



SHAVINGTON
CUM
GRESTY

**Shavington-cum-Gresty Council
Parish Council Meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

28 September 2023

To: **Members of the Shavington-cum-Gresty Parish Council**

Dear Councillor,

You are summoned to attend the Parish Council meeting of the Shavington-cum-Gresty Parish Council to be held at **7:30PM** on **Wednesday 4 October 2023** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

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| 1 | To receive and consider apologies for absence |
| 2 | To note declarations of Members' interest |
| 3 | To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 6 September 2023 (attached) |
| 4 | Public Participation |
| | <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i> |

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| 5 | <p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 6 September July 2023 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance & Strategy Committee <u>Chair:</u> Cllr R Jones Meeting held on 20 September 2023 (minutes attached) Items for consideration:</p> <p>i. that the Allotment Privacy Policy is recommended to Full Council for approval and that similar policies are presented to council to cover the following services:</p> <ul style="list-style-type: none"> • Village hall booking services • Clean team • Working groups/ events <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre Meetings held: 6 September 2023 (minutes attached) and 4 October 2023</p> |
| 6 | To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Buchanan (CEC) (attached) |
| 7 | To receive the August report from the Village Beat Manager (attached) To receive and consider an update with regard to the funded PCSO |
| 8 | To note the YTD Parish Council finance position (attached) |
| 9 | To note and approve all payments since 1 April 2023 (attached) |
| 10 | To receive and consider an update with regards to the School Car Park |
| 11 | To receive and consider a proposal from ChALC to assist the Council with its Strategic |

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| | <p>Planning and Staffing Review (attached)</p> <p>To receive and consider a virement proposal to move £4,000 from cost code 53-Acquisition Projects toward the newly created cost code Parish Council Strategic Plan to cover costs for the Strategic Planning and Staffing review</p> |
| 12 | <p>To receive and consider an update with regards to the Christmas Event (attached)</p> <p>To receive and consider a proposal to cancel the Parish Council Christmas event, in order to support other community initiatives in the Parish (attached)</p> |
| 13 | <p>To receive and consider the following recommendation from the Finance & Strategy Committee (attached):</p> <p>ii. that the Allotment Privacy Policy is recommended to Full Council for approval and that similar policies are presented to council to cover the following services:</p> <ul style="list-style-type: none"> • Village hall booking services (to follow) • Clean team (to follow) • Working groups/ events (to follow) |
| 14 | <p>To receive and consider an update with regards to the Budget Setting Process 2024/25 (attached)</p> |
| 15 | <p>To receive an update on the Shavington Park notice board donated by Persimmon Homes to Shavington-cum-Gresty Parish Council</p> |
| 16 | <p>To note the date of the next Council Meeting – 1 November 2023 7:30PM</p> |
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Shavington-cum-Gresty Council
Shavington-cum-Gresty Parish Council
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES the Parish Council
held on Wednesday 6 September 2023

In attendance: Cllrs Buchanan, Cruickshank, Ferguson, B Gibbs, K Gibbs, R Jones, S Jones,
Hancock, McIntyre, Randle

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| ScG/23/04/1 | To receive and consider apologies for absence¹ |
| | Apologies were received and accepted from Cllrs McHugh and Wain |
| ScG/23/04/2 | To note declarations of Members' interest |
| | Cllr Randle declared a disclosable pecuniary interest in item 9, 11 and 14. |
| ScG/23/04/3 | To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 5 July 2023 |
| | RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record with the following amendment: <ul style="list-style-type: none">• p.2 Main Road instead of Elephant Road |
| ScG/23/04/4 | Public Participation |
| | <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i> |
| | A member of the public suggested that, following several changes in regulations and local boundaries, it might be wise to review the Shavington-cum-Gresty Neighbourhood Plan to be sure it is still relevant and take note of any changes it might needs. The Chair of the Council suggested this to be delegated to Planning Committee |

¹ Hrs 1931

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| | for consideration. |
| ScG/23/04/5 | <p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 5 July 2023 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs Meeting held: 26 July 2023 and 30 August 2023 (draft minutes attached) Items for consideration:</p> <ul style="list-style-type: none"><i>i.</i> that a recommendation is made to Full Council to approve a virement for £200 from the cost centre Village Festival toward the Remembrance Service budget to support the purchase of crosses to be distributed at the service.<i>ii.</i> that a recommendation is made to Full Council to approve a virement for £77 from the cost centre Village Festival toward the Christmas/Winter budget to support the event costs.<i>iii.</i> that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is recommended to Full Council for approval. <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre Meeting held: 19 July 2023 (draft minutes attached)</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson Meeting held: 12 July 2023 (draft minutes attached) Items for consideration:</p> <ul style="list-style-type: none"><i>i.</i> that a recommendation is made to Full Council to accept the request for tenancy transfer of plot 14 under s.2.7 of the Allotment Policy, and to wave an ad-hoc dispensation of the Eligibility Criteria in 2.1 <p><u>Committee:</u> Finance & Strategy Committee <u>Chair:</u> Cllr R Jones</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan Meeting held: 26 July 2023 (draft minutes attached) Items for consideration:</p> <ul style="list-style-type: none"><i>i.</i> that the revised Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for approval, subject to the amendments being made |

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| | <p>that, in order to address staff capacity concerns, the following recommendations are made to Full Council:</p> <p>a. That each committee is asked to draft its own mission statement, which will then be considered by Full Council and included in the Council action plan;</p> <p>b. That the budget setting should include references to staff hours (which should be counted only to 80% leaving room for unplanned or unexpected elements). And that each Committee should be allocated a maximum staff capacity time-slot available for the delivery of the committee's projects and activities</p> <p>c. That the 30 hrs allocated toward the delivery of the Christmas events from Community Manager capacity plan, should not be exceeded. And that the Clerk should have the delegated authority to scale down or cancel the event in consultation with the Chair of the Staffing Committee if there is a highly chance of overtime (please note: a 10% tolerance is accepted withing the allocated staff time)</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre Meetings held: 5 July 2023 and 26 July 2023 (draft minutes attached)</p> |
| | Councillors NOTED the update. |
| ScG/23/04/6 | To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Buchanan (CEC) |
| | Councillor NOTED the update. |
| ScG/23/04/7 | To receive the May report from the Village Beat Manager |
| | Members NOTED the report. |
| ScG/23/04/8 | To note the YTD Parish Council finance position |
| | Councillors NOTED the report. |
| ScG/23/04/9 | To note and approve all payments since 1 April 2023 |
| | Members NOTED the reports. Cllr S Randle abstained from the vote. RESOLVED: that all payments since 1 April 2023 are approved. |
| ScG/23/04/10 | To receive and consider an update with regards to the School Car Park |
| | Councillors NOTED the report. |

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| ScG/23/04/11 | <p>To receive and consider an update from the Chair of Staffing Committee with regards to staffing matters</p> |
| | <p>RESOLVED: that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the public, staff and representatives of the press are excluded from the meeting during the consideration of item 11 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</p> <p>Cllr Randle and the Clerk left the room for the consideration of item 11.</p> <p>Cllr Buchanan, Chair of Staffing Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the briefing.</p> |
| ScG/23/04/12 | <p>To receive and consider a proposal from the Clerk for a 10 year Strategic Plan for the Parish Council</p> |
| | <p>Cllr B Gibbs, Chair of the Council, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that Finance & Strategy Committee is delegated to set up a process and deliver the definition of a 10-year strategic plan for the Council, with the request that this should be a shared piece of work with community groups and organisations.</p> |
| ScG/23/04/13 | <p>To receive and consider the following recommendation from the Staffing Committee</p> <p style="padding-left: 40px;">i. that the revised Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for approval, subject to the amendments being made</p> |
| | <p>Councillor Buchanan, Chair of Staffing Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: the Shavington-cum-Gresty Parish Council Appraisal Policy is approved and adopted as recommended by Staffing Committee.</p> |
| ScG/23/04/14 | <p>To receive and consider the following recommendations from the Staffing Committee:</p> <p style="padding-left: 40px;">i. that, in order to address staff capacity concerns, the following recommendations are made to Full Council:</p> |

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| | <p>a. That each committee is asked to draft its own mission statement, which will then be considered by Full Council and included in the Council action plan;</p> <p>b. That the budget setting should include references to staff hours (which should be counted only to 80% leaving room for unplanned or unexpected elements). And that each Committee should be allocated a maximum staff capacity time-slot available for the delivery of the committee’s projects and activities</p> <p>c. That the 60 hrs allocated toward the delivery of the Christmas events from Community Manager capacity plan, should not be exceeded. And that the Clerk should have the delegated authority to scale down or cancel the event in consultation with the Chair of the Staffing Committee if there is a highly chance of overtime (please note: a 10% tolerance is accepted withing the allocated staff time)</p> |
| | <p>Cllr Buchanan, Chair of Staffing Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the following recommendation is accepted, and that Finance & Strategy Committee is delegated to implement it as part of the 10-year strategic plan:</p> <p>a. That each committee is asked to draft its own mission statement, which will then be considered by Full Council and included in the Council action plan;</p> <p>RESOLVED: that the following recommendation is approved:</p> <p>b. That the budget setting should include references to staff hours (which should be counted only to 80% leaving room for unplanned or unexpected elements). And that each Committee should be allocated a maximum staff capacity time-slot available for the delivery of the committee’s projects and activities</p> |
| <p>ScG/23/04/15</p> | <p>To receive and consider the following recommendation from the Environment & Recreation Committee:</p> <p>i. that a recommendation is made to Full Council to accept the request for tenancy transfer of plot 14 under s.2.7 of the Allotment Policy, and to wave an ad-hoc dispensation of the Eligibility Criteria in 2.1</p> |

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| | <p>Cllr Ferguson, Chair of Environment and Recreation Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the recommendation is accepted and that the request for tenancy transfer of plot 14 under s.2.7 of the Allotment Policy is authorised.</p> |
| ScG/23/04/16 | <p>To receive and consider the adoption of the following policies</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Community Engagement Policy - Shavington-cum-Gresty Parish Council Long Service Award Policy - Shavington-cum-Gresty Parish Council Publication Scheme Policy - Shavington-cum-Gresty Parish Council Scheme of Delegation Policy |
| | <p>Councillors NOTED the report.</p> <p>RESOLVED: that the following policies are adopted and approved:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Community Engagement Policy - Shavington-cum-Gresty Parish Council Long Service Award Policy - Shavington-cum-Gresty Parish Council Publication Scheme Policy - Shavington-cum-Gresty Parish Council Scheme of Delegation Policy |
| ScG/23/04/17 | <p>To receive and consider a request from Nantwich Town Council to sponsor the Nantwich Food Bank (£50)</p> |
| | <p>The Clerk briefed Councillor on the item.</p> <p>Councillors NOTED the brief.</p> <p>RESOLVED: that a recommendation is made to Nantwich Town Council to apply to the Council Micro and Small Grant Policy (should this be adopted under item 23)</p> |
| ScG/23/04/18 | <p>To receive and consider a proposal to submit an application for the Local Council Award Scheme – Foundation qualification</p> <p>And to consider confirming by resolution that all documentation and information is in place for the Foundation award.</p> |
| | <p>Councillors NOTED the report.</p> <p>RESOLVED: that the Clerk is instructed to submit the application for the Local Award Scheme – Foundation award, and to pay the related fee from reserve</p> |

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| | RESOLVED: that all documentation and information are in place for the Foundation award |
| ScG/23/04/19 | To receive and consider an update with regards to the Budget Setting Process 2024/25 |
| | Councillors NOTED the report. |
| ScG/23/04/20 | To receive and consider the External Auditor report for the period ending 31 March 2023 |
| | Councillors NOTED the External Auditor report for the period ending 31 March 2023. |
| ScG/23/04/21 | To consider delegating the Clerk, in conjunction with the Chair of the Environment & Recreation Committee and the Chair of the Parish Council, the authority to temporary close the Vine Tree play area or review the opening hours for security reasons, subject to this being reported to the relevant committee. |
| | <p>RESOLVED: that the meeting is suspended²</p> <p>RESOLVED: that the meeting is reopened³</p> <p>RESOLVED: that Standing Orders are suspended to extend the time of the meeting</p> <p>Cllr Ferguson, Chair of Environment and Recreation Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the Clerk, in consultation with the Chair of the Environment & Recreation Committee and the Chair of the Parish Council, has been delegated the authority to temporary close the Vine Tree play area or review the opening hours for security reasons, subject to this being reported to the relevant committee.</p> |
| ScG/23/04/22 | <p>To receive and consider the following recommendation from the Community & Engagement Committee:</p> <p><i>i.</i> that a recommendation is made to Full Council to approve a virement for £200 from the cost centre Village Festival toward the Remembrance Service budget to support the purchase of crosses to be distributed at the service.</p> <p><i>ii.</i> that a recommendation is made to Full Council to approve a</p> |

² 2131hrs

³ 2134hrs

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| | virement for £77 from the cost centre Village Festival toward the Christmas/Winter budget to support the event costs. |
| | <p>Cllr K Gibbs, Chair of Community & Engagement Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the brief.</p> <p>RESOLVED: that both recommendations for virements are approved.</p> |
| ScG/23/04/23 | <p>To receive and consider the following recommendation from the Community & Engagement Committee:</p> <p style="padding-left: 40px;">i. that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is recommended to Full Council for approval</p> |
| | <p>Cllr K Gibbs, Chair of Community & Engagement Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the brief.</p> <p>RESOLVED: that the Shavington-cum-Gresty Parish Council Micro and Small Grant Policy is approved and adopted as per Community & Engagement Committee's recommendation with the following amendment:</p> <ul style="list-style-type: none"> • removing of the line Grant applications which do not demonstrate match funding |
| ScG/23/04/24 | To note the date of the next Council Meeting – 4 October 2023 7:30PM |
| | Councillors NOTED the date of the next Parish Council meeting. |

Meeting Closed at 2140 hrs
 Chair: Cllr B Gibbs
 Clerk: S Garnero

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



MINUTES of the meeting held on **Wednesday 20 September 2023**

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

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| ScG FSC/23/02/1 | To receive apologies for absence¹ |
| | No apologies were received. |
| ScG FSC/23/02/2 | To note declarations of Members' interests |
| | No declaration of interest was raised. |
| ScG FSC/23/02/3 | To confirm and sign the minutes of the Finance Committee Meeting held on 21 June 2023 |
| | RESOLVED: that the minutes of the previous meeting are approved and signed as an accurate record. |
| ScG FSC/23/02/4 | Public participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i> |
| | No comment was raised. |
| ScG FSC/23/02/5 | To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements |
| | The Clerk provided Councillors with a projection of the year-end-position of Council at 15.09.2023. |

¹ Hrs 1934

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| | <p>Members NOTED the Parish Council YTD financial position.</p> <p>It was NOTED that the month-end reconciliations statements ending 30 June, 31 July and 31 August 2023 were checked and signed by Cllrs S Jones, R Jones and Ferguson</p> |
| ScG FSC/23/02/6 | To undertake an internal audit check |
| | <p>The Clerk reported to Councillors the outcomes of the n.2 internal audit checks run by Cllr Ferguson (Chair of Environment & Recreation Committee) and Cllr K Gibbs (Chair of Community & Engagement Committee). No issues or concerns were raised.</p> <p>Councillors NOTED the update.</p> |
| ScG FSC/23/02/7 | <p>To consider informing the budget setting process for 2024/25 financial year</p> <p>To receive and consider DRAFT budget proposals from the following Committees:</p> <ul style="list-style-type: none"> - Community and Engagement - Environment and Recreation <p>To consider setting the 2024/25 income target for the Village Hall</p> |
| | <p>The Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the Finance and Strategy DRAFT budget 2024/25 is approved with the following amendments</p> <p>RESOLVED: that the income target set for the Village Hall for the financial year 2024/25 is £ 15,000 (but the Committee should aim for £18,000)</p> |
| ScG FSC/23/02/8 | To receive and consider an update on the Western Ecological Mitigation Area acquisition project |
| | <p>The Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the update.</p> |
| ScG FSC/23/02/9 | To receive and consider an update on the 10-year Strategic Plan for the Parish Council |

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| | <p>The Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the update.</p> <p>RESOLVED: that a quote for consulting service is presented to Full Council for consideration</p> |
| ScG FSC/23/02/10 | To receive the Village Hall Booking Emergency Plan approved by the Village Hall Committee (ScG VH/22/3/11) |
| | <p>Councillor NOTED the report.</p> |
| ScG FSC/23/02/11 | To receive and consider the following Project Initiation Documents <ol style="list-style-type: none"> a. Parish Signs Restoration Project (Cllr Ferguson) b. Speed Gun Project (Cllr Buchanan) |
| | <p>Councillors NOTED the report.</p> <p>RESOLVED: that the following project is approved in principle</p> <ol style="list-style-type: none"> a. Parish Signs Restoration Project, provide councillors with a budget to be considered on the next F&S Committee meeting <p>RESOLVED: that more info are needed to consider the Speed Gun project from Cllr Buchanan.</p> |
| ScG FSC/23/02/12 | To receive an update on GDPR data breach from the Clerk |
| | <p>The Clerk updated Councillors with regards to a data breach occurred at Shavington-cum-Gresty Parish Council and the actions taken to address the breach and reduce risks from happening again.</p> <p>Councillors NOTED the report.</p> |
| ScG FSC/23/02/13 | To receive and consider the following policy <ol style="list-style-type: none"> a. Allotment Privacy Policy |
| | <p>Councillors NOTED the report.</p> <p>RESOLVED: that the Allotment Privacy Policy is recommended to Full Council for approval and that a similar policies are presented to council to cover the following services:</p> <ul style="list-style-type: none"> - Village hall booking services - Clean team - Working groups/ events |

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| ScG FSC/23/02/14 | To note the date of the next Finance & Strategy Committee Meeting – 22 November 2023 7:30pm |
| | Councillors NOTED the date of the next Finance & Strategy Committee Meeting. |

Meeting Closed at 2052 hrs

Chair: Cllr R Jones

Clerk: S Garnero

DRAFT

Shavington-cum-Gresty Council
Planning Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 6 September 2023**

In attendance: Cllrs Ferguson, K Gibbs, Hancock, R Jones, S Jones, McIntyre,
Cllr B Gibbs, S Randle¹, Cruickshank²

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| ScG PC/23/04/1 | To receive and consider apologies for absence |
| | Apologies were received and accepted from Cllrs McHugh and Wain. |
| ScG PC/23/04/2 | To note declarations of Members' interest |
| | Cllr K Gibbs declared an interest in item 5 (planning application: 23/3085N) |
| ScG PC/23/04/3 | To confirm and sign the minutes of the Planning Committee Meeting held on 26 July 2023 |
| | RESOLVED: That the Minutes of the previous meeting are approved and signed as an accurate record. |
| ScG PC/23/04/4 | Public Participation |
| | <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i> |
| | No comment was raised. |
| ScG PC/23/04/5 | To consider making a response to the following planning applications: |
| | a. Application: 23/3085N Proposal: Left hand side two storey extension Location: 73A, MAIN ROAD, SHAVINGTON, CW2 5DU National Grid Ref: 369644.5557 351731.3098 |

¹ Joined the meeting at 19:03hrs

² Joined the meeting at 19:19 hrs

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| | RESOLVED: No comment |
| ScG PC/23/04/6 | To consider making responses to any urgent planning application consultations that have arisen since this agenda was published |
| | No application was received. |
| ScG PC/23/04/7 | To receive and consider an update on the Commemorative Bench trail project |
| | The Clerk updated Councillors with regards to the project. Councillors NOTED the update. RESOLVED: that the following three options will be shared with the applicant: <ul style="list-style-type: none"> a. Bench in Northfield Place/Vine tree Avenue b. Refurbish and dedicate the bench in Vine Tree Avenue/Chestnut c. Bench/picnic table in Vine Tree Play area |
| ScG PC/23/04/8 | To receive and consider the latest update of the ScG Parish Council – Planning Application Record |
| | Councillors NOTED the record. |
| ScG PC/23/04/9 | To note the date of the next Planning Committee Meeting – 4 October 7PM |
| | Councillors NOTED the date of the next Planning Committee meeting. |

Meeting Closed at 19:22 hrs

Chair: Cllr McIntyre

Clerk: S Garnero



Report Statement

Meeting: Parish Council Meeting
Report Purpose: To provide a report from Cllr Buchanan (CEC)
Version Control: v0
Author: Cllr Buchanan (CEC)

Members Enquiries

- **Controlled Crossing, Rope Lane**

Consultation and Engagement

CEC began the formal consultation on the 18th September to last until the 6th October. The Parish Council were informed of the consultation. The consultation covers

- 40 properties along Rope Lane and some properties with frontages that are affected by visualisation and manoeuvring of vehicles, eg. Driveway
- Notices on lamp columns

"We will then gather all comments received and determine how the scheme will progress, can we mitigate any concerns and what is the level of support / objection received"

- **Willowbrook Grange**

I have requested information regarding the footpath yet to be constructed on Willowbrook Grange. Referring to planning ref: 15/2943N, the site layout dated 22/09/2015, the footpath is shown on the bottom left of the site plan and states "Denotes path to be provided by Cheshire East Council in accordance with S106 agreement". From looking at the plans there should also be a footpath on the other side of Jack Mills Way, which isn't there at the moment.

- **Illegal Parking**

After a resident request I reported illegal parking along the grass verge between The Alex Soccer Centre and the junction for Gresty Lane. The response to the request:

"Pleased to advise that Parking Enforcement Officers will be deployed to the area subject to the available resources".

It is possible for residents to report illegal parking directly to Cheshire East at

<https://www.cheshireeast.gov.uk/car-parks-and-parking/parking-regulations-enforcement/report-illegal-parking.aspx>



- **Blocked Footpath**

I have enquired if Cheshire East is responsible for the hedge from 233 Newcastle Road to the junction with Haymoor Green Road. At the moment it is overgrown making it difficult to easily walk along the path.

- **Piccadilly footpath**

Residents commented on what a good job ANSA did clearing the footpath. I passed their comments on and received this reply

“Good morning Councillor Buchanan, thank you for letting us know that residents are feeling safer in the community following this vegetation maintenance work to the footpath.

I will pass on your gratitude to the team.”

Meetings

- Thursday 7th: Anwyl

I met with Wybunbury Ward Councillor Janet Clowes and Wybunbury Parish Councillor Philip Jackson and representatives from Anwyl

1. Mike Salmon: Area Construction Manager
2. Neil Lally: Site Manager

The current build position: The pilings have been completed at the Newcastle Road end of the development and offsite work has been completed. There have been complaints about the quality of the road surface. Anwyl will top dress Newcastle Road once all work has been completed.

There have also been complaints about the number of times the road has to be partially closed. Anwyl suggested to Cheshire East that all work requiring road closure should happen in the period that the road was closed. Cheshire East did not agree to this, consequently the road will be partially closed on further occasions

- **Date:** 11/09/2023 - 13/09/2023
- **Where:** Newcastle Road, outside Anwyl Housing Development. Work will be completed by Eurogold on behalf of Cheshire East (Section 50 works) to install new ducting for Anwyl homes electric connection.
- **Date:** 15/09/2023
- **Where:** Newcastle Road, footway opposite 383A. Work will be carried out by United Utilities to install 1x 25m temp water connection to the 3" CI Main.
- **Date:** 18/09/2023 - 29/09/2023
- **Where:** Newcastle Road, Opposite rear of 29 Ashcroft Avenue. Work will be carried out by United Utilities to install 110mm Nav connection to the 160PE Main.



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- **Date:** 21/09/23
- **Where:** Newcastle Road, 350–390 Newcastle Road. Traffic management is required to provide safe access by BT to remove 2 poles.

Houses will be sold from the Anwyl development on Sydney Road. Due to the current situation there have not been any house purchases, consequently only those houses at the front of the development will be built. The onsite show home, plot 83 and 84, is anticipated to be completed by March 2024.

The 3 gullies along Newcastle Road outside the development have been cleared of debris. On clearing the gullies, it was discovered that clay pipes from the site ran into the gullies. These will be blocked off. Until there is a downpour it is unclear how this will affect flooding. If the area outside Anwyl floods again, it will be due to a drain being blocked further up the road towards the traffic lights.

There was discussion regarding the £20,000 that the parishes of Wybunbury and Shavington-cum-Gresty are due to receive as part of S106 funding. This was agreed when the plot of land designated for Community use changed to Commercial use.

On the 27th August there was a break in at one of the contractors' storage facilities.

The next meeting is planned for 10am, Friday 27th October.

- Wednesday 13th: Environment and Communities meeting
- Monday 18th: meeting with Parish Clerk
- Tuesday 19th: meeting with new owner 140 Main Road
- Monday 25th: meeting with Parish Clerk
- Tuesday 26th: First Financial Review (**See feedback below**)
- Tuesday 26th: Environment and Communities briefing meeting

Resident concerns

- Railway activity, particularly lorries unable to go under the bridge leading to the decanting of loads on Gresty Green Lane
- Over grown hedges on Gresty Lane
- Speeding: Gresty Lane, Newcastle Road, Crewe Road
- Willowbrook Grange: incomplete footpath, part of planning
- Neighbour dispute
- Inconsiderate car parking on Main Road outside Shavington Fish Bar

Changes to Postal Vote Application System

As I currently understand it, from the end of October you will be able to apply for a postal vote online, using the same portal as the voter authority certificates, provided you are able to scan a wet signature into the system. If not, then the form needs returning to the office so that Cheshire East can upload it into the system. CEC will not be able to process the old-style application form after the go live date. The new form will ask you to provide your National Insurance number.

You will be required to renew your postal vote application every three years instead of five. An elector will be limited to dropping off up to five postal ballot packs plus their own at a polling station and political parties will no longer be able to drop the ballot packs off.



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First Financial Review

On 26th September I attended a meeting with Lorraine O'Donnell, Chief Executive, and Alex Thompson, Director of Finance. The current financial situation is not good, not just for Cheshire East, but for Councils across the country. One only has to see CNN (County Council Network) and BBC headlines reporting of a potential 5 billion deficit <https://www.countycouncilsnetwork.org.uk/research-finds-councils-could-face-a-5bn-funding-gap-ccn-responds/>

8 LAs have issued S114. Pressures quoted in these council deficits are between £35 million and £1.5 billion.

Possible S114s include Middlesbrough, Kirklees, Hastings, Kent, Stoke, Somerset, Guildford and Southampton. The deficits for these councils' range between £8.5 and £47 million.

Causes

National Economic and demographic factors

- Inflation (pay, materials, contracts)
- Demand (population, complexity of need)
- Interest rates (borrowing)

CEC additional factors

- Provisional Outturn 22/23 (6 million deficit children and families)
- Challenging MTFS (42 million savings required)
- SEND deficit (46.9 million at 31/03/23 rising to 85.9 million by 31/03/24)

Cheshire East took part in the DfE, Delivering Better Value Programme, to review how SEND services could be improved. The Council received a very positive report on the actions being taken and was awarded £1M to help fund some of the work. As predicted by Cheshire East Council the demands and spending on SEND have continued to increase and the Council has now joined the government's 'Safety Valve' programme. The council is having to borrow in order to supplement the debt.

At the Cheshire East Council Childrens & Families Committee meeting on 18 September, reports were presented on Special Educational Needs and Disabilities (SEND) and overspends above the Dedicated Schools Grant. Cheshire East Council already has a Dedicated Schools Grant reserve deficit of over £46M and even with mitigation measures that is forecast to rise to £300M by 2027/28. Councils are REQUIRED by government rules to put the excess spend into a negative reserve. This in effect is hiding the problem.

Cheshire East Council is not alone in having SEND overspends and is far from being the worst affected council. So far, the government has awarded £972M to councils under the Safety Valve programme. This has not solved the problem, with deficits still increasing. The County Councils Network has published research showing that spending on SEND is INVERSELY proportional to deprivation. Kent received 142 million and Surrey 100 million.

Part of the spiralling rise in costs is due to cuts to mainstream school funding which has led to reduced SEND provision and a massive increase in costly out-of-area private placements. The average funding in a mainstream setting is £7,536 per annum. The average cost of a private special school placement is approx. £60,000 per annum.

The Public Meeting of the Corporate Policy Committee is on Thursday 5th October, 10am.



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Calendar of meetings

| | | |
|--------------|---------|---|
| 27 September | 10am | Southern Planning Committee |
| 28 September | 10am | Environment and Communities Committee |
| | 2pm | Audit and Governance Committee |
| 4 October | 10:00am | Northern Planning Committee |
| 5 October | 10:00am | Corporate Policy Committee |
| 6 October | 9:30am | Crewe Town Board |
| 10 October | 10:00am | General Appeals Sub Committee |
| | 10:00am | Licensing Act Sub-Committee |
| 12 October | 10:00am | General Licensing Sub-Committee |

Latest News Stories

Flood planning guidance - [07/09/2023](#) - Council proposes to mitigate flood risk with new planning guidance:

https://www.cheshireeast.gov.uk/council_and_democracy/council_information/media_hub/media_releases/council-launches-warmer-greener-crowdfund-initiative.aspx

Gigabit broadband in Broomhall - [07/09/2023](#) - Broomhall village embraces full fibre connectivity:

https://www.cheshireeast.gov.uk/council_and_democracy/council_information/media_hub/media_releases/broomhall-village-embraces-full-fibre-connectivity.aspx

Warmer, greener crowdfunding - [06/09/2023](#) - Council launches warmer greener crowdfund initiative:

https://www.cheshireeast.gov.uk/council_and_democracy/council_information/media_hub/media_releases/council-launches-warmer-greener-crowdfund-initiative.aspx



Report Statement

Meeting: Parish Council Meeting
 Report Purpose: To provide the August 2023 report
 Version Control: v0
 Author: PCSO Corbett

| BEAT MANAGERS REPORT | |
|---|--|
| Month | August 2023 |
| Completing officers | P.C.S.O 20674 P.Corbett. |
| Ward | Shavington. |
| Community Engagement undertaken: | Local shops visited. Patrols of garages, Local convenience stores and pet food shops after an increase in thefts. Continued welfare checks on identified vulnerable residents. |
| Traffic activity/enforcement | <u>Tru-Cam.</u> 17/08/2023 Main Road. 27/08/2023 Gresty Lane. <u>Speed watch (PSCO Corbett and Volunteer).</u> Postponed. |
| Surgeries | Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall. |
| Schools + Young People. | Parking Patrols. 21/08/2023 Visit St, Marys after request from Teacher (Large number of Shavington children attend the summer club.) |
| Priority/problems raised, and activity carried out to combat | Speeding, parking, Increased presence around Play areas. |



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| <p>Feedback (how have you made the community aware of what you have done?)</p> | <p>Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting.</p> <p>**Drug work not posted**</p> <p>Cheshire Alert.</p> |
| <p>Notable contact with partner agencies.</p> | <p>Aspire Housing. Guinness housing. NHS Paramedics / Ambulance crew / crisis team. Staffs police. Probation service. Cheshire Fire and rescue. British transport police. (Industrial accident.)</p> |
| <p>Any wider community issues, which have been addressed?</p> | <p>This List Is Not Exhaustive. (Dates with zero entries consist predominately of domestic incidents.)</p> <p>01/08/2023 Concern for safety (Serious mental health episode.) Sable road. Ongoing.</p> <p>01/08/2023 Shoplifting. (£114 Coffee and Cheese stolen.) Local store. Crewe Road. Ongoing.</p> <p>02/08/2023 Drug dealing. Sable road. Ongoing.</p> <p>03/08/2023 Criminal Damage / Vandalism. (Trees uprooted.) Willowbrook grange area. Ongoing.</p> <p>03/08/2023 Dangerous driving. Jack mills way. Ongoing.</p> <p>04/08/2023 Shoplifting. (£60 General groceries stolen.) Local store. Rope lane. Ongoing.</p> |



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4/08/2023 Theft of fuel. Local garage. Jack mills way. Ongoing.

04/08/2023 Stalking. (Shop worker being harassed by customer.) Page grove. Ongoing.

05/08/2023 Fraud. (Scam on Face book marketplace.) Rope lane. Resolved.

05/08/2023 Attempted burglary. (Doors and windows damaged but no entry to property.) Pusey dale close. Ongoing.

06/08/2023 Burglary. (Outbuilding broken into, motorcycle stolen.) Little meadow place. Ongoing.

06/08/2023 Driving offences. (Report of a four-seater taxi taking five passengers, one in the boot.) Jack mills way. Ongoing.

06/08/2023 Threats. (Five youths banging on doors and windows.) Mallow avenue. Ongoing.

07/08/2023 Drunken male. (Unconscious male found in street.) Rope lane. Resolved.

08/08/2023 Concern for safety. (Estranged parent could not contact their child.) Richard gilbert drive. Resolved.

08/08/2023 Assist other agencies. (Paramedics / Crisis team.) Sable road. Ongoing.

08/08/2023 Driving offences. (Driver stopped, no insurance or licence.) Joseph Locke drive. Ongoing.

09/08/2023 Burglary dwelling. (Mental health episode, no theft.) Sable road. Ongoing.



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10/08/08/2023 Highway obstruction. (Broken down car) A500 Bypass. Resolved.

10/08/2023 Fraud. (Payment scam) Local garage. Jack mills way. Resolved.

11/08/2023 Sexual offences. (Male has exposed himself to a female.) Gresty Lane area. Ongoing.

11/08/2023 Highway obstruction. (Large metal sign blown over into live lane.) A500 Bypass. Resolved.

12/08/2023 Driving offences. (Two bald tyres) Crewe Road. Resolved.

12/08/2023 Suspicious activity. (Eight males in balaclavas riding bicycles down main road.) Resolved.

14/08/2023 Driving offences. (Reports of lorries speeding along Main Road.) Ongoing.

15/08/2023 Rogue trader. (Door to door gardener started work but when paid left customer without completing agreed work.) Main Road. Ongoing.

16/08/2023 Driving offences. (Reports of cars going through road closure on Newcastle Road.) Ongoing.

16/08/2023 Breach of sexual harm reduction order. (Illegal software installed on laptop.) Main Road. Resolved.

17/08/2023 Concern for safety. (Drunken Male.) Gresty Road. Resolved.



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18/08/2023 Road traffic collision (RTC. Minor injuries. Driver has left the road and snapped a telegraph pole leaving live wires on carriageway.) Stock Lane. Resolved.

18/08/2023 Suspicious activity. (Two males seen walking up people's driveways and looking into properties.) Ashcroft avenue. Ongoing.

19/08/2023 Assist other agencies. (Probation officer, not getting compliance from one of their clients.) Lords mill Road. Resolved.

19/08/2023 Concern for safety. (Mental health episode.) Sable road. Ongoing.

20/08/2023 Complaint against police. (Complainant lives in Shavington, but their complaint is with Nantwich police, The person complaining sisters house has had all the windows broken after a dispute with some travellers.) Ongoing.

21/08/2023 RTC No injury. (Stationary car hit by vehicle which fled the area.) Jack mills way. Ongoing.

21/08/2023 Concern for safety. (Male not seen by neighbours for some time, traced to Leighton.) Newcastle road. Resolved.

22/08/2023 Concern for safety. (Care line emergency activation). Edwards close. Resolved.

22/08/2023 Assist other agencies. (Fire service, Garage fire.) Earls' road. Resolved.

23/08/2023 Serious industrial accident. (Railway worker hit by falling cladding.) Gresty lane area. Resolved.



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23/08/2023 Concern for safety. (Mental health episode.) Sable road. Ongoing.

23/08/2023 Dangerous driving. (Reports of "Boy racers"). Jack mills way. Ongoing.

25/08/2023 Neighbour dispute. (Neighbour has driven over the complainant's garden.) Broomhall drive. Ongoing.

26/08/2023 Road traffic offences. (Group of youths on electric scooters riding on road.) Rope Lane. Ongoing.

27/08/2023 Public order. (Neighbour dispute / Public argument.) George Edward road. Resolved.

27/08/2023 Concern for safety. (Male asleep on highway.) Crewe road. Resolved.

27/08/2023 Blackmail. (Offender has obtained naked pictures of victim and is demanding money or the images will be made public.) Crewe road. Ongoing.

28/08/2023 Suspicious activity. (Group of people in rear gardens). Puseydale close. Resolved.

29/08/2023 Theft. (£10,000 Tools stolen from building site.) Newcastle road. Ongoing.

29/08/2023 Anti-social behaviour. (Group of youths being noisy in street, when challenged by a resident they became aggressive.) Spring bank road. Ongoing.



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| | <p>29/08/2023 Highway Obstruction. (Parking issue between neighbours.) Mottershead way. Ongoing.</p> <p>30/08/2023 Concern for safety. (Severe mental health episode.) Sable Road. Ongoing.</p> <p>30/08/2023 Assault. (Victim is a child who has dog excrement put on their face by another child.) Pool field close. Ongoing.</p> <p>31/08/2023 Concern for safety. (Checks requested on a vulnerable child.) Mottershead way. Resolved.</p> <p>Domestic Incidents 20 Serious (Violence). 4</p> <p>Concern for welfare / vulnerable people Follow Up Check. (Urgent but not considered an emergency) 9</p> <p>Missing Persons. One child. (Found)</p> |
| Abstractions. | <p>01/08/23 30 Mins, Concern for welfare, Nantwich, I was nearest officer.</p> <p>02/08/23 90 Mins, High risk missing child from Rope. (Found and returned to parents.)</p> <p>18/08/2023 120 Mins. (Serious incident Brookhouse estate, whole beat team rostered to patrol after stabbing.)</p> <p>26/08/2023 90 Mins, Welfare checks on missing child from Manchester, seen in Crewe. (No other free officer due to football etc.)</p> |



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| | <p>28/08/2023 Holiday.</p> <p>29/08/2023 Full shift. Training day.</p> |
| Other information / Incidents of note. | <p>Shavingtons new beat manager is P.C Ben Bloom.</p> <p>Sgt. Steve Tandy is due to leave prior to Christmas.</p> <p>I am on annual leave from 9th September to 25th September inclusive.</p> |

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 | 708.34 | -11.66 | | | | -11.66 (-1%) |
| 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 | 708.34 | -11.66 | 19,700.00 | 6,651.64 | 13,048.36 | 13,036.70 (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 | 2,810.83 | 1,189.17 | 1,189.17 (29%) |
| 13 | Telephone | | | | 743.40 | 407.32 | 336.08 | 336.08 (45%) |
| 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

27 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 | 9,666.06 | 16,927.34 | -72,869.02 (-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 | 813.63 | 3,636.37 | 3,636.37 (81%) |
| 36 | Power supply | | | | 1,500.00 | 605.00 | 895.00 | 895.00 (59%) |
| 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 | 470.69 | 1,209.31 | 1,209.31 (71%) |
| 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 | 9,814.73 | -3,685.27 | | 11.00 | -11.00 | -3,696.27 (-27%) |
| 60 | Office costs income | 6,000.00 | | -6,000.00 | | | | -6,000.00 (-100%) |
| SUB TOTAL | | 19,500.00 | 9,814.73 | -9,685.27 | 19,080.00 | 6,675.30 | 12,404.70 | 2,719.43 (7%) |

Summary

| | | | | | | | |
|--------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|------------------------|
| NET TOTAL | 199,812.36 | 118,880.43 | -80,931.93 | 217,216.20 | 81,333.34 | 135,882.86 | 54,950.93 (13%) |
| V.A.T. | | 2,372.27 | | | 3,991.89 | | |
| GROSS TOTAL | | 121,252.70 | | | 85,325.23 | | |



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Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide Members an update with regards to payments since the previous meeting

Version Control: v0

Author: Clerk

1. Report Summary

The report provides Members an update with regards to payments made by the Clerk since the 1 April 2023

2. Background

The Council has been using the Scribe online system to manage and overview its accounts and finance.

3. Position

Members are asked to note the payments made by the Clerk from 1 April 2023

4. Conclusions

Members are asked to consider the following:

- a. Note and approve the payment made by the Clerk under the current delegation scheme.
- b. Note the payments made by the Clerk under the current delegation scheme, and not to approve

5. Consideration Sought

That the payments are noted and approved.

ANNEX 1

List of payments made by the Clerk under the current scheme of delegation.

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|-------------------------------|------------|-------------|------------------------------------|---------------------|---------------------------------|--------------------------------|----------|----------|--------|----------|
| 27 | Waste collection | 03/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | Waste collection VH | ASH Waste Services | S | 73.06 | 14.61 | 87.67 |
| 28 | Power supply | 03/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | Electricity bill | Scottish Power | X | 121.00 | | 121.00 |
| 1 | ICT equipment | 05/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 24790972 (22245287) | Site inspection SID Crewe Roa | TWM Traffic Control Systems | S | 150.00 | 30.00 | 180.00 |
| 2 | Website subscription | 05/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22245316 | Website Licence Fee | FearNaught | S | 175.00 | 35.00 | 210.00 |
| 4 | Cleaning Service | 05/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 23255081 | Cleaning Village Hall | Crystal Clean | S | 390.00 | 78.00 | 468.00 |
| 3 | Hygiene service | 05/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22115587 | Hygiene disposal | Dame Hygiene Services | S | 567.24 | 113.44 | 680.68 |
| 29 | Subscription (adobe/office/Cl | 05/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | Adobe lightroom | Adobe | S | 8.32 | 1.66 | 9.98 |
| 17 | Water supply | 13/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | Water Village Hall | Water Plus | Z | 192.31 | | 192.31 |
| 15 | ICT equipment | 14/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | Square reader | S QU AREU P (U K) LT D. | X | 22.80 | | 22.80 |
| 5 | Stationary | 19/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | Office stationary + memory ha | Viking | S | 85.48 | 17.10 | 102.58 |
| 5 | ICT equipment | 19/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | Office stationary + memory ha | Viking | S | 59.97 | 11.99 | 71.96 |
| 8 | Website subscription | 20/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22525951 | Parish Council website license | FearNaught | S | 175.00 | 35.00 | 210.00 |
| 9 | General Maintenance | 20/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22525826 | Gas inspection and boiler servi | Steele Heating & Plumbing Li | S | 110.00 | 22.00 | 132.00 |
| 11 | Legal and professional fee | 20/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22525576 | Internal audit 2022-2023 | JDH Business Services | S | 515.00 | 103.00 | 618.00 |
| 12 | Telephone | 20/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | BT: phone and wifi | BT | S | 72.32 | 14.46 | 86.78 |
| 10 | Telephone | 20/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | VOIP | Gradwell Communications | S | 14.10 | 2.82 | 16.92 |
| 6 | Subscription (adobe/office/Cl | 20/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | Non-Domestic rate demand 20 | Cheshire East Council | X | | | |
| 7 | Suppliers | 20/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22525729 | Cllr McIntyre refun 2 H/D nrus | G McIntyre | X | 17.00 | | 17.00 |
| 13 | Hall hire | 20/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | Square device payment TEST | Shavington-cum-Gresty Paris | X | 1.00 | | 1.00 |
| 14 | Stationary | 20/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22525655 | Staff refund - 15 stamps 2nd C | Clerk | Z | 15.00 | | 15.00 |
| 16 | Subscription (adobe/office/Cl | 21/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22526127 | Chalc Affiliation Fee | Cheshire Assoc Local Council | X | 1,510.87 | | 1,510.87 |
| 37 | Ground Maintenance- supplie | 25/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 23255222 | Ground contract Qrt 1 | Green Living Horticultural ltd | X | 3,076.25 | | 3,076.25 |
| 30 | Online booking system | 25/04/2023 | ScG/23/03/9 | Parish Council Main A _j | | Online booking system | Skedda | X | 24.09 | | 24.09 |
| 18 | Staff Salary | 28/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22526383 | April 23 - P30 | HMRC | X | 1,309.62 | | 1,309.62 |
| 19 | Staff Salary | 28/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22526470 | April 2023 payslip | Staff | X | 887.62 | | 887.62 |
| 20 | Staff Salary | 28/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22526841 | April 2023 payslip | Clerk | X | 2,245.20 | | 2,245.20 |
| 21 | Staff Salary | 28/04/2023 | ScG/23/03/9 | Parish Council Main A _j | 22526759 | April 2023 - pension contributi | Cheshire Pension Fund (CPF) | X | 1,224.42 | | 1,224.42 |
| 55 | Waste collection | 02/05/2023 | ScG/23/03/9 | Parish Council Main A _j | ScG/23/03/9 | Village Hall waste collection | ASH Waste Services | S | 73.41 | 14.68 | 88.09 |
| 54 | Civic events | 02/05/2023 | ScG/23/03/9 | Parish Council Main A _j | | Bunting decoration for coronat | ILFD GROUP LTD | S | 21.21 | 4.26 | 25.47 |
| 56 | Power supply | 02/05/2023 | ScG/23/03/9 | Parish Council Main A _j | | Monthly fixed DD £121 | Scottish Power | X | 121.00 | | 121.00 |
| 64 | Gas supply | 04/05/2023 | ScG/23/03/9 | Parish Council Main A _j | | VH gas | British Gas | L | 140.40 | 7.02 | 147.42 |
| 57 | Gas supply | 05/05/2023 | ScG/23/03/9 | Parish Council Main A _j | | British Gas Village Hall | British Gas | L | 171.25 | 8.56 | 179.81 |

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|-----------------------------------|------------|-------------|------------------------------------|-----------|----------------------------------|--------------------------------|----------|----------|--------|----------|
| 57 Gas supply | 05/05/2023 | ScG/23/03/9 | Parish Council Main A _y | | British Gas Village Hall | British Gas | L | 310.05 | 15.50 | 325.55 |
| 25 Payroll Service | 05/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 22953939 | Payroll Service | Beardmore Accountants | S | 92.00 | 18.40 | 110.40 |
| 26 Cleaning Service | 05/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 22954049 | Cleaning Village Hall | Crystal Clean | S | 406.00 | 81.20 | 487.20 |
| 22 Civic events | 05/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 22954003 | Design and marketing | FearNaught | S | 900.00 | 180.00 | 1,080.00 |
| 24 Civic events | 05/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 22967392 | Coronation roses garden | Green Living Horticultural ltd | X | 752.80 | | 752.80 |
| 23 Civic events | 05/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 22954113 | Coronation booklet printing | Solopress | Z | 58.75 | | 58.75 |
| 58 Subscription (adobe/office/Cl | 09/05/2023 | ScG/23/03/9 | Parish Council Main A _y | | Adobe lightroom | Adobe | S | 8.32 | 1.66 | 9.98 |
| 59 Online booking system | 12/05/2023 | ScG/23/03/9 | Parish Council Main A _y | | VH booking system 12 months | Skedda | X | 226.07 | | 226.07 |
| 31 Telephone | 13/05/2023 | ScG/23/03/9 | Parish Council Main A _y | | BT wifi and phone | BT | S | 72.32 | 14.46 | 86.78 |
| 32 Water supply | 13/05/2023 | ScG/23/03/9 | Parish Council Main A _y | | VH water | Water Plus | Z | 155.25 | | 155.25 |
| 60 Ground Maintenance - Gener | 17/05/2023 | ScG/23/03/9 | Parish Council Main A _y | | Graffiti cleaner products | HAND TOOL CENTRE LIMITE | S | 18.02 | 3.60 | 21.62 |
| 61 Ground Maintenance - Gener | 17/05/2023 | ScG/23/03/9 | Parish Council Main A _y | | Pure Acetone Gel Nail Polish R | HSNF Ltd | S | 5.79 | 1.16 | 6.95 |
| 62 Ground Maintenance - Gener | 17/05/2023 | ScG/23/03/9 | Parish Council Main A _y | | Stainless Steel Scourer | Amazon Services Europe S.a. | S | 9.98 | 2.00 | 11.98 |
| 63 Ground Maintenance - Gener | 17/05/2023 | ScG/23/03/9 | Parish Council Main A _y | | Wall & Ceiling Paint -wire brus | Amazon EU S.a r.l. UK Branc | S | 17.28 | 3.46 | 20.74 |
| 39 Payroll Service | 18/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 23255497 | Payroll Service | Beardmore Accountants | S | 44.50 | 8.90 | 53.40 |
| 38 Website subscription | 18/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 23255591 | website hosting @shavingtono | FearNaught | S | 175.00 | 35.00 | 210.00 |
| 40 Misc/Expenses | 19/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 23255661 | Refund staff | Clerk | X | 10.78 | | 10.78 |
| 65 Telephone | 26/05/2023 | ScG/23/03/9 | Parish Council Main A _y | | VOIP | Gradwell Communications | S | 14.10 | 2.82 | 16.92 |
| 33 Staff Salary | 28/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 23255776 | P30 - May 2023 | HMRC | X | 1,310.02 | | 1,310.02 |
| 34 Staff Salary | 28/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 23256133 | Salary - May 2023 | Staff | X | 887.42 | | 887.42 |
| 35 Staff Salary | 28/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 23256224 | Salary - May 2023 | Clerk | X | 2,245.00 | | 2,245.00 |
| 36 Staff Salary | 28/05/2023 | ScG/23/03/9 | Parish Council Main A _y | 23256037 | Pension contribution - May 20 | Cheshire Pension Fund (CPF) | X | 1,224.42 | | 1,224.42 |
| 72 Waste collection | 01/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | Village Hall waste collection | ASH Waste Services | S | 73.06 | 14.61 | 87.67 |
| 73 Power supply | 01/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | Monthly fixed DD £121 | Scottish Power | X | 121.00 | | 121.00 |
| 74 Subscription (adobe/office/Cl | 04/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | Adobe lightroom | Adobe | S | 8.32 | 1.66 | 9.98 |
| 41 Newsletter: design, printing i | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23924925 | Marketing & Newsletter | FearNaught | S | 927.92 | 185.58 | 1,113.50 |
| 48 Community events | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23934357 | Eco flag for Village Festival ST | Sycal Umbrellas Print & Prom | S | 190.00 | 38.00 | 228.00 |
| 49 Vine Tree Play area - mainte | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23925837 | Overstickers for Vine Tree sign | Inprint Colour | S | 15.00 | 3.00 | 18.00 |
| 46 Cleaning Service | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23925319 | Cleaning Village Hall | Crystal Clean | S | 420.00 | 84.00 | 504.00 |
| 42 Engagement and Promotion | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23925251 | Marketing services | FearNaught | S | 927.92 | 185.58 | 1,113.50 |
| 76 Telephone | 13/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | BT wifi and phone | BT | S | 72.32 | 14.46 | 86.78 |
| 50 Staff Salary | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23925922 | Pension contribution - June 20 | Cheshire Pension Fund (CPF) | X | 1,224.42 | | 1,224.42 |
| 51 Staff Salary | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23925731 | HMRC - P30 | HMRC | X | 1,310.02 | | 1,310.02 |
| 52 Staff Salary | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23926068 | Salary June 2023 | Staff | X | 887.42 | | 887.42 |

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|-----------------------------------|------------|-------------|------------------------------------|----------------|--------------------------------|--------------------------------|----------|----------|--------|----------|
| 53 Staff Salary | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23926123 | Salary June 2023 | Clerk | X | 2,245.00 | | 2,245.00 |
| 45 Newsletter: design, printing : | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23925580 | June newsletter delivery | The Leaflet Team | X | 319.00 | | 319.00 |
| 44 Ground Maintenance- supplie | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23925646 | Watering | Green Living Horticultural ltd | X | 80.00 | | 80.00 |
| 47 Civic events | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23934343 | Refreshment king coronation r | Woodnoth cum Shavington V | X | 15.00 | | 15.00 |
| 43 Newsletter: design, printing : | 13/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 23925412 | Printing June newsletter | Solopress | Z | 1,089.64 | | 1,089.64 |
| 71 Subscription (adobe/office/Cl | 23/06/2023 | ScG/23/04/9 | Parish Council Main A _y | 24376731 | Parish Online subscription | Parish Online | S | 225.00 | 45.00 | 270.00 |
| 70 Telephone | 23/06/2023 | ScG/23/03/9 | Parish Council Main A _y | | VOIP | Gradwell Communications | S | 15.99 | 3.20 | 19.19 |
| 68 Website subscription | 23/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 24357110 | Website Licence Fee | FearNaught | S | 175.00 | 35.00 | 210.00 |
| 69 General Parish Council design | 23/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 24357194 | Design and marketing | FearNaught | S | 927.92 | 185.58 | 1,113.50 |
| 66 Civic events | 23/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 24356652 | Plaque memorial coronation | Roger Masonry Limited | S | 370.00 | 74.00 | 444.00 |
| 67 NEW! Notice board Shavingtr | 23/06/2023 | ScG/23/03/9 | Parish Council Main A _y | 40516244604567 | Notice board - Shavington Parl | Broxap Street Furniture | S | 3,889.00 | 777.80 | 4,666.80 |
| 82 Misc/Expenses | 27/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | weight for gazebo | Amazon Services Europe S.a. | S | 27.47 | 5.50 | 32.97 |
| 75 Water supply | 27/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | VH water | Water Plus | X | 182.77 | | 182.77 |
| 77 IMPACT | 27/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | IMPACT workshop at Village Fe | Premier Seeds Direct Ltd | Z | 2.20 | | 2.20 |
| 78 IMPACT | 27/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | IMPACT workshop at Village Fe | Heirloom & Perennial Ltd | Z | 1.95 | | 1.95 |
| 79 IMPACT | 27/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | IMPACT workshop at Village Fe | Premier Seeds Direct Ltd | Z | 2.39 | | 2.39 |
| 80 IMPACT | 27/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | IMPACT workshop at Village Fe | Justseed Ltd | Z | 2.30 | | 2.30 |
| 81 IMPACT | 27/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | IMPACT workshop at Village Fe | Reasn LTD | Z | 1.99 | | 1.99 |
| 84 IMPACT | 28/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | IMPACT workshop at Village Fe | Aldi | S | 6.65 | 1.33 | 7.98 |
| 83 Hall hire | 29/06/2023 | ScG/23/04/9 | Parish Council Main A _y | | FB campaign for Jazz event | Meta Platforms Ireland Limite | Z | 10.00 | | 10.00 |
| 130 Power supply | 03/07/2023 | | Parish Council Main A _y | | Monthly fixed DD £121 | Scottish Power | X | 121.00 | | 121.00 |
| 131 Gas supply | 04/07/2023 | | Parish Council Main A _y | | VH gas | British Gas | L | 134.31 | 6.71 | 141.02 |
| 132 Subscription (adobe/office/Cl | 05/07/2023 | | Parish Council Main A _y | | Adobe lightroom | Adobe | S | 8.32 | 1.66 | 9.98 |
| 133 Ground Maintenance - Gener | 11/07/2023 | | Parish Council Main A _y | | Signs maintenance | Signgeer Limited | S | 10.25 | 2.05 | 12.30 |
| 134 Ground Maintenance - Gener | 11/07/2023 | | Parish Council Main A _y | | Signs maintenance | Signgeer Limited | S | 16.60 | 3.32 | 19.92 |
| 94 Payroll Service | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859935 | Payroll Service | Beardmore Accountants | S | 44.50 | 8.90 | 53.40 |
| 95 Payroll Service | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24860016 | Payroll Service | Beardmore Accountants | S | 44.50 | 8.90 | 53.40 |
| 93 ICT equipment | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859581 | IT support | NGL Technology LTD | S | 48.75 | 9.75 | 58.50 |
| 96 Staff Training | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24860114 | Quotes, Tenders & Contract M | SLCC | S | 90.00 | 18.00 | 108.00 |
| 88 General Parish Council design | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859303 | Banners for gazebo branded | Solopress | S | 62.52 | 12.50 | 75.02 |
| 89 General Parish Council design | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859380 | Banners for gazebo branded | Solopress | S | 113.16 | 22.63 | 135.79 |
| 90 Vine Tree Play area - mainte | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859445 | Vine Tree signs replacement | Solopress | S | 27.76 | 5.55 | 33.31 |
| 91 Vine Tree Play area - mainte | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859513 | Vine Tree signs replacement | Solopress | S | 27.76 | 5.55 | 33.31 |
| 92 Vine Tree Play area - mainte | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | | Track sign channel tape | Signgeer | S | 16.60 | 3.32 | 19.92 |

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|--------------------------------|------------|-------------|------------------------------------|-----------|---------------------------------|--------------------------------|----------|----------|--------|----------|
| 98 | Suppliers | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859838 | Village Hall cleaning service | Crystal Clean | S | 4.95 | 0.99 | 5.94 |
| 98 | Suppliers | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859838 | Village Hall cleaning service | Crystal Clean | S | 16.00 | 3.20 | 19.20 |
| 98 | Cleaning Service | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859838 | Village Hall cleaning service | Crystal Clean | S | 360.00 | 72.00 | 432.00 |
| 87 | Waste collection | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | | Waste collection Village Hall | ASH Waste Services | S | 73.41 | 14.68 | 88.09 |
| 99 | Staff Salary | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859752 | P30 - July 2023 | HMRC | X | 1,309.82 | | 1,309.82 |
| 100 | Staff Salary | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24860537 | Salary - July 2023 | Staff | X | 887.62 | | 887.62 |
| 101 | Staff Salary | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24860671 | Salary - July 2023 | Clerk | X | 2,245.00 | | 2,245.00 |
| 97 | Staff Training | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24867463 | SLCC membership | SLCC | X | 206.00 | | 206.00 |
| 85 | Members Training | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24859040 | Councillor training course | Cheshire Assoc Local Council | X | 25.00 | | 25.00 |
| 102 | Staff Salary | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | 24860445 | July 2023 - Pension contributic | Cheshire Pension Fund (CPF) | X | 1,224.42 | | 1,224.42 |
| 86 | Village Festival | 14/07/2023 | ScG/23/04/9 | Parish Council Main A _y | | IMPACT workshop at Village Fe | Dunelm | Z | 26.00 | | 26.00 |
| 151 | Gas supply | 20/07/2023 | | Parish Council Main A _y | | British Gas Village Hall | British Gas | L | 28.50 | 1.42 | 29.92 |
| 136 | Telephone | 27/07/2023 | | Parish Council Main A _y | | BT: phone and wifi | BT | S | 73.85 | 14.77 | 88.62 |
| 135 | Water supply | 27/07/2023 | | Parish Council Main A _y | | Water Village Hall | Water Plus | Z | 183.97 | | 183.97 |
| 149 | Waste collection | 01/08/2023 | | Parish Council Main A _y | | VH waste service | ASH Waste Services | S | 104.69 | 20.94 | 125.63 |
| 150 | Power supply | 01/08/2023 | | Parish Council Main A _y | | Monthly fixed DD £121 | Scottish Power | X | 121.00 | | 121.00 |
| 107 | Subscription (adobe/office/Cl | 02/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25432845 | MS Business Standard - 2 user | NGL Technology LTD | S | 41.20 | 8.24 | 49.44 |
| 103 | Website subscription | 02/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25432585 | website hosting @shavingtono | FearNaught | S | 175.00 | 35.00 | 210.00 |
| 104 | Newsletter: design, printing i | 02/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25432639 | Newsletter | FearNaught | S | 927.92 | 185.58 | 1,113.50 |
| 105 | Vine Tree Play area - mainte | 02/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25432710 | Vine Tree sign replacement | Inprint Colour | S | 66.00 | 13.20 | 79.20 |
| 109 | Cleaning Service | 02/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25433477 | Cleaning Village Hall | Crystal Clean | S | 509.00 | 101.80 | 610.80 |
| 108 | General Maintenance | 02/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25432937 | Roof repair- VH | Wildman Roofing Ltd | S | 70.00 | 14.00 | 84.00 |
| 110 | Misc/Expenses | 02/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25433686 | Refund staff | Clerk | X | 9.90 | | 9.90 |
| 111 | Village Festival | 02/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25433631 | SVFC sponsorship for Shavingt | Shavington Village Festival C | X | 297.00 | | 297.00 |
| 106 | Ground Maintenance- supplie | 02/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25432772 | Ground contract Qrt 2 | Green Living Horticultural ltd | X | 3,076.25 | | 3,076.25 |
| 110 | General Maintenance | 02/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25433686 | Refund staff | Clerk | X | 52.50 | | 52.50 |
| 152 | Subscription (adobe/office/Cl | 07/08/2023 | | Parish Council Main A _y | | Adobe lightroom | Adobe | S | 8.32 | 1.66 | 9.98 |
| 112 | Staff Salary | 28/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25525103 | HMRC- P30 August 2023 | HMRC | X | 1,310.02 | | 1,310.02 |
| 113 | Staff Salary | 28/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25525169 | Payslip - August 2023 | Staff | X | 887.42 | | 887.42 |
| 114 | Staff Salary | 28/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25525298 | Payslip - August 2023 | Clerk | X | 2,245.00 | | 2,245.00 |
| 115 | Staff Salary | 28/08/2023 | ScG/23/04/9 | Parish Council Main A _y | 25525238 | Pension contribution- August 2 | Cheshire Pension Fund (CPF) | X | 1,224.42 | | 1,224.42 |
| 153 | Telephone | 29/08/2023 | | Parish Council Main A _y | | BT wifi and phone | BT | S | 72.32 | 14.46 | 86.78 |
| 129 | Water supply | 29/08/2023 | | Parish Council Main A _y | | VH water | Water Plus | Z | 189.15 | | 189.15 |
| 127 | Gas supply | 05/09/2023 | | Parish Council Main A _y | | British Gas Village Hall | British Gas | L | 29.12 | 1.45 | 30.57 |
| 126 | Payroll Service | 05/09/2023 | | Parish Council Main A _y | 26215733 | Payroll Service | Beardmore Accountants | S | 44.50 | 8.90 | 53.40 |

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|------------------------------------|---------------------|---------------------------------|-----------------------------|----------|------------------|-----------------|------------------|
| 123 | 05/09/2023 | | Parish Council Main A _y | 26216076 | Accountancy software | Starboard Systems Limited | S | 777.60 | 155.52 | 933.12 |
| 124 | 05/09/2023 | | Parish Council Main A _y | 26215995 | Microsof 12 months subscripti | NGL Technology LTD | S | 992.16 | 198.43 | 1,190.59 |
| 117 | 05/09/2023 | | Parish Council Main A _y | 26215175 | Parish Council website license | FearNaught | S | 175.00 | 35.00 | 210.00 |
| 120 | 05/09/2023 | | Parish Council Main A _y | 26215325 | Vine Tree sign replacement | Solopress | S | 27.76 | 5.55 | 33.31 |
| 121 | 05/09/2023 | | Parish Council Main A _y | 26215418 | Vine Tree sign replacement | Solopress | S | 27.76 | 5.55 | 33.31 |
| 119 | 05/09/2023 | | Parish Council Main A _y | | Village Hall waste collection | ASH Waste Services | S | 73.06 | 14.61 | 87.67 |
| 118 | 05/09/2023 | | Parish Council Main A _y | 26215520 | Design and marketing | FearNaught | S | 927.92 | 185.58 | 1,113.50 |
| 116 | 05/09/2023 | | Parish Council Main A _y | 26215080 | Insurance - 2023/2024 | Gallagher | X | 3,378.64 | | 3,378.64 |
| 122 | 05/09/2023 | | Parish Council Main A _y | 26215265 | September newsletter - printin | Solopress | Z | 1,114.02 | | 1,114.02 |
| 125 | 05/09/2023 | | Parish Council Main A _y | 26215669 | September newsletter - distrib | The Leaflet Team | Z | 339.00 | | 339.00 |
| 128 | 05/09/2023 | | Parish Council Main A _y | 26215845 | PCSO fund - quarter 1 | Cheshire Constabulary | Z | 9,489.50 | | 9,489.50 |
| 141 | 14/09/2023 | | Parish Council Main A _y | 26707761 (26539777) | Payroll Service | Beardmore Accountants | S | 44.50 | 8.90 | 53.40 |
| 137 | 14/09/2023 | | Parish Council Main A _y | | Office material and furniture | Viking | S | 198.01 | 39.60 | 237.61 |
| 138 | 14/09/2023 | | Parish Council Main A _y | | Office material and furniture | Viking | S | 27.69 | 5.54 | 33.23 |
| 139 | 14/09/2023 | | Parish Council Main A _y | | Cable protector mat | Viking | S | 70.82 | 14.16 | 84.98 |
| 144 | 14/09/2023 | | Parish Council Main A _y | 26707898 (26540259) | VH cleaning | Crystal Clean | S | 399.00 | 79.80 | 478.80 |
| 143 | 14/09/2023 | | Parish Council Main A _y | 26707807 (26548912) | PPL Prs 2023 and 2022 | PPL PRS United for Music | S | 299.68 | 59.94 | 359.62 |
| 140 | 14/09/2023 | | Parish Council Main A _y | | Skip for roses opposite Hickori | Enviro Skip Hire Limited | S | 111.34 | 22.27 | 133.61 |
| 142 | 14/09/2023 | | Parish Council Main A _y | | Flower for display opposite Hic | Naturescape Wildflowers LLP | S | 16.25 | 3.25 | 19.50 |
| 142 | 14/09/2023 | | Parish Council Main A _y | | Flower for display opposite Hic | Naturescape Wildflowers LLP | S | 4.99 | 1.00 | 5.99 |
| 145 | 14/09/2023 | | Parish Council Main A _y | 26707855 (26540010) | P30 - September 2023 | HMRC | X | 1,309.82 | | 1,309.82 |
| 146 | 14/09/2023 | | Parish Council Main A _y | 26540114 | Spetember 2023 - Pay | Staff | X | 887.42 | | 887.42 |
| 147 | 14/09/2023 | | Parish Council Main A _y | 26540173 | September 2023 - pay | Clerk | X | 2,245.20 | | 2,245.20 |
| 148 | 14/09/2023 | | Parish Council Main A _y | 26707942 (26540334) | Pension contribution - Sept 20 | Cheshire Pension Fund (CPF) | X | 1,224.42 | | 1,224.42 |
| Total | | | | | | | | 81,333.34 | 3,991.89 | 85,325.23 |



SHAVINGTON
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Report Statement

| | |
|------------------|---|
| Meeting: | Parish Council |
| Report Purpose: | To present a quote from ChALC to assist the Council with its Strategic Planning and Staffing Review |
| Version Control: | v1 |
| Author: | Clerk |

1. Report Summary

The report provides councillors with a quote from ChALC to assist the Council with its Strategic Planning and Staffing review.

2. Background

On 6 September 2023, the Parish Council resolved to delegate Finance & Strategy Committee to set up a process and deliver the definition of a 10-year strategy plan for the Council, with the request that this should be a shared piece of work with community groups and organisations.

On 20 September 2023, the Clerk briefed F&S Committee Councillors on the item. F&S Committee resolved to instruct the Clerk to request a quote to ChALC to assist the Council with its Strategic Planning and Staffing Review.

3. Position

Attached to this report is the quote provided by ChALC for Councillors' consideration.

It worth noting that:

- a. Currently there is no budget available to fund the cost of the project. Councillors are invited to consider a virement proposal to move £4,000 from cost code 53 – Acquisition Projects toward the newly created cost code Parish Council Strategic Plan. (But this won't leave any availability to sponsor the community car park in Main Road)
- b. The aim would be to undertake the first part of the project in October/November so that any implementations agreed in the delivery plan for 2024/25 could be included in the next year budget

4. Sustainability Impact

Positive: the plan will ensure that budget and staff capacity are adequate to deliver the Council's goal



5. Community Impact

Positive: the plan will be shared with the wider community to gather comments and support

6. Governance

Shavington-cum-Gresty Parish Council Finance Regulation

7. Financial Impact

£4,000

8. Resource Impact

Clerk time – this will impact on Clerk capacity

9. Wards Affected

All

10. Conclusions

Councillors are asked to note the report and:

- a. Accept the quote attached and approve the virement proposal to move £4,000 from cost code 53- Acquisition Projects toward Parish Council Strategic Plan. To instruct the Clerk to progress with the project so that this can be reflected in the budget 2024/25 process
- b. Accept the quote attached and allocate £4,000 from reserves toward the project. To instruct the Clerk to progress with the project so that this can be reflected in the budget 2024/25 process
- c. Not accept the quote



Quotation and Proposals to Shavington-cum-Gresty Parish Council by Pete Cooper on behalf of the Cheshire Association of Local Councils

To assist Council with its Strategic Planning and to conduct a Staffing review.

Verbal Specification from Town Council

Scope

To enable the formation of a sustainable Council Strategic Plan, with clear aims, strategic objectives and performance indicators.

To develop a Delivery (Action) Plan to include budget planning for the medium term that sets out clearly the aspirations of the council and the resources required to deliver them.

Introduction

This review will be undertaken through the Cheshire Association of Local Councils, all work will be undertaken by Pete Cooper although he may seek guidance from the Chief Officer as necessary.

A profile of Pete Cooper is included below.

Pete's approach will be to bring in additional capacity and different experience to support the Council and to help it to make changes which are sustainable. It is important therefore not only to understand the current position within the organisation but to help the Council determine its future priorities and requirements to deliver them.

Clearly it will be desirable and necessary to work closely with the Parish Clerk and councillors, however his recommendations will be his own.

Strategic Planning

The methodology will be based on:

Gaining an understanding of the Council and the Parish

This would include background reading and web research; and considering the responses to a questionnaire forwarded to the Clerk.

Facilitating planning sessions for all councillors.

In addition to the facilitation necessary to complete outcomes, the sessions would include awareness sessions such as "Thinking strategically"; "Thinking quality"; "Implications of taking on additional services"; "Links with supporting policies".

We would look at redeveloping a **Vision**; a **Mission Statement**; **identifying core values**; and developing “**key objectives**” and “**priority actions**”.

We would construct a SWOT analysis for both the Parish and the Council.

The sessions could be face to face or via Zoom, or in deed a combination, depending on the Council’s preference, but a face to face initially is recommended.

Drafting Strategy.

- Identifying matters which may amend the business risk assessment.
- Preparing draft Strategy in consultation with members and the Clerk.
- Consultation draft to be approved by Council.
- Advising on public consultation for the Council to undertake.
- Finalisation of strategy for consideration by Council with any changes following consultation.

Drafting Delivery (Business) Plan for 2024/25.

- Preparing draft plan in conjunction with the Clerk. Consultation with Members. This would include not only projections and actions to deliver the Strategy but also routine tasks which take up resources.
- Finalisation of document for consideration by Council or committee.
- A proposal for performance monitoring.

Medium Term Financial Plan.

It is important that the Delivery Plan is backed up with the necessary resources and this Plan will project the changes in income and expenditure over the next 5 years that will be necessary and the effect on Council Tax Precept.

- Draft the framework and assumptions for the MTFP.
- Work with your Clerk to produce the 5-year plan, or an accountancy colleague can be brought in (at extra cost) if required.

Outcomes

- Completed Strategy, adopted by Council
- Completed Delivery Plan, approved by Council/committee.
- Recommendations on a Performance Management Policy.
- A completed Medium Term Financial Plan.

Time required: 8 days.

I will be pleased to agree a timescale for the work, based up around the Council’s meeting programme, but would recommend that the process is synced as closely as possible with the budget cycle.

Cost:

Consultancy charged at £500 per day.

| | |
|------------------------------------|---|
| Consultant Cost, based upon 8 days | £4,000 |
| Expenses | Mileage @ £0.45 per mile. Subsistence at cost if visiting Shavington |
| Total | £4,000 + expenses (ex VAT) |

Profile

Pete Cooper entered local government as a trainee Public Health Inspector in the mid-sixties. After qualifying in 1970, he held a number of environmental health posts in Staffordshire and Leicestershire. For a number of years, he headed up Pollution and Safety teams, gaining further qualifications in both acoustics and atmospheric pollution. He gained considerable experience in operating front line services, a number of which are now the subject of devolution to local councils and holds a certificate of competence in road haulage.

Pete went on to complete almost 40 years in local government, holding senior posts in Staffordshire before moving to Cheshire as a chief officer. This culminated in 8 years as Chief Executive at Congleton Borough Council. He holds both a diploma in Management Studies and Masters Degree in Business Management and during his time at Congleton established both a successful housing company and an enterprise company-his first forays into the private sector.

Since taking early retirement 19 years ago, he has worked as an independent consultant, specialising in business management, safety and environmental governance in the public, private and voluntary sectors. Pete is a strategic thinker, focused on performance and outcomes, who enjoys achieving in a changing environment through building and maintaining partnerships. Much of his local council work has been as a director of Local Community Solutions Ltd, associated with DCK Accounting Solutions.

Key projects during this time have included being lead consultant for six Cheshire districts when making their submission for local government review, undertaking peer reviews for district councils on behalf of the IdeA, and working with district councils on capacity building.

Pete has worked with a considerable number of local councils in a variety of change management roles and was interim Town Clerk at Congleton Town Council and Whitchurch Town Council, seeing both introduce new governance arrangements and take on new services. Congleton created a productive relationship with Congleton Partnership, including a Town Centre Plan, Regeneration Strategy and Public Realm Strategy.

Pete was a parish councillor in Staffordshire for 12 years and is active in his local community. He is a member of the local community group which has produced a parish plan and has until last year been a member of the Standards Committee of his Borough Council. He is passionate about the "localism" agenda, and believes it offers real gain but not without a little pain.



SHAVINGTON
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Report Statement

Meeting: Full Parish Council
Wednesday 4 October 2023

Report Purpose: To receive and consider proposals for the Santa Grotto at the Christmas event.

Version Control: v4

Author: Community Manager

1. Report Summary

The report details options available for a Christmas Event on Sunday 3 December 2023. The report has been undertaken in light of the Christmas event advertised by The Elephant Public House which could be a duplicate event.

The Parish Council Christmas event was advertised in the September newsletter. No other adv has been completed.

2. Background

The C&E committee are considering a Christmas Event for 2023. This is planned to be a scaled back version of the Christmas Festival that took place in 2022 due to staffing capacity. Agreement was made at the September C&E meeting to go ahead with the Santas grotto but after this date a seemingly similar event was advertised by The Elephant Public House.

A meeting was held on 26.09.2023 with the Elephant Public House and the following info were gathered about their event:

- a. There event will have craft stalls, food, Christmas Tree lights switch on, carol singers & Santa's grotto
- b. The event aims to fundraise £2k for the defibrillator to be installed at the Elephant

3. Position

Members are asked if they wish to consider to continue with the Santas Grotto event at Shavington-cum-Gresty Village Hall.

4. Equality Impact

Neutral.

5. Community Impact



Positive. Actions included in this report will validate positive community engagement.

6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee.

7. Financial Impact

The financial impact will be from the C&E budget with allocation already in place for Christmas events.

8. Resource Impact

There are 30 hours of Community Manager time available to plan and deliver this event.

9. Consultation/Engagement

n/a

10. Parish Area Affected

All Parish residents and community groups.

11. Conclusions

Members are asked to note the report and consider the 2 options.

12. Consideration Sought

That a decision is made to cancel or continue with the Santas Grotto at ScG Village Hall.

There are approximately 30 hours available for the planning and running of Christmas Events

7.25 hours of admin time used so far for planning this event

Event will be approx. 7 hours (event plus set up)

Carol event will take 5 hours (event plus set up)

Leaving a total of 10.75 hours left for planning

£400 has been spent on the hire of the inflatable grotto. The supplier has offered the availability of moving the hiring to another date (subject to availability).

Option 1

Cancel the Santa Grotto Event at Shavington-cum-Gresty Village Hall

Option 2

Proceed with the Santa Grotto Event at Shavington-cum-Gresty Village Hall



SHAVINGTON
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Report Statement

Meeting: Full Parish Council
Wednesday 4 October 2023

Report Purpose: To receive and consider proposals for the Santa Grotto at the Christmas event.

Version Control: v5

Author: Sara Randle

1. Report Summary

The Elephant is holding a Christmas event on Saturday 2 December. The event will have craft stalls, carol singing, Christmas tree light switch on, hog roast and Santa's grotto. The intent of the event is to raise £2,000 to purchase a defibrillator to be positioned outside the Elephant public house. Cllr McIntyre and Community Manager met with the organiser of the event to see if there was opportunity for the Parish Council to be to be involved. This was a very positive meeting with full option of engagement given to the Parish Council.

2. Background

The C&E committee agreed at the September meeting to organise a Santas grotto event at Shavington-cum-Gresty Village Hall on Sun 3 December. After this date a seemingly similar event was advertised by The Elephant Public House on Saturday 2 December. Members considered whether to to continue with event planning or collaborate with the other organisation.

3. Position

Members are asked if they wish to consider to collaborate with the Elephant Christmas event.

4. Equality Impact

Neutral.

5. Community Impact

Positive. Actions included in this report will validate positive community engagement.

6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee.



7. Financial Impact

The financial impact will be from the C&E budget with allocation already in place for Christmas events.

8. Resource Impact

There are 30 hours of Community Manager time available to plan and deliver this event.

9. Consultation/Engagement

n/a

10. Parish Area Affected

All Parish residents and community groups.

11. Conclusions

Members are asked to note the report and consider the 4 options.

12. Consideration Sought

Should the decision be to cancel the Santas grotto event at Shavington -cum-Gresty Village Hall, there is an option to collaborate with the Elephant for their event. Members have four options to consider should they wish to proceed with this:

Option 1

ScG Parish Council run Grotto at Elephant Christmas event & keep all proceeds to recuperate costs for the set up of the grotto.

Cost

£400 Grotto*

£200 Gifts/costumes

£600 Total

Option 2

ScG Parish Council run Grotto at Elephant Christmas event and share proceeds with toward running cost and towards defibrillator fund.

Cost



£400 Grotto*

£200 Gifts/costumes

£600 Total

Option 3

ScG Parish Council run Grotto at Elephant Christmas event and give all proceeds to ward defibrillator fund.

Cost

£400 Grotto*

£200 Gifts/costumes

£600 Total

Option 4

Donate grotto to Elephant for them to use on the day and let them run the grotto.

Cost

£400 Grotto*

£400 Total

*Please note £400 already committed for this

There are approximately 30 hours available for the planning and running of Christmas Events

7.25 hours of admin time used so far for planning this event

Event will be approx. 7 hours (event plus set up)

Carol event will take 5 hours (event plus set up)

Leaving a total of 10.75 hours left for planning





Report Statement

| | |
|------------------|---|
| Meeting: | Parish Council |
| Report Purpose: | To provide Members with Finance & Strategy Committee's recommendation |
| Version Control: | v1 |
| Author: | Clerk |

1. Report Summary

The report aims to provide Councillors with the DRAFT Shavington-cum-Gresty Parish Council Allotment Privacy Policy recommended by the Finance & Strategy Committee.

2. Background

On 20 September 2023, Finance and Strategy Committee considered DRAFT Shavington-cum-Gresty Parish Council Allotment Privacy Policy and recommended this to Full Council for approval.

The Committee also instructed the Clerk to produce privacy policies for the following services provided by the Council:

- a. Village Hall booking
- b. Clean team
- c. Working group/event/project

The Clerk contacted the Council's GDPR consultant to request a template for the above policies, and is waiting for a feedback. For this reason, those DRAFT policies will be circulated later.

3. Position

The DRAFT Policy is attached to this report for Councillors' consideration.

4. Governance

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:



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- a. Approve the policy attached, as per Finance & Strategy's recommendation
- b. Approve the policy attached with some amendments, as per Finance & Strategy Committee's recommendation
- c. Not approve the policy attached

8. Consideration Sought

That the policies attached is approved as per Finance & Strategy Committee's recommendation.



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

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.



SHAVINGTON CUM GRESTY

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

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

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

DRAFT



Report Statement

Meeting: Parish Council
Report Purpose: To inform the budget 2024/25 process
Version Control: v1
Author: Clerk

1. Report Summary

The purpose of this report is to give Members an update with regards to the budget setting process.

2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2024/25 Budget at the Full Parish Council meeting on 7 June 2023
- The Budget Setting Schedule provided the timeframe for the setting of the budget and the reporting of the draft budget to the various Committees of the Council

3. Position

On 12 July 2023, Environment & Recreation Committee agreed to recommend a draft E&R Committee budget for the financial year 2024/25.

On 30 August 2023, Community & Engagement Committee agreed to recommend a draft C&E Committee budget for the financial year 2024/25

On 20 September, Finance & Strategy Committee meeting agreed on a DRAFT budget for the financial year 2024/25

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation
Shavington-cum-Gresty Parish Council Budget Setting Schedule

5. Financial Impact

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

6. Wards Affected

All

7. Consideration Sought

Members to note the Draft budget 2024/25 and to consider if any amendment is needed.

| | A | B | C | D | E | F | G | H | I |
|----|---|---|-----------------|--------------------|---|-----------------|--------------------|--------------------------------|---|
| 11 | Community and Engagement Committee | | | | | | | | |
| 12 | | | 2023/24 | | | 2024/25 | | | |
| 13 | Code | Title | Receipts | Payments | | Receipts | Payments | Staff hrs (average): CM | |
| 14 | 20 | Newsletter: design, printing and delivery | | £ 12,400.00 | | | £ 14,600.00 | 160 | £8,000 design + £5,200 printing (£1,300 per newsletter) + £1,400 distribution (currently paying £319 but added 10% increase as this figure hasn't changed for more than 2 years) |
| 15 | 21 | General Parish Council design and print | | £ 3,700.00 | | | £ 3,600.00 | | £1,600 various design FN + £2,000 printing various |
| 16 | 22 | PC/VH subscription and ADV | | £ 1,500.00 | | | £ 1,600.00 | 144 | £600 design for social media +£1,000 for paid services |
| 17 | 23 | Village Festival | | £ 600.00 | | | £ - | 18 | |
| 18 | 24 | Christmas/Winter event | | £ 3,100.00 | | | £ 3,900.00 | 50 | £1,800 design + £2,100 for Christmas event as per 2023/24 |
| 19 | 25 | Remembrance Service | | £ 4,500.00 | | | £ 4,500.00 | 52 | £1,400 design + £3,100 for event delivery |
| 20 | 26 | Community events | | £ 1,150.00 | | | £ 2,500.00 | 77 | Project on the idea of the mitigation land being a focus, following on from the #Queenbee and Impact projects to be environmental based. Nature talks educational opportunities with regards to the newts and bats that are protected on the area (maybe to include making more bat houses or newt areas) with mindfulness trail to coincide with the footpath around the area to encourage people to use it for recreation with potential encouragement for wildflower planting . The art/growing competitions to engage community . |
| 21 | 49 | Micro & Small Grant Scheme | | £ 100.00 | | | £ 1,000.00 | | £600 from Village event+ £100 from small grant scheme + £300 open to wider public |
| 22 | 58 | Engagement and promotion | | £ 3,300.00 | | | | | |
| 23 | 61 | Civic events | | £ 2,600.00 | | | £ 2,600.00 | 50 | D Day |
| 24 | | | | | | | | | |
| 25 | | SUB TOTAL | £ - | £ 32,950.00 | | | £ 34,300.00 | | |
| 26 | | | | | | | | | |
| 27 | | | | | | | | | |
| 28 | Environment and Recreation Committee | | | | | | | | |
| 29 | 27 | Ground Maintenance - General amenities | | £ 1,000.00 | | | £ 1,000.00 | | |
| 30 | 28 | Ground Maintenance- supplier | | £ 15,000.00 | | | £ 16,500.00 | 10% | |
| 31 | 29 | Vine Tree Play area - maintenance | | £ 1,000.00 | | | £ 1,000.00 | | |
| 32 | 30 | Vine Tree Play Area - Inspection | | £ 400.00 | | | £ 400.00 | | |
| 33 | 31 | Allotment fee | £ 720.00 | | | £ 700.00 | | | |
| 34 | 32 | Allotment maintenance cost | | | | | £ 500.00 | | Site maintenance |
| 35 | 52 | Defibrillator and kiosk | | £ 800.00 | | | £ 300.00 | | Maintenance defibrillator |
| 36 | 54 | CIL (ear marked) | £ - | | | | | | |
| 37 | 62 | New planters | | £ 1,500.00 | | | | | |
| 38 | | | | | | | | | |
| 39 | | SUB TOTAL | £ 720.00 | £ 19,700.00 | | £ 700.00 | £ 19,700.00 | | |
| 40 | | | | | | | | | |
| 41 | | | | | | | | | |
| 42 | Finance and Strategy Committee | | | | | | | | |
| 43 | 3 | Staff Expenses | | £ 150.00 | | | £ 150.00 | | |
| 44 | 4 | Stationary | | £ 500.00 | | | £ 500.00 | | |
| 45 | 5 | Accountancy software | | £ 750.00 | | | £ 835.00 | | £780 +7% |
| 46 | 6 | ICT equipment | | £ 750.00 | | | £ 1,500.00 | | |
| 47 | 9 | Audit Fees | | £ 1,000.00 | | | £ 1,000.00 | | Paid 873 in 2022/23 |
| 48 | 10 | Insurance | | £ 3,300.00 | | | £ 3,700.00 | | paid £3,400 in 2023 added 7% |
| 49 | 11 | Legal and professional fee | | £ 1,500.00 | | | £ 2,000.00 | | £780 GDPR (£700 +CPI increase) +£35 ICO + £1185 misc (H&S RA, ...) |
| 50 | 12 | Subscription (adobe/office/Chalc) | | | | | £3,500 | | ChALC (£1511 in 2023)£1,662+ Parish Online (£225) £248 + Adobe (£100) £110 + Adobe (£546*) £600 + Microsoft (£1,000) £1,430 |
| 51 | 13 | Telephone | | £ 743.40 | | | £ 950.00 | | BT (£74/month) £950 (added 7%) |
| 52 | 14 | Website subscription | | £ 2,400.00 | | | £ 2,400.00 | | |
| 53 | 15 | Website transparency | | £ 500.00 | | | £ 500.00 | | |
| 54 | 16 | Misc/Expenses | | £ 1,000.00 | | | £ 1,000.00 | | |

| | A | B | C | D | E | F | G | H | I |
|-----|--------------------------------|------------------------|--------------------|---------------------|---|-----------------|--------------------|---|---|
| 55 | 17 | Precept | | | | | | | |
| 56 | 18 | VAT reclaim | | | | | | | |
| 57 | 19 | Other income | | | | | | | |
| 58 | 53 | Acquisition projects | | £ 4,000.00 | | | £ 7,000.00 | | £6000 conveyancy costs + misc |
| 59 | 59 | Office costs | | £ 6,000.00 | | | £ 6,000.00 | | |
| 60 | NEW | IT support | | | | | £ 300.00 | | |
| 61 | | | | | | | | | |
| 62 | | | | | | | | | |
| 63 | | SUB TOTAL | £ - | £ 26,593.40 | | | £ 31,335.00 | | |
| 64 | | | | | | | | | |
| 65 | | | | | | | | | |
| 66 | Parish Council Projects | | | | | | | | |
| 67 | 50 | S.137 Grant- Car Park | | £ - | | | | | |
| 68 | 51 | PCSO funding | | £ 37,958.00 | | | | | |
| 69 | | | | | | | | | |
| 70 | | SUB TOTAL | £ - | £ 37,958.00 | | | | | |
| 71 | | | | | | | | | |
| 72 | | | | | | | | | |
| 73 | Staffing Committee | | | | | | | | |
| 74 | 1 | Staff Salary | | £ 74,000.00 | | | | | |
| 75 | 2 | Payroll Service | | £ 800.00 | | | | | |
| 76 | 7 | Staff Training | | £ 1,000.00 | | | | | |
| 77 | 8 | Members Training | | £ 300.00 | | | | | |
| 78 | | | | | | | | | |
| 79 | | SUB TOTAL | £ - | £ 76,100.00 | | | | | |
| 80 | | | | | | | | | |
| 81 | | | | | | | | | |
| 82 | Village Hall Committee | | | | | | | | |
| 83 | 33 | Suppliers | | £ 300.00 | | | | | |
| 84 | 34 | Cleaning Service | | £ 5,100.00 | | | | | £390*12= £4,860 + £20*12=£240 (window cleaning) |
| 85 | 35 | Gas supply | | £ 4,450.00 | | | | | 40000kWh*10.57+365*60.82p |
| 86 | 36 | Power supply | | £ 1,500.00 | | | | | 3130kWh |
| 87 | 37 | Fire equipment | | £ 300.00 | | | | | |
| 88 | 38 | Wi-Fi Service (+phone) | | | | | | | |
| 89 | 39 | Online booking system | | £ 300.00 | | | | | |
| 90 | 40 | Hygiene service | | £ 700.00 | | | | | |
| 91 | 41 | Water supply | | £ 3,000.00 | | | | | spent in 2021/22 £2,580 + 15% |
| 92 | 42 | Waste collection | | £ 1,680.00 | | | | | £140/month on average depending on VH usage |
| 93 | 43 | PPS/PRS | | £ 250.00 | | | | | |
| 94 | 47 | General Maintenance | | £ 1,500.00 | | | | | |
| 95 | 48 | Hall hire | £ 13,500.00 | | | | | | current monthly average revenue £798 |
| 96 | 60 | Office costs | £ 6,000.00 | | | | | | |
| 97 | | | | | | | | | |
| 98 | | SUB TOTAL | £ 19,500.00 | £ 19,080.00 | | | | | |
| 99 | | | | | | | | | |
| 100 | | TOTAL | £ 20,220.00 | £ 212,381.40 | | £ 700.00 | £ 85,335.00 | | |