84	39,998.84 (54%)
2	Payroll Service				800.00	314.50	485.50	485.50 (60%)
7	Staff Training				1,000.00	296.00	704.00	704.00 (70%)
8	Members Training				300.00	25.00	275.00	275.00 (91%)
SUB TOTAL					76,100.00	34,636.66	41,463.34	41,463.34 (54%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	37.95	262.05	262.05 (87%)
34	Cleaning Service				5,100.00	2,484.00	2,616.00	2,616.00 (51%)
35	Gas supply				4,450.00	785.13	3,664.87	3,664.87 (82%)
36	Power supply				1,500.00	484.00	1,016.00	1,016.00 (67%)
37	Fire equipment				300.00		300.00	300.00 (100%)
39	Online booking system				300.00	250.16	49.84	49.84 (16%)
40	Hygine service				700.00	567.24	132.76	132.76 (18%)
41	Water supply				3,000.00	903.45	2,096.55	2,096.55 (69%)
42	Waste collection				1,680.00	366.00	1,314.00	1,314.00 (78%)
43	PPS/PRS				250.00	299.68	-49.68	-49.68 (-19%)
47	General Maintenance				1,500.00	232.50	1,267.50	1,267.50 (84%)
48	Hall hire	13,500.00	5,077.48	-8,422.52		11.00	-11.00	-8,433.52 (-62%)
60	Office costs income	6,000.00		-6,000.00				-6,000.00 (-100%)
SUB TOTAL		19,500.00	5,077.48	-14,422.52	19,080.00	6,421.11	12,658.89	-1,763.63 (-4%)

Summary

NET TOTAL	199,812.36	114,093.18	-85,719.18	217,216.20	80,998.51	136,217.69	50,498.51 (12%)
V.A.T.		2,372.27			3,953.41		
GROSS TOTAL		116,465.45			84,951.92		



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Report Statement

Meeting:	Finance & Strategy Committee
Report Purpose:	To provide VH booking emergency plan approved by Village Hall Committee
Version Control:	v1
Author:	Clerk

1. Report Summary

The report aims to provide F&S Councillors with the Village Hall Booking emergency plan approved by the Village Hall Committee on 24.01.2023. The plan is a contingency plan to be activated in case of any unplanned changes affecting the management of the VH booking system.

2. Background

Currently, the Village Hall booking is managed as follow:

- a. Cllr K Gibbs and Mrs Gibbs manage the booking system
- b. The Clerk supports Cllr K Gibbs and Mrs Gibbs and oversees the financial aspect of the process
- c. Cllrs K Gibbs and McIntyre primarily deal with costumers and help opening and close the venue on weekends and weekdays

The user journey is summed up below:

- a. Costumer makes an enquires for availability either via email or phone
- b. The request is dealt by Cllr K Gibbs ad Mrs Gibbs, who check the hall availability, and address any questions raised by the costumer
- c. The customer is asked to fill the booking form and to complete the payment
- d. Once the payment is completed the slot is reserved
- e. On the day of the booking, the customer is welcomed on site by either Cllrs K Gibbs, or McIntyre. Regular users are provided with a set of keys and code to access the car park
- f. Invoices are issued at the end of each month

There are n.2 main types of bookings:

- a. Weekly regular bookings: lower managements. Independent access to the venue. Higher value for money
- b. Weekend users: higher management. Lower value for money



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3. Position

Below is presented the Emergency Plan approved by the Village Hall Committee on 24.01.2023.

'This report considers options in case of variations to the current booking process. Two main groups of risks are identified:

1. **Planned changes to the booking system**: this kind of scenario will be dealt with an ad hoc review of the whole process
2. **Unexpected/unforeseeable changes to the booking system.** Below a list of actions that to be implemented immediately by the Clerk, to address case 2):
 - a. A meeting will be called with the VH and F&S Chairs to assess the case and discuss actions to be taken
 - b. All Councillors will be informed via email with regards to interim plans agreed with the Chairs to address the case
 - c. **Changes needed on the management of the booking management**: the Clerk will temporarily oversee and manage all booking requests. New bookings might be suspended for a while, until the group of volunteers available to open/close the VH is confirmed, and availabilities of those members are taken. Priority will be given to regular users. This will impact on the Clerk availability to deliver other projects and activities.
 - d. **Changes needed to open/close the asset.** An email will be circulated to all Members to request new availability immediately. Clerk and Community Manager will cover any booking already confirmed if Members are not available to cover this. New booking might be suspended for a while until the group of volunteers to open/close the VH is confirmed, and availabilities of those members are taken. Priority will be given to regular users. Clerk and Community Manager will be refunded for extra miles and times.

4. Governance

Village Hall Committee ToR

5. Financial Impact

Both scenarios will impact the VH budget for a short term.

6. Resource Impact

Councillors, Clerk, Community Manager time

7. Conclusions

Members are asked to note this report

8. Consideration Sought

That the report is noted





Report Statement

Meeting: Finance & Strategy Committee

Report Purpose: To present Councillors with n.2 Project
Initiation Proposals

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to present Councillors with n.2 project initiation proposals.

2. Background

On 13 July 2023, Cllr Ferguson presented a Project Initiation Document (PIDs) for the Parish Signs Restoration project.

On 16 June 2023, Cllr Buchanan presented a PID for a new Speed Gun.

3. Position

Attached to this report, the two PIDs for Councillors consideration.

Councillors are asked to consider the requests and consider whether they should be included in the budget setting for 2024/25 and whether a recommendation should be made to Full Council to progress with them.

4. Community Impact

Positive: residents will benefit from both proposals

5. Governance

Shavington-cum-Gresty Financial Regulation
Shavington-cum-Gresty Parish Council Project Initiation Policy

6. Financial Impact

TBC

7. Resource Impact

Clerk and Community Manager

8. Conclusions

Members are asked to note the report and to consider each proposal. If approved, an adequate budget should be included to progress with the project as part of the council

Shavington-cum-Gresty, *Finance & Strategy Committee 20.09.2023* Agenda
Item 11

budget setting 2024/25 and a recommendation should be made to
Full Council to progress with the project.





ANNEX 1
PROJECT INITIATION DOCUMENT (PID)

Project Initiation Document		
Name and Position in the Council	Kevin Gibbs Vice Chair Booking Officer, Village Hall	Date 1/2/2023
Project Name Which Committee does this project come under? (if none, then please add Finance and Strategy Committee)	Jazz in the Village F&S Committee	
Description of project	We play accessible, melodic jazz and tell amusing stories about some of our touring experiences from the places we have played and visited. We usually set the hall out in a cabaret style with low lighting and tea light candles on the tables, to create an intimate concert setting. We have our own LED lighting system and spots plus a PA, electric piano, etc.	
Project Aims What do you want the project to achieve? How does it support the Council's plans and aims?	Raise funds for the Village Hall.	
Target Communities What communities are targeted and what benefits will the project bring to them?	Shavington cum Gresty residents.	
Research already completed. Please attach all research carried out so far.	We would be delighted if you would consider hosting one of our concerts in your hall. Based in Edinburgh, Scotland we've been touring all over the UK enjoying fantastic audience responses and sell out concerts to our " Jazz in the Village " tours. We play accessible, melodic jazz and tell amusing stories about some of our touring experiences from the places we have played and visited. We usually set the hall out in a cabaret style with low lighting and tea light candles on the tables, to create an intimate concert setting. We have our own LED lighting system and spots plus a PA, electric piano, etc. Our concerts are usually well attended, and we have had some wonderful and memorable jazz evenings throughout the UK over the years. http://www.millarandspencer.co.uk/	



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<p>Evidence of need How do you know the project is needed?</p>	<p>Funds needed for the Village Hall to ensure the Village Hall does not run at a loss.</p>
<p>Cost of Project Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.</p>	<p>Our fee for performance is £400. Up to 4 hours officer time. Village Hall hire £110. (Hall not being used on Saturday evenings at present)</p>
<p>Benefits Please details all benefits including cost savings, efficiency savings</p>	<p>The main benefit is to provide an opportunity to raise funds for the Village Hall. To provide an alternative evenings entertainment for residents of Shavington cum Gresty.</p>
<p>Who? Officer /Councillor Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?</p>	<p>Councillors – to help set the Village Hall up for the evening. Liaison with artists. (KG and AG)</p>
<p>Other Organisational Support Who do you think we need to work with or take advice from?</p>	<p>Ian Millar/Dominic Spencer (Artists)</p>
<p>Timeline What is the length of the project work and when will the benefits be realised? Are there any time constraints?</p>	<p>Suggested 17th June 2023.</p>
<p>Risks Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?</p>	<p>Seats not sold</p>
<p>Is the project a quick win? I.E. does it meet all the following criteria? a. Will cost less than £1,000 b. All expenditure can be met from an existing budget c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc)</p>	<p>Yes. It meets all criteria for a quick win.</p>



<p>d. Has the support of all Members of the relevant Committee (*please note this will be verified via Call-In)</p> <p>e. Does not pose any significant reputational or other risk to the Council or partners</p>	
<p>Other information Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.</p>	<p>1st project of its kind for the Hall.</p>

ANNEX 2





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

Project Initiation Document

Name and Position in the Council	Cllr Matt Ferguson	Date 13/07/2023
Project Name Which Committee does this project come under? (if none, then please add Finance and Strategy Committee)	Parish Signs Restoration Project Committee TBD	
Description of project	A project to restore parish boundary signs on trunk roads, some of which were removed by CEC and have since become 'lost', some of which have been defaced and are in need of replacement, and some that may have never existed in the first place. New signs are expected to complement some already in situ.	
Project Aims What do you want the project to achieve? How does it support the Council's plans and aims?	The aims of the project are: <ol style="list-style-type: none">1) To redress the historic removal and mislaying of parish signs that were previously in situ, and then create some consistency in signage across the parish;2) Create a sense of 'place' so that road users are aware that they are entering the parish boundary of Shavington-cum-Gresty;3) To reflect the presence of neighbouring parish signs on our borders (notably Wybunbury and Rope), and existing Shavington-cum-Gresty signs and improve the general signage	
Target Communities What communities are targeted and what benefits will the project bring to them?	All road users and pedestrians, whether parish residents, visitors, or simply passing through. The main benefits should be felt by parish residents through a greater sense of identity when travelling around the parish.	
Research already completed. Please attach all research carried out so far.	Refer to Appendix A	
Evidence of need How do you know the project is needed?	Signage regularly arises as a matter during council meetings due to the historic matter of signs being removed by CEC with the promise of replacement, later being mislaid in storage; also, the Parish Council has a desire to improve the identity of the community (neighbourhood plan, establishment of a community engagement subcommittee etc.) and signage is a basic part of this endeavour.	
Cost of Project Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue	Estimate: £8000 (£1000 per sign). Based on: Sign: c.£200 (Source: roadsignsdirect.co.uk) Fittings: c.£100 (as above) Installation: c.£200 (includes hours/ machinery etc.) Clerk time: c.£100	



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<p>& capital and include estimate of Officer Hrs if you are able to.</p>	<p>Risk @ 67%: c.£400 (due project uncertainties, lack of site knowledge etc.)</p>
<p>Benefits Please details all benefits including cost savings, efficiency savings</p>	<p>Benefits will be attributable to: 1) Restoration of a previously-placed asset, removed; 2) A sense of place amongst residents; 3) A consistent approach to parish boundary signage.</p>
<p>Who? Officer /Councillor Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?</p>	<p>Councillors: draft and agree locations for signs (E&R committee) Clerk: procurement; instruction to suppliers and construction contractors.</p>
<p>Other Organisational Support Who do you think we need to work with or take advice from?</p>	<p>Cheshire East Highways.</p>
<p>Timeline What is the length of the project work and when will the benefits be realised? Are there any time constraints?</p>	<p>18m. Funds raised in '24-'25 and project delivered by end March '25.</p>
<p>Risks Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?</p>	<p>Risks: 1) Funding/ cost too high; 2) Not getting CEC Highways agreement for installation sites; 3) Safety risk during site works/ competency of installation contractors.</p>
<p>Is the project a quick win? I.E. does it meet all the following criteria? a. Will cost less than £1,000 b. All expenditure can be met from an existing budget c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc) d. Has the support of all Members of the relevant Committee (*please note this will be verified via Call-In) e. Does not pose any significant reputational or other risk to the Council or partners</p>	<p>No.</p>
<p>Other information Is there any other information which you feel would help with the project</p>	<p>None.</p>



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Main Rd, Shavington, Crewe, CW2 5DP

assessment? Please include links to any best practise or similar projects.	
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Main Rd, Shavington, Crewe, CW2 5DP

Appendix A – Research already completed

There are several trunk roads that pass through Shavington-cum-Gresty, with varying degrees of signage. These are, clockwise, from north:

- Gresty Road (B5071)/ Jack Mills Way (*no sign in place*)
- A500 Shavington Bypass (*no sign in place*)
- Weston Lane (*sign in place*)¹
- Newcastle Road at the filling station (*sign in place*)²
- Stock Lane (*no sign in place*)
- Dig Lane (*no sign in place*)
- Newcastle Road at Blakelow Farm (*no sign in place*)
- A500 at Blakelow (*no sign in place*)
- Rope Lane (*no sign in place*)
- Gresty Lane (*sign in place, defaced*)³

Of the ten boundary points, **7** locations have no sign, **2** locations have satisfactory signs, **1** location has a defaced sign requiring replacement. The project scope should include the provision of **8** new signs (includes 1 replacement sign at Gresty Lane). For consistency the signs should generally correspond with each other.

1 – Weston Lane





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

2 – Newcastle Road



3 – Gresty Lane





- PROJECT INITIATION DOCUMENT (PID)

Project Initiation Document		
Name and Position in the Council	Linda Buchanan	Date 16/06/23
Project Name Which Committee does this project come under? (if none, then please add Finance and Strategy Committee)	Speed Gun	
Description of project	Purchase of Speed Gun	
Project Aims What do you want the project to achieve? How does it support the Council's plans and aims?	<p>Speeding is a huge problem in Shavington, particularly on Crewe Road and Rope Lane. The aim of the purchase is to provide an effective device to identify and report to the PCSO those who speed through the village.</p> <p>The vision for Shavington-cum-Gresty is for the village to be "easy and safe to get around" 7.2, The Neighbourhood Plan.</p> <p>The purchase of a speed gun will enable Speedwatch volunteers to support that vision</p>	
Target Communities What communities are targeted and what benefits will the project bring to them?	<p>The targeted communities will be those identified by the PCSO as being on particularly unsafe roads</p> <p>The aim of the project is to</p> <ol style="list-style-type: none">1. reduce injury on roads2. improve quality of life for those living on roads which have a high incidence of speeding3. reduce the speed of vehicles to the speed limit4. increase public awareness of inappropriate speed	
Research already completed. Please attach all research carried out so far.	<ol style="list-style-type: none">1. PCSO Pete Corbett is researching the price of a speed gun2. I have contacted the Chair of Rope PC to see if they are interested in purchasing a speed gun with Shavington-cum-Gresty PC3. Historical data from SID4. Personal experience as a speedwatch volunteer	



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<p>Evidence of need How do you know the project is needed?</p>	<p>The current speed gun is old, clunky and inefficient. Without the use of a speed gun speedwatch volunteers cannot carry out their role within the village</p>
<p>Cost of Project Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.</p>	<p>At the moment I do not have a cost as this is still being researched.</p>
<p>Benefits Please details all benefits including cost savings, efficiency savings</p>	
<p>Who? Officer /Councillor Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?</p>	<p>The project team would involve Councillor Buchanan, S-c-G clerk, PCSO</p>
<p>Other Organisational Support Who do you think we need to work with or take advice from?</p>	<p>The Police</p>
<p>Timeline What is the length of the project work and when will the benefits be realised? Are there any time constraints?</p>	<p>The project will be ongoing upon purchase of the speed gun</p>
<p>Risks Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?</p>	<p>The risks associated with this project is if the speed gun is used by someone who has not taken speed watch training and if the speed gun is not stored in a secure place</p>
<p>Is the project a quick win? I.E. does it meet all the following criteria?</p> <ol style="list-style-type: none"> Will cost less than £1,000 All expenditure can be met from an existing budget Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc) Has the support of all Members of the relevant Committee (*please note this will be verified via Call-In) Does not pose any significant reputational or other risk to the Council or partners 	<ol style="list-style-type: none"> Still being researched No, the aim is to cost in the speed gun for a future budget I will need to seek advice from the Clerk This has not yet been discussed with relevant committees I believe it will enhance the reputation of the Council



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<p>Other information Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.</p>	<p>Crewe Town Council has purchased 2 speed guns for their PCSOs. I need to contact their Clerk for informtion</p>



Report Statement

Meeting: Finance and Strategy Committee

Report Purpose: To provide Members the DRAFT Allotment Privacy policy for consideration

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Councillors with the Allotment Privacy Policy for considerations

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

Attached the following set of policies for Councillors' consideration:

- Shavington-cum-Gresty Parish Council Allotment Privacy Policy

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations
Shavington-cum-Gresty Parish Council Standing Order

5. Financial Impact

Nil

6. Resource Impact

Clerk's time

7. Conclusions

Members are asked to note the report and:

- a. Approve the policy attached
- b. Approve the policy attached with some amendments
- c. Not approve the policy attached

8. Consideration Sought

That the policy attached is approved.



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SHAVINGTON-CUM-GRESTY PARISH COUNCIL ALLOTMENT PRIVACY POLICY

Shavington-cum-Gresty Parish Council is committed to ensuring that we are transparent about the ways in which we use your personal information and that we have the right controls in place to ensure it is used responsibly and is kept safe from inappropriate access, theft or misuse.

This privacy notice is designed to help you understand how we use personal information when delivering our allotment letting processes, and specifically the data we need to formalise your tenancy agreement with us. We have set out the services types, the information we may use to deliver the services, who we may share it with, and how long we will keep it.

This privacy notice supports the council's primary privacy notice.

Services covered within this privacy notice:

- Allotment Service : Provides management and development of allotments.

Categories of personal data

We only collect and use the minimum amount of personal information required when delivering a service to you. Wherever possible we use non-identifiable personal information.

We will use some or all of the personal information provided such as:

- your name, address
- contact details, such as email address, mobile phone number etc.

Purposes

To comply with our public and statutory functions to provide an allotment service. We use your contact details to notify you of available allotments and to arrange plot viewings. If you choose to take on a plot, your information is used to draw up a tenancy agreement. We then use your information for contractual and billing purposes, as well as for communications relating to the allotment service.

Specifically, we use your information to:

- enter into, and fulfil a Tenancy Agreement
- deliver the service
- maintain and administer the allotment database
- contact you in the event of a problem with your tenancy/plot
- send out renewal information



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- enable us to meet all legal and statutory obligations
- notify you of changes e.g. repairs and maintenance
- chase up outstanding payments

Information sharing/recipients

Information will be shared with relevant Allotment volunteers specific to the Allotment you have tenancy on, as they assist in the running of our sites, including arranging plot-viewings for prospective tenants; inspecting plots; issuing notices.

Your information may be shared with other external government and enforcement agencies, for example Highway Services or the Environment Agency, if we need to report flooding or other issues at an allotment site.

Exceptionally, we may need to share information about you with the law enforcement agencies such as the police if we need to report theft, criminal damage or if we suspect that an allotment is used for unlawful purposes.

Legal basis for processing

Most of the personal information we process is provided to us directly by you, under the Data Protection Act 2018, the lawful bases we rely on for using your personal information is:

Article 6(1)(b) UK GDPR - We have a contractual obligation (Tenancy Agreement) with you.

Article 6(1)(e) UK GDPR - Where it is necessary for the performance of a task carried out in the public interest or in the exercise of local authority functions under the Allotment Act 1908 as modified under the Allotment Act 1950

Article 6(1)(d) UK GDPR - In an emergency situation where it is necessary to protect the vital interests of any individual.

The Data Controller

We are the Data Controller for this processing.

Protecting your information

Your information will be securely stored on our database. Should the transfer of personal information outside of the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the personal information.

Your information is stored within the UK.



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How long we will keep your personal information

We will only use your personal information whilst delivering the service to you and to deal with any questions or complaints that we may receive about this, unless the law requires us to keep it for a longer period. In practice, this means that your information will be kept for as long as you are a tenant, plus two years then destroyed. Your personal information would only be retained for longer than this in the event of tenancy determinations.

Rights of individuals

If you do not supply your personal details, we will be unable to enter into a contract with you for an allotment tenancy.

Under data protection law, you have rights including:

- your right of access - you have the right to ask us for copies of your personal information
- your right to rectification - you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- your right to erasure - you have the right to ask us to erase your personal information in certain circumstances
- your right to restriction of processing - you have the right to ask us to restrict the processing of your information in certain circumstances
- your right to data portability - you have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances

Please note that you are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Your right to withdraw consent

Not applicable. If you do not maintain consent, we will be unable to deliver a contract with you for an allotment tenancy.

Complaints

You can complain directly to the council using the following details:

By email: clerk@shavingtononline.co.uk

By post: Shavington-cum-Gresty Parish Council, Main Road, Shavington, Crewe, CW2 5DP

You also have the right to complain to the Information Commissioner's Office using the following details:



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Information Commissioner's Office (ICO) website

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF

Telephone: 0303 123 1113

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