



SHAVINGTON
CUM
GRESTY

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

29 February 2024

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 6 March 2024** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interest
3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 7 February 2024 (attached)
4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

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 7 February 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 28 February 2024 (DRAFT minutes attached) Items for consideration:</p> <ol style="list-style-type: none">i. that the latest version of the Parish Council Fixed Asset Register is approved and recommended to Full Council.ii. that the latest version of the Parish Council Financial Risk Assessment is approved and recommended to Full Counciliii. that the updated version of the Council's Direct Debit list is approved, and that a recommendation is made to Full Council to approve the use of variable direct debit system as per s.6.5 of the Council's Financial Regulationsiv. that the following policies are recommend to Full Council for approval:<ol style="list-style-type: none">a. Shavington-cum-Gresty Parish Council Training and Development Policy for Councillors and Staffb. Shavington-cum-Gresty Parish Council Publication Scheme Information Guidec. Shavington-cum-Gresty Parish Council Pensions Discretions Policyv. that the Shavington-cum-Gresty Parish Council Councillor-Officer protocol is recommend to Full Council for approval, subject to the following amendment under the paragraph Roles of Councillors and Officers:<ol style="list-style-type: none">a. "In any instance where behaviour deviates from the standards outlined in the Shavington-cum-Gresty Parish Council Councillor Code of Conduct or the Shavington-cum-Gresty Parish Council Councillor-Officer Protocol, escalates in tone, or causes someone to feel threatened or uncomfortable, the interaction should be promptly terminated and reported to the line manager." Should be added under s. "Roles of Councillors and Officers"
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	<p>b. "To represent the council externally if authorised by the Parish Council" should replace the sentence "To represent the council externally;"</p> <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 on 7 February 2024 (DRAFT minutes attached)</p>
6	To receive the January report from the Village Beat Manager (attached)
7	To note the YTD Parish Council finance position (attached)
8	To note and approve all payments since 1 April 2023 (attached)
9	To receive the revised DRAFT Shavington-cum-Gresty Parish Council Strategy 2024-2029 (attached DRAFT version 6.0.1)
10	To receive an update on the Main Road Car Park in Shavington
11	To receive an update on the Weston Mitigation Land acquisition project
12	<p>To receive and consider the following document as per approved by Finance & Strategy Committee (attached):</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Asset register - Shavington-cum-Gresty Parish Council Financial Risk Assessment - Shavington-cum-Gresty Parish Council Direct Debit List
13	<p>To receive and consider the following recommendation from the Finance & Strategy Committee:</p> <ul style="list-style-type: none"> - That the Council reconfirm its approval for the use of direct debit payments as per section 6.5 of the Council Financial Regulations.
14	<p>To receive and consider the following policies, as recommended by the Finance & Strategy Committee (attached):</p> <ul style="list-style-type: none"> a. Shavington-cum-Gresty Parish Council Councillor-Officer protocol (with amendments as per Finance & Strategy Committee's recommendation) b. Shavington-cum-Gresty Parish Council Training and Development Policy for Councillors and Staff c. Shavington-cum-Gresty Parish Council Publication Scheme Information Guide d. Shavington-cum-Gresty Parish Council Pensions Discretions Policy

15	To consider a proposal to request Cheshire East Council to regularly enforce parking restrictions on Crewe Road in Shavington (CW2 5AQ area)
16	To note the date of the next Council Meeting – 1 May 7:30PM

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



SHAVINGTON
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MINUTES of the Parish Council
held on 7 February 2024

In attendance: Cllrs Buchanan¹, Cruickshank, Ferguson, B Gibbs, K Gibbs, McHugh, McIntyre, Randle.

ScG/23/09/1	To receive and consider apologies for absence²
	Apologies were received from Cllrs S Jones, R Jones, Hancock and Wain.
ScG/23/09/2	To note declarations of Members' interest
	No interest was declared.
ScG/23/09/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 26 January 2024
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record. RESOLVED: That item 6 is moved ahead on the agenda and discussed after item 3.
ScG/23/09/4	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 shared concerns regarding the issue of anti-social car parking in the parish and requested information on IMPACT- Every Leaf Counts. It was agreed that the Community Manger will contact the resident to provide the information.

¹ Joined the meeting at 20:08hrs – item 6

² Meeting started 20:04hrs

	<p>A member of the public shared comments on the Council's Strategic Review and offered his views and suggestions on the related consultation process.</p>
<p>ScG/23/09/5</p>	<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 December 2023 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee (DRAFT minutes attached) <u>Chair:</u> Councillor K Gibbs Meeting held on 13 December 2023 Items for considerations</p> <ul style="list-style-type: none">i. that a recommendation is made to Full Council to consider a proposal of virement from Remembrance Service cost code and Civic Events cost code toward the Roll of Honour cost code for £1,317.50 to cover the cost of a new Roll of Honour stone with the updated list <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre Meeting held on 31 January 2024 (minutes attached) Items for consideration:</p> <ul style="list-style-type: none">i. (with regard to the Shavington-cum-Gresty Village Hall refurbishment project - Improved, Greener, Community Facilities Fund - Funded by the UK Rural and Shared England Prosperity):<ul style="list-style-type: none">a. that a recommendation is made to Full Council to consider the project proposal.b. that a recommendation is made to Full council to consider allocating the needed 25% match-fund from reserves if the submission is successful.ii. A request is made to the Full Council to consider allocating any surplus from the Village Hall hiring income to be invested in enhancing projects for the hall.iii. A recommendation is made to the full council to reconsider its position and willingness to support the Festival Committee with the provision of free storage. Additionally, the council should consider whether to delegate the Clerk to re-draft the agreement with the help of a professional solicitor <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</p> <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 on 6 December 2023 and 10 January 2024 (DRAFT minutes attached)</p>
	Councillors NOTED the update.
ScG/23/09/6	To receive the November and December report from the Village Beat Manager
	PCSO Walley briefed Councillors. Councillors NOTED the update.
ScG/23/09/7	To note the YTD Parish Council finance position
	Members NOTED the YTD Council's finance position.
ScG/23/09/8	To note and approve all payments since 1 April 2023
	Cllr Randle declared a Pecuniary interest on item 9. RESOLVED: that all payments since 1 April 2023 are approved.
ScG/23/09/9	To receive and consider the DRAFT Shavington-cum-Gresty Parish Council Strategy 2024-2029 and initiate the public consultation process.
	The Clerk and the Chair briefed Councillors on the item. Councillors NOTED the report. RESOLVED: The DRAFT Council Strategy 2024-29 is approved in principle; however, the Clerk will need to redraft the content in more accessible and inclusive language. RESOLVED: The Clerk is delegated to progress with the public consultation process, which will involve a light-touch consultation inviting people from the parish to comment on the draft strategy. The public consultation will close on 15 April 2024.

ScG/23/09/10	<p>To receive and consider an update on the Main Road Car Park in Shavington</p>
	<p>The Clerk briefed Councillors on the item and informed them that the Council solicitor has been working with the Trust representative to find an agreement that suits both parties. The preferred option would be a letter setting out the terms of the grant.</p> <p>Councillors NOTED the update.</p> <p>RESOLVED: that the Council clarifies its position, stating that it does not intend to assume any liability or responsibility for the car park, which remains the responsibility of the Primary School. Indeed, the purpose of the fund is to reimburse the Primary School for any expenses it incurs by allowing the community to use the car park.</p>
ScG/23/09/11	<p>To receive and consider an update on the Weston Mitigation Land acquisition project</p>
	<p>Councillors NOTED the report.</p>
ScG/23/09/12	<p>To receive and consider an update on the Cheshire East Council Electoral Review Sub-Committee's draft proposal for reviewing ward boundaries and any implications for the Shavington Ward.</p>
	<p>The Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the update.</p> <p>It was NOTED that Councillors thanked Cllr Buchanan and the Clerk for attending the Electoral Review Sub-Committee and representing the Council's position at the meeting.</p> <p>It was NOTED that the Clerk was asked to attend the Cheshire Easy Council Corporate Policy Committee and represent the Parish Council at the meeting.</p>
ScG/23/09/13	<p>To receive and consider the following grant application proposals from Officers</p> <ul style="list-style-type: none"> - Well-Being Wednesdays in Shavington-cum-Gresty- Healthy Neighbourhoods Fund - Shakedown Wednesdays in Shavington-cum-Gresty - Healthy Neighbourhoods Fund - Shavington-cum-Gresty Village Hall refurbishment project - Improved, Greener, Community Facilities Fund - Funded by the UK

	Rural and Shared England Prosperity
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that Well-Being Wednesdays in Shavington-cum-Gresty - Healthy Neighbourhoods Fund is approved, subject to recommendations from the Village Hall Committee</p> <p>RESOLVED: that Shakedown Wednesdays in Shavington-cum-Gresty - Healthy Neighbourhoods Fund is approved</p> <p>RESOLVED: that Shavington-cum-Gresty Village Hall refurbishment project is approved and that a budget of up to £1,250 is allocated from reserves as match funding, pending award.</p>
ScG/23/09/14	<p>To receive and consider the DRAFT arrangements for the renewal of the contract of the funded PCSO dedicated to Shavington-cum-Gresty for the period 2024-25</p>
	<p>Councillors NOTED the report.</p> <p>RESOLVED: That the Clerk is delegated to sign a contract for a funded PCSO, without having to call for a Council meeting, provided that the following conditions are met:</p> <ol style="list-style-type: none"> 1) The new contract will mirror last year's, with acceptance of minor amendments 2) The yearly cost will not exceed the allocated budget of £41,789.40 3) The designated PCSO for the position is PCSO Dan Walley. <p>RESOLVED: Section 3 (point x) of the Standing Order is suspended to allow the meeting to proceed (at 21:52).</p>
ScG/23/09/15	<p>To receive and consider the following recommendation from the Community and Engagement Committee:</p> <ol style="list-style-type: none"> i. that a recommendation is made to Full Council to consider a proposal of virement from Remembrance Service cost code and Civic Events cost code toward the Roll of Honour cost code for £1,317.50 to cover the cost of a new Roll of Honour stone with the updated list
	<p>Cllr K Gibbs, Chair of Community and Engagement Committee, briefed Councillors on the item.</p> <p>Councillors NOTED the brief.</p>

	<p>RESOLVED: That the recommendation from the Community and Engagement Committee for a virement is approved, and that the Community Manager is instructed to proceed with the project.</p>
<p>ScG/23/09/16</p>	<p>To receive and consider the following recommendation from the Village Hall Committee:</p> <ul style="list-style-type: none"> i. (with regard to the Shavington-cum-Gresty Village Hall refurbishment project - Improved, Greener, Community Facilities Fund - Funded by the UK Rural and Shared England Prosperity): <ul style="list-style-type: none"> a. that a recommendation is made to Full Council to consider the project proposal. b. that a recommendation is made to Full council to consider allocating the needed 25% match-fund from reserves if the submission is successful. ii. A request is made to the Full Council to consider allocating any surplus from the Village Hall hiring income to be invested in enhancing projects for the hall. iii. A recommendation is made to the full council to reconsider its position and willingness to support the Festival Committee with the provision of free storage. Additionally, the council should consider whether to delegate the Clerk to re-draft the agreement with the help of a professional solicitor
	<p>Cllr McIntyre, Chair of the Village Hall Committee, briefed Councillor on the item.</p> <p>Councillors NOTED the update.</p> <p>RESOLVED: that the following recommendations are approved as per item 13:</p> <ul style="list-style-type: none"> i. (with regard to the Shavington-cum-Gresty Village Hall refurbishment project - Improved, Greener, Community Facilities Fund - Funded by the UK Rural and Shared England Prosperity):1) that a recommendation is made to Full Council to consider the project proposal; 2) that a recommendation is made to Full council to consider allocating the needed 25% match-fund from reserves if the submission is successful. <p>RESOLVED: That the consideration of the following recommendation is postponed until after the year-end report is presented to the Council to ensure that the Council has the financial capacity to progress with any surplus virement.</p> <ul style="list-style-type: none"> i. A request is made to the Full Council to consider allocating any surplus from the Village Hall hiring income to be invested in enhancing projects for the hall.

	<p>RESOLVED: that the Council accepts, in principle, to grant the use of the storage space to the Shavington Village Festival Committee for 5 years, starting from the date of the contract signing, subject to some form of agreement being signed.³</p> <p>RESOLVED:⁴ that the Clerk is instructed to obtain a solicitor's quote to rewrite the contract and present it to the council for consideration.</p> <p>RESOLVED: that the Clerk is requested to contact the Shavington Village Festival Committee with a request to provide proof of insurance for the building and its contents.</p> <p>RESOLVED: that the Clerk is asked to inquire with the Shavington Village Festival Committee about their willingness to contribute to the solicitor's costs.</p>
ScG/23/09/17	To receive and consider a request from Cheshire East Council seeking a contribution of £12,129 per annum (15% of running costs) toward the Shavington Leisure Centre (in the Parish of Rope) as part of their Strategic Leisure Review
	Councillors NOTED the report.
ScG/23/09/18	To receive an update on the outcome of the following consultations run by Cheshire East Council, affecting the parish council, and to consider any necessary actions
	<ul style="list-style-type: none"> - Green Spaces Maintenance Review - Borough Parking Review
	<p>The Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the brief.⁵</p>
ScG/23/09/19	To receive and consider a request from The Drama Group for a variation of the Village Hall booking conditions for their December booking, specifically for their Christmas Cracker event.
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the Council reaffirm its intention to support the long-term bookings of the Village Hall, while also ensuring compliance with health and safety regulations and housekeeping standards. Consequently, the Council is unable to accommodate the request of the Drama Group to review the booking conditions for the Village Hall.</p>

³ Cllr Randle left the room at 22:11hrs

⁴ Cllr Randle joined the meeting at 22:12hrs

⁵ Cllr Ferguson left the meeting at 22:34hrs

	<p>It was NOTED that Cllr McHugh voted against the previous resolution.</p> <p>RESOLVED: that, for clarity, the Council agreed to review section 14 of the Village Hall Hiring Agreement as follows: “To support regular hirers, the council reserves the right to refuse bookings for slots that are regularly hired and/or made with a 6-month advance notice.”</p> <p>RESOLVED: that the Village Hall Committee is requested to review the Village Hall Hiring policy to ensure it is fit for purpose, considering how frequently it is currently used.</p>
ScG/23/09/20	To note the date of the next Council Meeting – 6 March 2024 7:30PM
	Councillors NOTED the date of the next Parish Council meeting.

Meeting Closed at 23:01hrs
Chair: Cllr B Gibbs
Clerk: S Garnero

DRAFT

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



MINUTES of the meeting held on **Wednesday 28 February 2024**

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

ScG FSC/23/04/1	To receive apologies for absence
	Apologies were received from Cllr B Gibbs due to work commitments.
ScG FSC/23/04/2	To note declarations of Members' interests
	No interest was declared.
ScG FSC/23/04/3	To confirm and sign the minutes of the Finance Committee Meeting held on 29 November 2023
	RESOLVED: that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FSC/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 FSC/23/04/5	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements
	Members NOTED the Parish Council YTD financial position. It was NOTED that the month-end reconciliations statements ending 30

	November 2023, 31 December 2023 and 31 January 2024 were checked and signed by Cllrs S Jones, Ferguson and K Gibbs.
ScG FSC/23/04/6	To review the forecast position of the council at 31 March 2024 and to consider any necessary corrective actions
	Councillors NOTED the update.
ScG FSC/23/04/7	To receive and consider the latest version of Parish Council Fixed Asset register
	Councillors NOTED the report. RESOLVED: that the latest version of the Parish Council Fixed Asset Register is approved and recommended to Full Council.
ScG FSC/23/04/8	To receive and consider the latest version of the Parish Council Financial Risk Assessment
	Councillors NOTED the report. RESOLVED: that the latest version of the Parish Council Financial Risk Assessment is approved and recommended to Full Council
ScG FSC/23/04/9	To receive and consider the latest version of the Council Direct Debit list and to consider making a recommendation to the Full Council to approve the use of direct debit payments as per section 6.5 of the Shavington-cum-Gresty Parish Council Financial Regulations
	Councillors NOTED the report. RESOLVED: that the updated version of the Council's Direct Debit list is approved, and that a recommendation is made to Full Council to approve the use of variable direct debit system as per s.6.5 of the Council's Financial Regulations
ScG FSC/23/04/10	To receive and consider the DRAFT following policy <ol style="list-style-type: none"> a. Shavington-cum-Gresty Parish Council Councillor-Officer protocol b. Shavington-cum-Gresty Parish Council Training and Development Policy for Councillors and Staff c. Shavington-cum-Gresty Parish Council Publication Scheme Information Guide d. Shavington-cum-Gresty Parish Council Pensions Discretions Policy

	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the following policies are recommend to Full Council for approval:</p> <ul style="list-style-type: none"> a. Shavington-cum-Gresty Parish Council Training and Development Policy for Councillors and Staff b. Shavington-cum-Gresty Parish Council Publication Scheme Information Guide c. Shavington-cum-Gresty Parish Council Pensions Discretions Policy <p>RESOLVED: that the Shavington-cum-Gresty Parish Council Councillor-Officer protocol is recommend to Full Council for approval, subject to the following amendment under the paragraph Roles of Councillors and Officers</p> <ul style="list-style-type: none"> • "In any instance where behaviour deviates from the standards outlined in the Shavington-cum-Gresty Parish Council Councillor Code of Conduct or the Shavington-cum-Gresty Parish Council Councillor-Officer Protocol, escalates in tone, or causes someone to feel threatened or uncomfortable, the interaction should be promptly terminated and reported to the line manager." Should be added under s. "Roles of Councillors and Officers" • "To represent the council externally if authorised by the Parish Council" should replace the sentence "To represent the council externally; and
<p>ScG FSC/23/04/11</p>	<p>To receive and consider an update on the Weston Ecological Mitigation Land Acquisition Project</p>
	<p>The Clerk briefed Councillors on the project.</p> <p>Councillors NOTED the update.</p>
<p>ScG FSC/23/04/12</p>	<p>To receive and consider an update on the Council Strategy Review project</p>
	<p>The Clerk briefed Councillors on the project.</p> <p>Councillors NOTED the update.</p>

Meeting Closed at 2011 hrs

Chair: Cllr R Jones

Clerk: S Garnero

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



MINUTES of the meeting held on **Wednesday 7 February 2024**

In attendance: Cllrs Ferguson, K Gibbs, McIntyre, McHugh

Cllrs Buchanan¹, B Gibbs, Cllr Cruickshank², Randle³

ScG PC/23/08/1	To receive and consider apologies for absence
	Apologies were received from Cllrs R Jones, S Jones, Hancock and Wain.
ScG PC/23/08 /2	To note declarations of Members' interest
	Cllr B Gibbs declared a personal interest in planning application 24/0214N as a member of the neighbourhood affected by the planning application. It was NOTED that Cllr B Gibbs is not a member of the committee and, as such, cannot vote when the item is discussed.
ScG PC/23/08/3	To confirm and sign the minutes of the Planning Committee Meeting held on 10 January 2024
	RESOLVED: That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG PC/23/08/4	Public Participation

¹ Left the meeting at 19:37hrs

² Joned the meeting 19:24hrs

³ Joined the meeting 19:32hrs

	<p><i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i></p>
	<p>A member of the public, acting as a consultant for the applicant of 24/0214N, presented the application to councillors and addressed their questions.</p> <p>Cllr Buchanan expressed concerns regarding Planning Application 24/0214N about water flow linked to the 1.8m raise and requested evidence on mitigation plans to protect the three neighbourhood houses from the risk. Additionally, concerns were raised about road damage due to HGVs, land contamination, and control over the number of burials per year, which should not be increased.</p> <p>A member of the public raised concerns about Planning Application 24/0214N regarding water flow linked to the 1.8m raise. The member noted that section 9.18 of the Shavington-cum-Gresty Neighbourhood Plan is not met and highlighted inconsistencies in the surface water flooding technicalities in the report. Concerns regarding potential excess of track movements in the area were also raised, along with the necessity for mitigation measures concerning parking on the Main Road.</p> <p>It was NOTED that Cllr Buchanan left the meeting at 19:37hrs.</p>
<p>ScG PC/23/08/5</p>	<p>To consider making a response to the following planning applications:</p> <p>a. Application No: 23/2676N Proposal: Retrospective planning permission for re-positioned screen fence. Location: 21, LITTLE MEADOW PLACE, SHAVINGTON, CW2 5UB Appeal Start Date: 05-Jan-2024 Appeal Ref: APP/R0660/D/23/3334166</p> <p>RESOLVED: No comment</p> <p>b. Application No: 24/0214N Proposal: Variation of conditions 2 and 18 on application 21/1920N: To allow for coffin burials to respond to demand Location: SANTUNE MEADOWS, LAND ADJACENT TO OLD PUSEYDALE, MAIN ROAD, SHAVINGTON, CW2 5DU National Grid Ref: 369387.3652 351624.9081</p> <p>RESOLVED: The Clerk has been instructed to contact the Shavington Ward Councillor to formally request a call-in of the application.</p> <p>RESOLVED: That, with reference to the Cheshire East Council internal consultation on flood risks, the Planning Authority should request the applicant to provide a flood risk assessment.</p>

	<p>RESOLVED: That the Parish Council reiterates all comments and observations already submitted in the previous main application 21/1920N.</p> <p>RESOLVED: That a recommendation should be made to restrict the maximum number of burials to 25 per annum, with reference to the Groundwater risk assessment.</p> <p>RESOLVED: That a recommendation is made to Highways to consider restrictions in parking on the main highway.</p> <p>RESOLVED: That the applicant should be required to supply missing or lacking information to ensure clarity and transparency in the assessment process.</p> <p>c. Application No: 24/0312N Proposal: Additional site security fencing, pedestrian gate and vehicle height restrictor comprising: 290m approx paladin fencing (Green RAL 6005) to southern boundary (to match existing) Access controlled pedestrian gate to staff carpark Vehicle height restrictor to staff car park entrance 30m approx paladin fencing (Green RAL 6005) to prevent pedestrian access at HGV barriers Location: TJX Europe, Jack Mills Way, Crewe, CW2 5UZ National Grid Ref: 371159.4489 352930.1192</p> <p>RESOLVED: No comment</p> <p>d. Application No: 24/0350N Proposal: Single storey extension to side of dwelling Location: 353A, CREWE ROAD, SHAVINGTON, CHESHIRE, CW2 5AD National Grid Ref: 370874.3093 353421.4566</p> <p>RESOLVED: No comment</p>
<p>ScG PC/23/08/6</p>	<p>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</p>
	<p>No planning application was received.</p>
<p>ScG PC/23/08/7</p>	<p>To receive and consider the latest update of the ScG Parish Council – Planning Application Record</p>
	<p>Councillors NOTED the report.</p>
<p>ScG PC/23/08/8</p>	<p>To consider submitting a comment for the Street Trading Policy Consultation run by Cheshire East Council</p>

	<p>Councillors NOTED the report.</p> <p>RESOLVED: No comment</p>
<p>ScG PC/23/08/9</p>	<p>To consider submitting a comment for the Crossing Strategy Consultation 2024 run by Cheshire East Council (available at this link: https://surveys.cheshireeast.gov.uk/s/Crossing_Strategy_Consultation_2024/)</p>
	<p>RESOLVED: That the Parish Council supported the following statement to be submitted as part of the Crossing Strategy Consultation 2024:</p> <p>'That the Parish Council urges Cheshire East Council to uphold any existing agreements in place and complete the work as previously agreed.'</p>
<p>ScG PC/23/08/10</p>	<p>To note the date of the next Planning Committee Meeting – 6 March 2024 7PM</p>
	<p>Councillors NOTED the date of the next Planning Committee meeting.</p>

Meeting Closed at 20:00 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide the January 2024 report

Version Control: v0

Author: PCSO Walley

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BEAT MANAGERS REPORT

Shavington-Cum-Cresty Council, Parish Council Meeting 06.03.2024

Month
Agenda Item 6

JANUARY 2024

Completing officers	P.C.S.O 24152 Dan Walley
Ward	Shavington.
Community Engagement undertaken:	<p>Local shops visited.</p> <p>Patrols of garages, Local convenience stores and pet food shops after an increase in thefts.</p> <p>Continued welfare checks on identified vulnerable residents.</p> <p>Visits to Crewe Alex Training Centre</p>
Traffic activity/enforcement	<p><u>Tru-Cam.</u></p> <p><u>Speed watch (PCSO Dan Walley and Volunteer).</u></p> <p>Postponed.</p>
Surgeries	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
Schools + Young People.	<p>Parking Patrols.</p> <p>Shavington Academy visited.</p> <p>Shavington Primary School visited</p>
Priority/problems raised, and activity carried out to combat	Speeding, parking, Increased presence around Play areas reference ASB. Co-op being targeted by shoplifters and kids.
Feedback (how have you made the community aware of what you have done?)	<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. Health safety excec. (Industrial accident.) Probation service. Cheshire Fire and rescue. British transport police. Shavington Parish Council</p>
<p>Any wider community issues, which have been addressed?</p>	<p>02/01/2024- Abandoned 999 Call- (Sable Road)- Female has set fire to her address. RESOLVED.</p> <p>03/01/2024- Burglary (Main Road)- Reports of male with an air rifle. RESOLVED.</p> <p>03/01/2024- Suspicious Activity- (Gresty Road)- Males have been tampering with shutters on Bargain Booze. RESOLVED.</p> <p>04/01/2024- Complaint- (Main Road)- Male complaint about being arrested recently. RESOLVED.</p> <p>05/01/2024- Concern for Safety- (Lime Grove)- Male holding kitchen knife up to himself in back garden. RESOLVED.</p> <p>06/01/2024- Bail Breach- (Newcastle Road)- Male has contacted son who has an order against him. RESOLVED.</p> <p>07/01/2024- Shoplifting- (Vineyards)- Male has stolen £10 bottle of vodka. RESOLVED.</p> <p>08/01/2024- Neighbour Dispute- (Rotary Way)- RP and next-door neighbour in dispute over neighbour parking car so headlights lit up kids' bedroom. ONGOING.</p> <p>10/01/2024- Hate Incident- (Pusey Dale)- RP has received messages about her disability. RESOLVED.</p>

	<p>10/01/2024- Highway Disruption- (A500)- Large piece of wood in the carriageway. RESOLVED.</p> <p>10/01/2024- Animal disruption- (Mallow Avenue)- Reports of tenant who has XL Bully and was walking it off the lead. RESOLVED.</p> <p>11/01/2024- Disclosure of Information request from Probation. RESOLVED.</p> <p>12/01/2024- Alarm Activation- (Newcastle Road)- False activation at building site. RESOLVED.</p> <p>13/01/2024- Public Order- (Newcastle Road)- [REDACTED] a verbal altercation at local pub.</p> <p>15/01/2024- Concern for Safety- (Lime Tree Mews)- Report made by housing officer and has now been passed back to Social Services.</p> <p>16/01/2024- Breach of the Peace- (Springbank Road)- Arrange for caller to collect belongings from home with help of Police. RESOLVED.</p> <p>16/01/2023- Road Intelligence- (Cattle way)- Intel that someone is driving without a full license. ONGOING.</p> <p>16/01/2024- Suspicious Activity- (Jack Mills Way)- Report that two males are acting strange around a caravan. RESOLVED.</p> <p>17/01/2024- RTC- (Crewe Road)- Two vehicle RTC by NISA local store. RESOLVED.</p> <p>18/01/2024- RTC- (Crewe Road)- One vehicle RTC due to weather conditions. RESOLVED.</p>
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	<p>18/01/2024- Fights- (Newcastle Road)- Two males fighting each other outside local pub. RESOLVED.</p> <p>19/01/2024- Fraud- (Weston Lane)- Carer calling stating that the lady she cares for has had money taken from her account by numerous phone companies. ONGOING.</p> <p>20/01/2024- RTC- (Gresty Road)- Two vehicle collision and road was blocked. RESOLVED.</p> <p>20/01/2024- Shoplifting- (Rope Lane)- Female has entered store and stolen £35 bottle of vodka. ONGOING.</p> <p>22/01/2024- Arrest- (Gresty Road)- Male and Female arrested for PWITS. RESOLVED.</p> <p>22/01/2024- Suspicious Activity- (Broomhall Drive)- Someone taking pictures of residents VW Van. RESOLVED.</p> <p>23/01/2024- Shoplifting- (Rope Lane)- Female steals 2 bottles of spirits and leaves without paying for them. ONGOING.</p> <p>24/01/2024- Shoplifting- (Rope Lane)- Same female steals 5 bottles of spirits and leaves. ONGOING.</p> <p>25/01/2023- Assistance to other agency- (Newcastle Road)- Female having medical episode in her vehicle. RESOLVED WITH AMBULANCE.</p> <p>26/01/2024- Suspicious Activity- (Argent Close)- Suspicious male following female home. RESOLVED.</p> <p>26/01/2024- Suspicious Vehicle- (Elephant Pub)- Suspicious vehicle hanging around the pub car park. RESOLVED.</p>
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	<p>28/01/2024- RTC- (Joseph Locke Drive)- RP has damaged his car slightly in collision with wall. RESOLVED.</p> <p>29/01/2024- Burglary Dwelling- (Main Road)- Two men with weapons broke into house and ransacked the property. ONGOING.</p> <p>29/01/2024- RTC- (Gresty Road)- Two vehicle RTC with no injuries and minimal damage. RESOLVED.</p> <p>30/01/2024- Drugs- Drugs intel at an address. ONGOING.</p>
Abstractions.	
Other information / Incidents of note.	DOMESTIC INCIDENTS ARE NOT MENTIONED IN THE REPORT.

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	8,481.40	3,918.60	3,918.60 (31%)
21	General Parish Council design a				3,700.00	2,031.52	1,668.48	1,668.48 (45%)
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	1,457.63	1,719.37	1,719.37 (54%)
25	Remembrance Service				3,811.88	3,807.47	4.41	4.41 (0%)
26	Community events				1,150.00	190.00	960.00	960.00 (83%)
49	Small Grant Scheme				100.00	40.00	60.00	60.00 (60%)
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				2,170.62	2,170.62		(0%)
69	NEW - Roll of Honour				1,317.50	1,317.50		(0%)
SUB TOTAL			4,146.56	4,146.56	32,950.00	21,674.98	11,275.02	15,421.58 (46%)

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General e				1,000.00	77.92	922.08	922.08 (92%)
28	Ground Maintenance- supplier				15,000.00	9,308.75	5,691.25	5,691.25 (37%)
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	758.34	38.34				38.34 (5%)
32	Allotment maintenance cost					230.00	-230.00	-230.00 (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	893.47	606.53	606.53 (40%)
SUB TOTAL		720.00	758.34	38.34	19,700.00	10,718.78	8,981.22	9,019.56 (44%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00	122.78	27.22	27.22 (18%)
4	Stationary				500.00	548.03	-48.03	-48.03 (-9%)
5	Accountancy software				750.00	777.60	-27.60	-27.60 (-3%)
6	ICT equipment				750.00	634.07	115.93	115.93 (15%)
9	Audit Fees				1,000.00	420.00	580.00	580.00 (58%)
10	Insurance				3,300.00	3,378.64	-78.64	-78.64 (-2%)
11	Legal and professional fee				1,500.00	1,285.00	215.00	215.00 (14%)
12	Subscription (adobe/office/Chalc				4,000.00	3,407.59	592.41	592.41 (14%)
13	Telephone				743.40	768.92	-25.52	-25.52 (-3%)
14	Website subscription				2,400.00	1,925.00	475.00	475.00 (19%)
15	Website transparency				500.00		500.00	500.00 (100%)
16	Misc/Expenses				1,000.00	781.06	218.94	218.94 (21%)
17	Precept	179,592.36	179,592.00	-0.36				-0.36 (0%)
18	VAT reclaim							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

19 Other income							(N/A)
53 Acquisition projects							(N/A)
59 Office costs				6,000.00		6,000.00	6,000.00 (100%)
68 Legal services				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL	179,592.36	179,592.00	-0.36	24,093.40	14,048.69	10,044.71	10,044.35 (4%)

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	PCSO funding				37,958.00	28,468.50	9,489.50	9,489.50 (25%)
63	NEW! Notice board Shavington f		4,414.80	4,414.80	4,834.80	4,239.00	595.80	5,010.60 (103%)
64	IMPACT		10,000.00	10,000.00		1,363.91	-1,363.91	8,636.09 (N/A)
65	LCAS - Foundation Award				50.00	50.00		(0%)
66	Strategic Review				4,000.00	1,713.20	2,286.80	2,286.80 (57%)
67	Main Road Car Park - Sponsorsl				4,500.00		4,500.00	4,500.00 (100%)
SUB TOTAL			14,414.80	14,414.80	51,342.80	35,834.61	15,508.19	29,922.99 (58%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				74,000.00	65,770.58	8,229.42	8,229.42 (11%)
2	Payroll Service				800.00	577.00	223.00	223.00 (27%)
7	Staff Training				1,000.00	730.30	269.70	269.70 (26%)
8	Members Training				300.00	50.00	250.00	250.00 (83%)
SUB TOTAL					76,100.00	67,127.88	8,972.12	8,972.12 (11%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	114.35	185.65	185.65 (61%)
34	Cleaning Service				5,100.00	4,517.00	583.00	583.00 (11%)
35	Gas supply				4,450.00	2,586.96	1,863.04	1,863.04 (41%)
36	Power supply				1,500.00	1,234.00	266.00	266.00 (17%)
37	Fire equipment				300.00	224.23	75.77	75.77 (25%)
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	1,948.31	1,051.69	1,051.69 (35%)
42	Waste collection				1,680.00	869.56	810.44	810.44 (48%)
43	PPS/PRS				250.00	299.68	-49.68	-49.68 (-19%)
47	General Maintenance				1,500.00	1,534.06	-34.06	-34.06 (-2%)
48	Hall hire	13,500.00	18,681.73	5,181.73		11.00	-11.00	5,170.73 (38%)
60	Office costs income	6,000.00		-6,000.00				-6,000.00 (-100%)
SUB TOTAL		19,500.00	18,681.73	-818.27	19,080.00	14,156.55	4,923.45	4,105.18 (10%)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	199,812.36	217,593.43	17,781.07	223,266.20	163,561.49	59,704.71	77,485.78 (18%)
V.A.T.		8,142.22			7,858.96		
GROSS TOTAL		225,735.65			171,420.45		



SHAVINGTON
CUM
GRESTY

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 _y		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 _y		Electricity bill	Scottish Power	X	121.00		121.00
1	ICT equipment	05/04/2023	ScG/23/03/9	Parish Council Main A _y	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 _y	27109548 (22245316)	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
3	Hygine service	05/04/2023	ScG/23/03/9	Parish Council Main A _y	22115587	Hygiene disposal	Dame Hygiene Services	S	567.24	113.44	680.68
4	Cleaning Service	05/04/2023	ScG/23/03/9	Parish Council Main A _y	23255081	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
29	Subscription (adobe/office/Cl	05/04/2023	ScG/23/03/9	Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
17	Water supply	13/04/2023	ScG/23/03/9	Parish Council Main A _y		Water Village Hall	Water Plus	Z	192.31		192.31
15	ICT equipment	14/04/2023	ScG/23/03/9	Parish Council Main A _y		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 _y		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 _y		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 _y	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 _y	22525826	Gas inspection and boiler servi	Steele Heating & Plumbing Li	S	110.00	22.00	132.00
10	Telephone	20/04/2023	ScG/23/03/9	Parish Council Main A _y		VOIP	Gradwell Communications	S	14.10	2.82	16.92
11	Legal and professional fee	20/04/2023	ScG/23/03/9	Parish Council Main A _y	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 _y		BT: phone and wifi	BT	S	72.32	14.46	86.78
6	Subscription (adobe/office/Cl	20/04/2023	ScG/23/03/9	Parish Council Main A _y		Non-Domestic rate demand 20	Cheshire East Council	X			
7	Suppliers	20/04/2023	ScG/23/03/9	Parish Council Main A _y	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 _y		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 _y	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 _y	22526127	Chalc Affiliation Fee	Cheshire Assoc Local Council	X	1,510.87		1,510.87
30	Online booking system	25/04/2023	ScG/23/03/9	Parish Council Main A _y		Online booking system	Skedda	X	24.09		24.09
37	Ground Maintenance- supplie	25/04/2023	ScG/23/03/9	Parish Council Main A _y	23255222	Ground contract Qrt 1	Green Living Horticultural ltd	X	3,076.25		3,076.25
18	Staff Salary	28/04/2023	ScG/23/03/9	Parish Council Main A _y	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 _y	22526470	April 2023 payslip	Staff	X	887.62		887.62
20	Staff Salary	28/04/2023	ScG/23/03/9	Parish Council Main A _y	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 _y	22526759	April 2023 - pension contributi	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
54	Civic events	02/05/2023	ScG/23/03/9	Parish Council Main A _y		Bunting decoration for coronat	ILFD GROUP LTD	S	21.21	4.26	25.47
55	Waste collection	02/05/2023	ScG/23/03/9	Parish Council Main A _y	ScG/23/03/9	Village Hall waste collection	ASH Waste Services	S	73.41	14.68	88.09
56	Power supply	02/05/2023	ScG/23/03/9	Parish Council Main A _y		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 _y		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 _y		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
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
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
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
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
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
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
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
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
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
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
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
45	Newsletter: design, printing i	13/06/2023	ScG/23/03/9	Parish Council Main A _y	23925580	June newsletter delivery	The Leaflet Team	X	319.00		319.00
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

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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
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
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
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 Shavington	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
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
70 Telephone	23/06/2023	ScG/23/03/9	Parish Council Main A _y		VOIP	Gradwell Communications	S	15.99	3.20	19.19
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
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	ScG/23/05/9	Parish Council Main A _y		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
131 Gas supply	04/07/2023	ScG/23/05/9	Parish Council Main A _y		VH gas	British Gas	L	134.31	6.71	141.02
132 Subscription (adobe/office/Cl	05/07/2023	ScG/23/05/9	Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
133 Ground Maintenance - Gener	11/07/2023	ScG/23/05/9	Parish Council Main A _y		Signs maintenance	Signgeer Limited	S	10.25	2.05	12.30
134 Ground Maintenance - Gener	11/07/2023	ScG/23/05/9	Parish Council Main A _y		Signs maintenance	Signgeer Limited	S	16.60	3.32	19.92
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
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
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
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

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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
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
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
97 Staff Training	14/07/2023	ScG/23/04/9	Parish Council Main A _y	24867463	SLCC membership	SLCC	X	206.00		206.00
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
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	ScG/23/06/8	Parish Council Main A _y		British Gas Village Hall	British Gas	L	28.50	1.42	29.92
136 Telephone	27/07/2023	ScG/23/05/9	Parish Council Main A _y		BT: phone and wifi	BT	S	73.85	14.77	88.62
135 Water supply	27/07/2023	ScG/23/05/9	Parish Council Main A _y		Water Village Hall	Water Plus	Z	183.97		183.97
149 Waste collection	01/08/2023	ScG/23/05/9	Parish Council Main A _y		VH waste service	ASH Waste Services	S	104.69	20.94	125.63
150 Power supply	01/08/2023	ScG/23/05/9	Parish Council Main A _y		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
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
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
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
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
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
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
152 Subscription (adobe/office/Cl	07/08/2023	ScG/23/06/8	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	ScG/23/05/9	Parish Council Main A _y		BT wifi and phone	BT	S	72.32	14.46	86.78
129 Water supply	29/08/2023	ScG/23/05/9	Parish Council Main A _y		VH water	Water Plus	Z	189.15		189.15
179 Power supply	01/09/2023	ScG/23/06/8	Parish Council Main A _y		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
127 Gas supply	05/09/2023	ScG/23/05/9	Parish Council Main A _y		British Gas Village Hall	British Gas	L	29.12	1.45	30.57

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
117	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215175	Parish Council website license	FearNaught	S	175.00	35.00	210.00
118	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215520	Design and marketing	FearNaught	S	927.92	185.58	1,113.50
119	05/09/2023	ScG/23/05/9	Parish Council Main A _y		Village Hall waste collection	ASH Waste Services	S	73.06	14.61	87.67
120	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215325	Vine Tree sign replacement	Solopress	S	27.76	5.55	33.31
121	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215418	Vine Tree sign replacement	Solopress	S	27.76	5.55	33.31
123	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26216076	Accountancy software	Starboard Systems Limited	S	777.60	155.52	933.12
124	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215995	Microsof 12 months subscriptic	NGL Technology LTD	S	992.16	198.43	1,190.59
126	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215733	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
177	05/09/2023	ScG/23/06/8	Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
116	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215080	Insurance - 2023/2024	Gallagher	X	3,378.64		3,378.64
122	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215265	September newsletter - printin	Solopress	Z	1,114.02		1,114.02
125	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215669	September newsletter - distrib	The Leaflet Team	Z	339.00		339.00
128	05/09/2023	ScG/23/05/9	Parish Council Main A _y	26215845	PCSO fund - quarter 1	Cheshire Constabulary	Z	9,489.50		9,489.50
180	11/09/2023	ScG/23/06/8	Parish Council Main A _y		IMPACT - soil for Gresty plante	PK Stubbs	S	93.90	18.78	112.68
160	12/09/2023	ScG/23/06/8	Parish Council Main A _y		Impact - Heavy duty landscap	Wickes	S	28.50	5.70	34.20
183	13/09/2023	ScG/23/06/8	Parish Council Main A _y		IMPACT - soil for Gresty plante	PK Stubbs	S	43.95	8.79	52.74
185	13/09/2023	ScG/23/06/8	Parish Council Main A _y		VH water	Water Plus	Z	166.81		166.81
137	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Office material and furniture	Viking	S	198.01	39.60	237.61
138	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Office material and furniture	Viking	S	27.69	5.54	33.23
139	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Cable protector mat	Viking	S	70.82	14.16	84.98
140	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Skip for roses opposite Hickori	Enviro Skip Hire Limited	S	111.34	22.27	133.61
141	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26707761 (26539777)	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
142	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Flower for display opposite Hic	Naturescape Wildflowers LLP	S	16.25	3.25	19.50
142	14/09/2023	ScG/23/05/9	Parish Council Main A _y		Flower for display opposite Hic	Naturescape Wildflowers LLP	S	4.99	1.00	5.99
143	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26707807 (26548912)	PPL Prs 2023 and 2022	PPL PRS United for Music	S	299.68	59.94	359.62
144	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26707898 (26540259)	VH cleaning	Crystal Clean	S	399.00	79.80	478.80
184	14/09/2023	ScG/23/06/8	Parish Council Main A _y		Kettle for VH	Amazon EU S.a r.l. UK Branci	S	18.33	3.67	22.00
187	14/09/2023	ScG/23/06/8	Parish Council Main A _y		BT wifi and phone	BT	S	72.32	14.46	86.78
145	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26707855 (26540010)	P30 - September 2023	HMRC	X	1,309.82		1,309.82
146	14/09/2023	ScG/23/06/8	Parish Council Main A _y	26540114	Spetember 2023 - Pay	Staff	X	887.42		887.42
147	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26540173	September 2023 - pay	Clerk	X	2,245.20		2,245.20
148	14/09/2023	ScG/23/05/9	Parish Council Main A _y	26707942 (26540334)	Pension contribution - Sept 20	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
155	15/09/2023	ScG/23/06/8	Parish Council Main A _y		n.2 office file cab drawr	Viking	S	-0.94	-0.19	-1.13
155	15/09/2023	ScG/23/06/8	Parish Council Main A _y		n.2 office file cab drawr	Viking	S	112.34	22.47	134.81
181	17/09/2023	ScG/23/06/8	Parish Council Main A _y		Office desk	Amazon EU S.a r.l. UK Branci	S	68.70	13.74	82.44

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
182	Misc/Expenses	17/09/2023	ScG/23/06/8	Parish Council Main A _y		Office desk	Amazon EU S.a r.l. UK Branc	S	68.70	13.74	82.44
163	Staff Expenses	20/09/2023	ScG/23/06/8	Parish Council Main A _y	27152152	Staff refund	Clerk	X	19.53		19.53
156	Website subscription	29/09/2023	ScG/23/06/8	Parish Council Main A _y	27152285	website hosting @shavingtono	FearNaught	S	175.00	35.00	210.00
157	Remembrance Service	29/09/2023	ScG/23/06/8	Parish Council Main A _y	27152422	Remembrance Service booklet	FearNaught	S	927.92	185.58	1,113.50
158	Stationary	29/09/2023	ScG/23/06/8	Parish Council Main A _y		lanyard and card holder Counc	We Print Gifts Ltd	S	120.10	24.02	144.12
159	LCAS - Foundation Award	29/09/2023	ScG/23/06/8	Parish Council Main A _y	27171871	Local Councils Awards Scheme	NALC - National Association c	S	50.00	10.00	60.00
161	NEW! Notice board Shavington	29/09/2023	ScG/23/06/8	Parish Council Main A _y	27171731	Shavington Park Notice board	David Webster	S	350.00	70.00	420.00
162	Payroll Service	29/09/2023	ScG/23/06/8	Parish Council Main A _y	27152350	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
154	Members Training	29/09/2023	ScG/23/06/8	Parish Council Main A _y	27152219	Councillor training course	Cheshire Assoc Local Council	X	25.00		25.00
206	ICT equipment	29/09/2023	ScG/23/06/8	Parish Council Main A _y		Hard disk	Amazon EU S.a r.l. UK Branc	S	36.66	7.33	43.99
207	Waste collection	01/10/2023	ScG/23/06/8	Parish Council Main A _y		VH waste service	ASH Waste Services	S	80.41	16.08	96.49
209	Gas supply	02/10/2023	ScG/23/06/8	Parish Council Main A _y		British Gas Village Hall	British Gas	L	59.95	2.99	62.94
166	New Planters	02/10/2023	ScG/23/06/8	Parish Council Main A _y		Impact - bulbs	The Boston Bulb Company Lt	S	373.54	74.70	448.24
209	Gas supply	02/10/2023	ScG/23/06/8	Parish Council Main A _y		British Gas Village Hall	British Gas	X	-9.35		-9.35
214	Power supply	02/10/2023	ScG/23/06/8	Parish Council Main A _y		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
164	Cleaning Service	04/10/2023	ScG/23/06/8	Parish Council Main A _y	27152806	Cleaning Village Hall	Crystal Clean	S	450.00	90.00	540.00
165	PCSO funding	05/10/2023	ScG/23/06/8	Parish Council Main A _y	27153089	PCSO fund- quarter 2	Cheshire Constabulary	X	9,489.50		9,489.50
208	New Planters	06/10/2023	ScG/23/06/8	Parish Council Main A _y		Flower for display opposite Hic	Secret Garden	X	100.00		100.00
167	Audit Fees	09/10/2023	ScG/23/06/8	Parish Council Main A _y	27120800	External audit 2022/23	PKF Littlejohn	S	420.00	84.00	504.00
168	General Maintenance	12/10/2023	ScG/23/06/8	Parish Council Main A _y	27297651	Kitchen tiles replacement	Judge Ceilings & Interiors Gr	S	185.96	37.19	223.15
186	Water supply	13/10/2023	ScG/23/06/8	Parish Council Main A _y		VH water	Water Plus	Z	180.79		180.79
213	Legal and professional fee	13/10/2023	ScG/23/06/8	Parish Council Main A _y		ICO annual fee	ICO	X	35.00		35.00
188	Telephone	14/10/2023	ScG/23/06/8	Parish Council Main A _y		BT wifi and phone	BT	S	72.32	14.46	86.78
169	General Maintenance	18/10/2023	ScG/23/06/8	Parish Council Main A _y	27488226	Counter fridge for VH Kitchen	Viking	S	137.00	27.40	164.40
170	Website subscription	18/10/2023	ScG/23/06/8	Parish Council Main A _y	27470659	Parish Council website license	FearNaught	S	175.00	35.00	210.00
171	Staff Training	18/10/2023	ScG/23/06/8	Parish Council Main A _y	27488295	Staff training course	SLCC	X	30.00		30.00
172	Staff Expenses	18/10/2023	ScG/23/06/8	Parish Council Main A _y	27470936	Staff refund	Clerk	X	24.50		24.50
173	Staff Salary	18/10/2023	ScG/23/06/8	Parish Council Main A _y	27470767	P30 - October 2023	HMRC	X	1,310.02		1,310.02
174	Staff Salary	18/10/2023	ScG/23/06/8	Parish Council Main A _y	27470868	Payslip - October 2023	Staff	X	887.42		887.42
175	Staff Salary	18/10/2023	ScG/23/06/8	Parish Council Main A _y	27471131	Payslip - October 2023	Clerk	X	2,245.00		2,245.00
176	Staff Salary	18/10/2023	ScG/23/06/8	Parish Council Main A _y	27471221	Pension contribution - October	Cheshire Pension Fund (CPF)	X	1,224.42		1,224.42
178	Subscription (adobe/office/Cl	19/10/2023	ScG/23/06/8	Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
210	IMPACT	20/10/2023	ScG/23/06/8	Parish Council Main A _y		IMPACT - bulbs bags	PS & SONS LTD	S	8.57	1.72	10.29
237	Allotment maintenance cost	22/10/2023	ScG/23/09/8	Parish Council Main A _y		Skip provision at Allotments Gr	ASH Waste Services	S	230.00	46.00	276.00

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
211	ICT equipment	26/10/2023	ScG/23/06/8	Parish Council Main A		Projector	Amazon Services Europe S.a.	S	39.99	8.00	47.99
212	ICT equipment	26/10/2023	ScG/23/06/8	Parish Council Main A		USB C to HDMI Adapter	Amazon Services Europe S.a.	S	7.07	1.42	8.49
238	Waste collection	01/11/2023	ScG/23/09/8	Parish Council Main A		Village Hall waste collection	ASH Waste Services	S	90.46	18.09	108.55
239	Power supply	01/11/2023	ScG/23/09/8	Parish Council Main A		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
244	Gas supply	06/11/2023	ScG/23/09/8	Parish Council Main A		British Gas Village Hall	British Gas	L	356.05	17.80	373.85
189	Misc/Expenses	06/11/2023	ScG/23/06/8	Parish Council Main A		Office boxes, 2nd hard disk, n	Viking	S	120.41	24.08	144.49
189	ICT equipment	06/11/2023	ScG/23/06/8	Parish Council Main A		Office boxes, 2nd hard disk, n	Viking	S	42.99	8.60	51.59
189	Misc/Expenses	06/11/2023	ScG/23/06/8	Parish Council Main A		Office boxes, 2nd hard disk, n	Viking	S	17.49	3.50	20.99
240	Subscription (adobe/office/Cl	06/11/2023	ScG/23/09/8	Parish Council Main A		Adobe lightroom	Adobe	S	8.32	1.66	9.98
189	Misc/Expenses	06/11/2023	ScG/23/06/8	Parish Council Main A		Office boxes, 2nd hard disk, n	Viking	Z	4.49		4.49
191	Christmas/Winter event	09/11/2023	ScG/23/06/8	Parish Council Main A	28116477	December newsletter	FearNaught	S	927.92	185.58	1,113.50
192	General Maintenance	09/11/2023	ScG/23/06/8	Parish Council Main A	28116804	Rewasher kitchen mixer tap	Steele Heating & Plumbing Li	S	50.00	10.00	60.00
194	Remembrance Service	09/11/2023	ScG/23/06/8	Parish Council Main A	28116669	Banners for Remembrance Ser	Solopress	S	123.97	24.79	148.76
190	Small Grant Scheme	09/11/2023	ScG/23/06/8	Parish Council Main A	28116421	Micro Grant award - £40	Shavington Academy	X	40.00		40.00
195	ICT equipment	09/11/2023	ScG/23/06/8	Parish Council Main A	28116542	IT support	NGL Technology LTD	S	32.50	6.50	39.00
198	Payroll Service	09/11/2023	ScG/23/06/8	Parish Council Main A	28116997	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
199	Legal and professional fee	09/11/2023	ScG/23/06/8	Parish Council Main A	28117105	Data Protection Compliance Se	JDH Business Services	S	735.00	147.00	882.00
200	Civic events	09/11/2023	ScG/23/06/8	Parish Council Main A	28136797	Council Chain: ribbon replacen	WHDARBY LTD	S	45.86	9.17	55.03
200	Civic events	09/11/2023	ScG/23/06/8	Parish Council Main A	28136797	Council Chain: ribbon replacen	WHDARBY LTD	S	7.00	1.40	8.40
201	Remembrance Service	09/11/2023	ScG/23/06/8	Parish Council Main A	28117383	RBL - 200 crosses	Royal British Legion	X	200.00		200.00
203	Cleaning Service	09/11/2023	ScG/23/06/8	Parish Council Main A	28117437	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
193	Remembrance Service	09/11/2023	ScG/23/06/8	Parish Council Main A	28116609	Remembrance Service booklet	Solopress	Z	521.58		521.58
196	Remembrance Service	09/11/2023	ScG/23/06/8	Parish Council Main A	28117311	Remembrance booklet - distrib	The Leaflet Team	Z	339.00		339.00
197	Newsletter: design, printing i	09/11/2023	ScG/23/06/8	Parish Council Main A	28117207	December newsletter distributi	The Leaflet Team	Z	339.00		339.00
202	Misc/Expenses	09/11/2023	ScG/23/06/8	Parish Council Main A		Refreshment for Strategic Revi	Sainsbury's	X	10.95		10.95
204	Staff Expenses	09/11/2023	ScG/23/06/8	Parish Council Main A	28117587	Staff refund	Staff	X	31.50		31.50
204	New Planters	09/11/2023	ScG/23/06/8	Parish Council Main A	28117587	Staff refund	Staff	X	121.00		121.00
205	Staff Expenses	10/11/2023	ScG/23/06/8	Parish Council Main A	28117657	Staff refund	Clerk	X	35.55		35.55
246	Telephone	14/11/2023	ScG/23/09/8	Parish Council Main A		BT wifi and phone	BT	S	72.32	14.46	86.78
248	General Maintenance	14/11/2023	ScG/23/09/8	Parish Council Main A		Christmas decoration VH	Home Bargains	S	41.97	8.40	50.37
247	Water supply	14/11/2023	ScG/23/09/8	Parish Council Main A		VH water	Water Plus	Z	189.15		189.15
215	Website subscription	20/11/2023	ScG/23/06/8	Parish Council Main A	28334713	website hosting @shavingtono	FearNaught	S	175.00	35.00	210.00
216	Remembrance Service	20/11/2023	ScG/23/06/8	Parish Council Main A	28334805	Remembrance service 2023 - t	Blue Arrow Traffic Managem	S	495.00	99.00	594.00
218	ICT equipment	20/11/2023	ScG/23/06/8	Parish Council Main A		CREDIT NOTE - inv GB368BJV.	Amazon EU S.a r.l. UK Branch	S	-36.66	-7.33	-43.99
219	Staff Training	20/11/2023	ScG/23/06/8	Parish Council Main A	28334904	Manual - The law of allotment	SLCC	S	7.00	1.40	8.40

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
220	20/11/2023	ScG/23/06/8	Parish Council Main A	28343902	Remembrance Service 2023 - I	P H Production Services Ltd	S	1,000.00	200.00	1,200.00
217	20/11/2023	ScG/23/06/8	Parish Council Main A	28335094	Donation Bugler Remembrance	Shavington Academy	X	50.00		50.00
219	20/11/2023	ScG/23/06/8	Parish Council Main A	28334904	Manual - The law of allotment	SLCC	Z	72.30		72.30
221	20/11/2023	ScG/23/06/8	Parish Council Main A	28335162	P30 - November 2023	HMRC	X	2,131.76		2,131.76
222	20/11/2023	ScG/23/06/8	Parish Council Main A	28335245	Salary Nov 2023	Staff	X	1,229.15		1,229.15
223	20/11/2023	ScG/23/06/8	Parish Council Main A	28335329	Salary November 2023	Clerk	X	3,041.12		3,041.12
224	20/11/2023	ScG/23/06/8	Parish Council Main A	28335504	Pension contribution - Novem	Cheshire Pension Fund (CPF)	X	1,763.11		1,763.11
242	21/11/2023	ScG/23/09/8	Parish Council Main A		Refund - item not received	Viking	S	-163.40	-32.68	-196.08
242	21/11/2023	ScG/23/09/8	Parish Council Main A		Refund - item not received	Viking	X	-4.49		-4.49
243	23/11/2023	ScG/23/09/8	Parish Council Main A	29151317	Office boxes, 2nd hard disk, n	Viking	S	159.45	31.89	191.34
243	23/11/2023	ScG/23/09/8	Parish Council Main A	29151317	Office boxes, 2nd hard disk, n	Viking	Z	4.49		4.49
226	24/11/2023	ScG/23/09/8	Parish Council Main A	28868183	December newsletter printing	Solopress	Z	1,169.72		1,169.72
225	01/12/2023	ScG/23/09/8	Parish Council Main A	28868274	December newsletter	FearNaught	S	927.92	185.58	1,113.50
236	01/12/2023	ScG/23/09/8	Parish Council Main A		Village Hall waste collection	ASH Waste Services	S	112.81	22.56	135.37
267	01/12/2023	ScG/23/09/8	Parish Council Main A		Monthly fixed DD £121	Scottish Power	X	121.00		121.00
245	04/12/2023	ScG/23/09/8	Parish Council Main A		British Gas Village Hall	British Gas	L	526.00	26.30	552.30
227	05/12/2023	ScG/23/09/8	Parish Council Main A	28868359	Christmas carol Banner	Solopress	S	88.80	17.76	106.56
230	05/12/2023	ScG/23/09/8	Parish Council Main A	28868422	Payroll Service	Beardmore Accountants	S	84.50	16.90	101.40
231	05/12/2023	ScG/23/09/8	Parish Council Main A	28868495	Clerk training - People manage	SLCC	S	60.00	12.00	72.00
232	05/12/2023	ScG/23/09/8	Parish Council Main A	28868569	Clerk training - Appraisal proce	SLCC	S	30.00	6.00	36.00
233	05/12/2023	ScG/23/09/8	Parish Council Main A	28868633	Clerk training - Leadership skil	SLCC	S	180.00	36.00	216.00
228	05/12/2023	ScG/23/09/8	Parish Council Main A	28868762	December newsletter printing	Solopress	Z	50.34		50.34
229	05/12/2023	ScG/23/09/8	Parish Council Main A	28868921	Ground maintenance contract	Green Living Horticultural ltd	Z	3,076.25		3,076.25
234	05/12/2023	ScG/23/09/8	Parish Council Main A	28868851	Photos Remembrance Sunday	Little Forest Film	Z	150.00		150.00
235	05/12/2023	ScG/23/09/8	Parish Council Main A	28868697	Clerk training - CE Code of Cor	Cheshire Assoc Local Council	Z	25.00		25.00
271	05/12/2023	ScG/23/09/8	Parish Council Main A		Water Village Hall	Water Plus	Z	129.81		129.81
241	06/12/2023	ScG/23/09/8	Parish Council Main A		Adobe lightroom	Adobe	S	8.32	1.66	9.98
268	11/12/2023	ScG/23/09/8	Parish Council Main A		IMPACT - workshop -ribbon	Amazon Services Europe S.a.	S	14.15	2.83	16.98
269	12/12/2023	ScG/23/09/8	Parish Council Main A		IMPACT - workshop paper bag	Marcos Enterprise Ltd	S	21.64	4.34	25.98
270	12/12/2023	ScG/23/09/8	Parish Council Main A		IMPACT - workshop plants	Minshulls Garden Centre LTD	S	233.33	46.67	280.00
273	14/12/2023	ScG/23/09/8	Parish Council Main A		telephone and wifi	BT	S	72.32	14.46	86.78
249	15/12/2023	ScG/23/09/8	Parish Council Main A	29151694	Emergency Lights Service Villa	North Staffs Fire	S	304.08	60.81	364.89
251	15/12/2023	ScG/23/09/8	Parish Council Main A	29151578	Cleaning Village Hall	Crystal Clean	S	335.00	67.00	402.00
250	15/12/2023	ScG/23/09/8	Parish Council Main A	29151508	Carol service booklet	Solopress	Z	102.91		102.91
252	15/12/2023	ScG/23/09/8	Parish Council Main A	29151388	Staff refund - refreshment	Clerk	X	4.42		4.42

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
253	General Maintenance	15/12/2023	ScG/23/09/8	Parish Council Main A _y	29153423	Staff refund - Christmas decor	Staff	X	37.56		37.56
254	Staff Salary	15/12/2023	ScG/23/09/8	Parish Council Main A _y	29152114	P30 - December 2023	HMRC	X	1,415.29		1,415.29
255	Staff Salary	15/12/2023	ScG/23/09/8	Parish Council Main A _y	29152467	Salary - December 2023	Staff	X	930.85		930.85
256	Staff Salary	15/12/2023	ScG/23/09/8	Parish Council Main A _y	29152968	Salary - December 2023	Clerk	X	2,343.54		2,343.54
257	Staff Salary	15/12/2023	ScG/23/09/8	Parish Council Main A _y	29153066	Pension contribution - Dec 202	Cheshire Pension Fund (CPF)	X	1,289.46		1,289.46
286	Gas supply	18/12/2023		Parish Council Main A _y		Gas Village Hall	British Gas	L	276.28	13.81	290.09
306	Christmas/Winter event	23/12/2023		Parish Council Main A _y	30843351	Carol Service - Crewe Brass ba	Crewe Brass Band	X	250.00		250.00
285	Waste collection	01/01/2024		Parish Council Main A _y		Village Hall waste collection	ASH Waste Services	S	115.19	23.04	138.23
295	Power supply	02/01/2024		Parish Council Main A _y		Scottish Power DD	Scottish Power	X	145.00		145.00
291	Subscription (adobe/office/Cl	04/01/2024		Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
272	Water supply	05/01/2024	ScG/23/09/8	Parish Council Main A _y		Water Village Hall	Water Plus	Z	189.15		189.15
259	Website subscription	12/01/2024	ScG/23/09/8	Parish Council Main A _y	29836881	website hosting @shavingtono	FearNaught	S	175.00	35.00	210.00
260	General Parish Council design	12/01/2024	ScG/23/09/8	Parish Council Main A _y	29837110	Design and marketing	FearNaught	S	927.92	185.58	1,113.50
261	Payroll Service	12/01/2024	ScG/23/09/8	Parish Council Main A _y	29837054	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
262	Cleaning Service	12/01/2024	ScG/23/09/8	Parish Council Main A _y	29837166	Cleaning Village Hall	Crystal Clean	S	462.00	92.40	554.40
258	Strategic Review	12/01/2024	ScG/23/09/8	Parish Council Main A _y	29836677	ChALC development support fo	Cheshire Assoc Local Council	Z	1,713.20		1,713.20
263	Staff Salary	12/01/2024	ScG/23/09/8	Parish Council Main A _y	29836961	P30 - Jan 2024	HMRC	X	1,366.14		1,366.14
264	Staff Salary	12/01/2024	ScG/23/09/8	Parish Council Main A _y	29837245	Payslip - Jan 2024	Staff	X	935.45		935.45
265	Staff Salary	12/01/2024	ScG/23/09/8	Parish Council Main A _y	29837307	Payslip - Jan 2024	Clerk	X	2,388.09		2,388.09
266	Staff Salary	12/01/2024	ScG/23/09/8	Parish Council Main A _y	29837408	Pension contribution- Jan 24	Cheshire Pension Fund (CPF)	X	1,289.46		1,289.46
274	Telephone	13/01/2024	ScG/23/09/8	Parish Council Main A _y		telephone and wifi	BT	S	72.32	14.46	86.78
288	Misc/Expenses	13/01/2024		Parish Council Main A _y		Safe - cash box	Amazon EU S.a r.l. UK Branch	S	11.48	2.30	13.78
289	Suppliers	16/01/2024		Parish Council Main A _y		Replacement outdoor magazin	Amazon EU S.a r.l. UK Branch	S	57.40	11.48	68.88
296	Stationary	16/01/2024		Parish Council Main A _y		Office stationary	Viking	S	50.88	10.17	61.05
297	Misc/Expenses	16/01/2024		Parish Council Main A _y		Heater for the office	Viking	S	124.00	24.80	148.80
287	Gas supply	19/01/2024		Parish Council Main A _y		British Gas Village Hall	British Gas	L	564.40	28.22	592.62
275	General Maintenance	19/01/2024	ScG/23/09/8	Parish Council Main A _y	30336649	Servicing fire extinguisher and	North Staffs Fire	S	63.33	12.66	75.99
293	Subscription (adobe/office/Cl	22/01/2024		Parish Council Main A _y		Adobe - subscription all app	Adobe	S	546.84	109.37	656.21
294	IMPACT	27/01/2024		Parish Council Main A _y		IMPACT - workshop bulbs	Minshulls Garden Centre LTD	S	55.82	11.17	66.99
276	Website subscription	29/01/2024	ScG/23/09/8	Parish Council Main A _y	30336714	website hosting @shavingtono	FearNaught	S	175.00	35.00	210.00
277	Newsletter: design, printing i	29/01/2024	ScG/23/09/8	Parish Council Main A _y	30336963	Marketing & Newsletter	FearNaught	S	927.92	185.58	1,113.50
278	Stationary	29/01/2024	ScG/23/09/8	Parish Council Main A _y		Office stationary	Viking	S	50.87	10.17	61.04
279	Misc/Expenses	29/01/2024	ScG/23/09/8	Parish Council Main A _y		Heather for office	Viking	S	124.00	24.80	148.80
280	General Maintenance	29/01/2024	ScG/23/09/8	Parish Council Main A _y	30336895	Service boiler ,carry out gas se	Steele Heating & Plumbing LI	S	113.33	22.67	136.00

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
281	Payroll Service	29/01/2024	ScG/23/09/8	Parish Council Main A _y	30336815	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
282	Christmas/Winter event	29/01/2024	ScG/23/09/8	Parish Council Main A _y	30337065	Refreshment Remembrance ar	Woodnoth cum Shavington V	X	88.00		88.00
283	PCSO funding	29/01/2024	ScG/23/09/8	Parish Council Main A _y	30337178	PCSO contribution - Q3	Cheshire Constabulary	Z	9,489.50		9,489.50
284	General Maintenance	30/01/2024	ScG/23/09/8	Parish Council Main A _y	30337298	Roof repair at Village Hall	Wildman Roofing Ltd	S	350.00	70.00	420.00
302	Fire equipment	31/01/2024		Parish Council Main A _y	30843472	New extinguishers	North Staffs Fire	S	224.23	44.84	269.07
303	IMPACT	01/02/2024		Parish Council Main A _y	30843598	Design and marketing	FearNaught	S	927.92	185.58	1,113.50
305	Suppliers	01/02/2024		Parish Council Main A _y	30843732	Cleaning Village Hall	Crystal Clean	S	19.00	3.80	22.80
305	Cleaning Service	01/02/2024		Parish Council Main A _y	30843732	Cleaning Village Hall	Crystal Clean	S	396.00	79.20	475.20
292	Subscription (adobe/office/Cl	04/02/2024		Parish Council Main A _y		Adobe lightroom	Adobe	S	8.32	1.66	9.98
290	Water supply	06/02/2024		Parish Council Main A _y		Water Village Hall	Water Plus	Z	189.15		189.15
298	IMPACT	11/02/2024		Parish Council Main A _y	30843859	IMPACT - Herbs for Health Tal	The Phyto Physic	Z	85.00		85.00
301	ICT equipment	13/02/2024		Parish Council Main A _y		New Printer for the office	Viking	S	230.00	46.00	276.00
300	NEW - Roll of Honour	15/02/2024		Parish Council Main A _y	30844093	Replacement War Memorial	Roger Masonry Limited	S	1,317.50	263.50	1,581.00
299	Staff Training	15/02/2024		Parish Council Main A _y	30843974	Staff training course	Cheshire Assoc Local Council	Z	30.00		30.00
304	Newsletter: design, printing ;	15/02/2024		Parish Council Main A _y	30844197	March Newsletter distribution	The Leaflet Team	Z	349.00		349.00
311	Staff Expenses	15/02/2024		Parish Council Main A _y	30844277	Staff refund	Clerk	X	11.70		11.70
307	Staff Salary	28/02/2024		Parish Council Main A _y	30844471	P30 - February 2024	HMRC	X	1,365.94		1,365.94
308	Staff Salary	28/02/2024		Parish Council Main A _y	30844544	Staff salary - Feb 2024	Staff	X	935.65		935.65
309	Staff Salary	28/02/2024		Parish Council Main A _y	30844627	Staff salary - Feb 2024	Clerk	X	2,388.09		2,388.09
310	Staff Salary	28/02/2024		Parish Council Main A _y	30844725	Pension contribution - Feb 202	Cheshire Pension Fund (CPF)	X	1,289.46		1,289.46
Total									163,561.49	7,858.96	171,420.45



Report Statement

Meeting:	Parish Council, 06.03.2024
Report Purpose:	To provide an update on the Council Strategy review
Version Control:	v1
Author:	Clerk

1. Report Summary

The report provides Councillors with an update on the Council strategy review.

2. Background

On 6 September 2023, the Parish Council decided to delegate the Finance & Strategy Committee to establish a process and formulate a 10-year strategic plan for the Council. They requested that this be a collaborative effort involving community groups and organisations.

On 4 October 2023, the Council appointed ChALC to assist in defining a 5-year plan for the Parish and the Council.

On 7 February 2024, the Council reviewed the DRAFT strategy, approved it in principle, but asked the Clerk to rewrite the document to make it more accessible and inclusive. On the same date, the Council approved a light-touch consultation inviting residents to comment on the draft strategy. The public consultation will close on 15 April 2024.

3. Position

Attached to this document is the revised strategy (version 6.0.1)

4. Equality Impact

The consultation will be run online and off line to make it accessible to the public

5. Sustainability Impact

Offline materials will be printed on request only, to reduce the environmental impact

6. Community Impact

Positive: The consultation is open to the entire Shavington-cum-Gresty community, and the Council hopes that residents will seize this opportunity to share their comments, views, and visions for the parish.

7. Governance

Shavington-cum-Gresty Financial Regs
Shavington-cum-Gresty Terms of Reference



8. Financial Impact

Within budget

9. Resource Impact

Community Manager and Clerk time

10. Conclusions

Councillors are asked to note the report

DRAFT VERSION 6.0.1

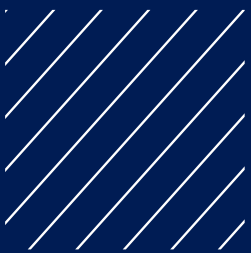




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+ *One Parish,
One Community,
One Vision*

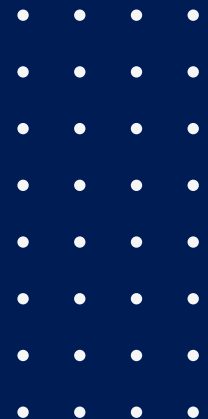
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Shavington-Cum-Gresty Parish Council Strategy 2024-2029

To get there #together





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Introduction

This document sets out what we aim to achieve and how we'll do it.

Over the next five years, we'll work closely with the community, voluntary organisations, businesses, and public bodies. Our goal is to maintain consistent, stable plans that are achievable even when there are changes due to elections.

Our strategy forms the basis for detailed plans and budgets each year. This helps us monitor progress, stay accountable, and respond to new opportunities.

Our approach is flexible yet focused. We assess the strengths and weaknesses of the Parish and Council to capitalise on strengths, tackle weaknesses of the Parish Council, and make the most of opportunities.



This Booklet Covers:

Section 2

Explains our 'Vision' for Shavington-cum-Gresty and the Parish Councils' 'Mission' and how we will go about achieving it. Also, the core values we hold as an organisation.

Section 3

Sets out the six Strategic Themes which define the heart of our Strategy.

Section 4

Explains the methods we will use to achieve our Strategic Themes.

Section 5

Describes the main themes for our work over the next five years and our plans in more detail.

Section 6

Covers how we will monitor progress towards our vision and how we will review this strategy.

Section 7

Describes the context in which we live locally, with information about our Parish and its history. We have based much of our Strategy on this information.

Our Vision, Mission & Core Values

Our Vision

Our Parish in 2019

We envision Shavington-cum-Gresty as a lively and supportive community by 2029. Residents will actively engage with each other, and our parks, facilities, and services will cater to the diverse needs of everyone.

While preserving our unique identity, we'll ensure easy access and safety. A network of local facilities will collaborate with the community to enhance everyone's quality of life.

Our Mission

What We'll Do in the Parish

Our goal is to actively connect and support the Shavington-cum-Gresty community, promoting collaboration among local groups to address shared needs and goals.

We'll provide essential services where needed, partner with others when necessary, and advocate with key partners for a better quality of life for all.

Our Core Values

How We'll Act in the Parish



Our Strategic Themes



The Areas We Will Focus On



Building a United Community

What We'll Do:

We will bring everyone in our community together. We'll make sure everyone can join in, share their views, and help make our parish a better place for all.



Celebrating Our Heritage

What We'll Do:

We'll honor and share the rich history and culture that make our parish special. Together, we'll use our past to shape a bright future for everyone.



Improving Health & Wellbeing

What We'll Do:

We'll work with others to make sure everyone in our parish feels safe and supported. We want everyone to be healthy and happy, both in body and mind.



Growing Our Village Economy

What We'll Do:

We'll help create more local jobs and support our businesses to grow in a way that's good for everyone. We will use new technology to ensure that our parish can cater to the needs of a larger number of people.



Protecting Our Environment

What We'll Do:

We'll take care of our beautiful surroundings. We'll work together to make our public spaces even better and tackle big issues like climate change and keeping our parish green.



Making the Council Work Better

What We'll Do:

We'll improve how the Parish Council works so we can do a better job for you. We'll make sure we can meet the goals we've set to make our parish a great place to live.

Our Plan for Shavington-cum-Gresty



What We'll Do

We'll provide great services and get involved in projects that make our parish better. When we need to, we'll team up with others for a bigger impact. And if we can't make changes ourselves, we'll talk to the people who can, making sure our community's voice is heard.



Working Together

Our community is our strength. We'll support everyone's efforts and stand up for what makes our parish strong.

We want everyone to join in, share ideas, and help make decisions. We'll listen to you, make sure everyone is heard, and keep you informed about what we're doing.



Making Decisions

We're here to act quickly and wisely for our parish. We'll grab chances to improve things and make sure our team has what it needs to succeed.

The Village Hall will operate on a break-even basis to support local businesses and organisations, with transparent financial management.



Being a Good Example

We'll set high standards for ourselves, treating people fairly and respecting our environment.

We'll be a good place to work, support local shops, and try to reduce our environmental footprint. We believe in doing business in a way that helps our parish thrive.



Facing Today's Challenges

Times are tough, and big issues like climate change and public service cuts affect us all. We're ready to do our part, supporting local actions to fight climate change and stepping in where needed to help our community through hard times.



Together, Stronger

We're committed to working together, embracing different views, and tackling challenges as a team.

We believe in our community's spirit and power to make a difference. Let's work together for a better future for Shavington-cum-Gresty.

Our Approach to Key Themes in Shavington-cum-Gresty



While we've outlined the main themes we'll focus on for the next five years, we're reaching out to residents, community groups, organisations, and businesses in Shavington-cum-Gresty to help us develop specific focus areas under each theme for our delivery plan. We'll offer some ideas, but we want this document to be a collaborative effort.

#together, we can ensure that our vision for Shavington-cum-Gresty in 2029 becomes a shared plan for everyone.

Theme #1. Building a United Community

What We'll Do: We will bring everyone in our community together. We'll make sure everyone can join in, share their views, and help make our parish a better place for all.

Celebrating Diversity & Community Engagement

- We will celebrate the growing diversity of our communities by ensuring that everyone is consulted and represented and we will work to connect neighborhoods together.

Collaboration & Partnership

- We will actively engage with and support a wide range of community organisations that help us achieve our goals and continue to provide funding.
- We will collaborate with partners and service providers, and hold them accountable when necessary.
- We'll also coordinate with stakeholders to develop a shared plan for improving local services.

Neighbourhood Planning & Advocacy

- We will implement our Neighbourhood Plan, ensuring it stays relevant, and advocate effectively for our parish in planning decisions.
- We will advocate for balanced development in our community, ensuring a variety of housing options that meet the diverse needs of our residents throughout their lives.
- We will work to prevent excessive development in the Parish.
- We will also advocate for sufficient infrastructure and social services to support our community's growth and development.

Engagement with the Younger Generation

- We will make an effort to connect with the younger generation and meet their needs within the parish.
- We will Ensure they have opportunities to aspire to and engage with the community.

Promotion of Community Events

- We will make sure to keep promoting and organising high-quality events with partners that bring our community together and strengthen our bonds, or highlight the Parish.
- We will ensure that we actively participate in community events and initiatives to support and enhance our parish.

Protection of Community Assets

- We will stay vigilant about any concerns regarding the potential loss of community assets, and provide assistance whenever possible.
- Be ready to step in and manage assets if their social value justifies it.

Public Participation in Council & Committee Meetings

- We will ensure that the public can participate in Council and committee meetings.



Theme #2. Celebrating Our Heritage

What We'll Do: We'll honor and share the rich history and culture that make our parish special. Together, we'll use our past to shape a bright future for everyone.

Supporting Historical Events

- We will actively support significant public and civic events with historical importance.

Documenting Parish History

- We will make sure the history of Shavington-cum-Gresty is documented and available for everyone to access.

Creating Walking Paths & Trails

- We will team up with partners to create more walking paths and trails, opening up access to the heritage of our parish.

Access to Listed Buildings Register

- We will ensure that everyone can easily access and contribute to the Listed Buildings Register and the Local list.

Respecting Unique Character

- We will use the planning process to ensure that new buildings respect the unique character of the parish.
- We will explore the advantages of implementing a Parish Design Guide.

Expanding Arts & Cultural Events

- We will expand the variety of arts and cultural events to highlight the talents of our residents and cultivate community interest.

Promoting Social Values

- We will collaborate with partners to promote the Parish and its social values, aligning with our commitment to celebrate our heritage.

Caring for the War Memorial

- We will care for the village War Memorial.

Theme #3. Improving Health & Wellbeing

What We'll Do: We'll work with others to make sure everyone in our parish feels safe and supported. We want everyone to be healthy and happy, both in body and mind.

Supporting Health Initiatives

- We will support and collaborate with initiatives that help locals lead healthier lives.

Addressing Social Isolation

- To tackle social isolation and loneliness in our community, we will help out with befriending programs and provide community transport where needed, in addition to public transport.

Advocating for Better Access to Services

- We will advocate for better access to health and social care services within our community, ensuring that everyone, especially at the local level, has the support they need.

Enhancing Accessibility for Individuals with Disabilities

- We will ensure that individuals with disabilities have their needs met by enhancing accessibility and providing adequate facilities.

Preserving Recreational & Sports Facilities

- We will oppose any new developments that result in the loss of recreational or sports facilities unless equivalent alternatives are provided.
- We will help local sports and leisure groups play a bigger part in meeting the community's needs.
- We will maintain the Vine Tree Play area.
- We will provide allotments for residents.



Enhancing Community Safety

- We will collaborate with the Police and other partners to enhance community safety initiatives.
- We will create a Parish Emergency Plan in collaboration with relevant external organisations.
- We will ensure that home safety and health advice/information is easily accessible through our Parish Council channels.
- We will conduct a thorough examination of the Council's activities and facilities to reduce crime.

Supporting Vulnerable Members of the Community

- We will utilise the assets and resources of the Council to support the most vulnerable members of our community.

Advocating for Better Roads & Safety Measures

- We will advocate for better roads and regular maintenance, enhancing safety for all.
- We will collaborate with others to ensure that house numbers are clearly visible throughout the Parish.

Theme #4. Growing Our Village Economy

What We'll Do: We'll help create more local jobs and support our businesses to grow in a way that's good for everyone. We will use new technology to ensure that our parish can cater to the needs of a larger number of people.

Collaborating with Nearby Businesses

- We will collaborate with nearby businesses to boost their visibility, attract more visitors to the Parish, foster local employment opportunities, and facilitate networking among them.

Supporting Remote Working

- We will support remote working for both employees and freelancers by connecting them and understanding their common needs.

Attracting Compatible Businesses

- We will actively collaborate with partners to attract businesses that fit well with our village vibe. These businesses should bring more job options and enhance our village amenities.

Boosting Tourism

- We will collaborate with partners to boost tourism in the Parish, encouraging visitors to explore and enjoy its heritage, facilities, services, and events.



Theme #5. Protecting Our Environment

What We'll Do: We'll take care of our beautiful surroundings. We'll work together to make our public spaces even better and tackle big issues like climate change and keeping our parish green.

Safeguarding Local Environment

- We will collaborate with partners to safeguard and improve our local environment by preserving its natural beauty, biodiversity, and important landscapes.

Enhancing Green Spaces

- We will team up with partners to enhance our open spaces and green areas in the Parish.
- We will also improve footpaths and cycle routes, both within the Parish and connecting to neighboring areas.

Ensuring Cleanliness & Accessibility

- We will ensure that public areas remain clean, easily accessible, and free of litter.
- We will maintain our gardens and flower displays.
- We will explore the possibility of taking on more responsibilities for grounds upkeep if the Cheshire East Council's budget cuts negatively affect our parish with the implementation of a Ranger service.

Supporting Ecological Areas

- We will actively acquire and support the development and maintenance of an ecological area.



Collaboration for Climate Solutions

- We will collaborate with local communities and active groups to create practical solutions for the climate and ecological challenges, aiming to enhance the sustainability of the Parish.

Leading by Example

- We will lead by example in preserving our environment by establishing rigorous environmental standards for ourselves.

Addressing Nuisance Complaints

- We will serve as advocates and liaisons with other agencies to address and resolve complaints about nuisances.



Theme #6. Making the Council Work Better

What We'll Do: We'll improve how the Parish Council works so we can do a better job for you. We'll make sure we can meet the goals we've set to make our parish a great place to live.

Organising Work Priorities

- We will organise our work priorities based on a corporate strategy, after consulting with our communities and partners.

Enhancing Skills & Capabilities

- We will enhance the skills and capabilities of the Council.

Delivering Excellent Services

- We'll deliver excellent services either directly or through partnerships, tailored to meet both the needs of the community and individual preferences.

Implementing Delivery Plan

- We will implement a Delivery Plan focused on achieving outcomes, along with performance management to track progress.

Ensuring Proactive Leadership & Effective Systems

- Ensure proactive leadership and effective systems and checks to enhance the functioning of the Parish Council.

Leading by Example

- We will lead by example in preserving our environment by establishing rigorous environmental standards for ourselves.

Ensuring Clear Communication & Transparency

- We will ensure clear and open communication channels, fostering transparency in our actions.

Monitoring Our Progress



We want to see how our work, both by the Parish Council and the community, is making a difference and moving us closer to our vision for Shavington-cum-Gresty. To do this, we'll involve the community in drafting and reviewing our strategy. This will help us understand what's working well, who we're helping, and who might need more support with new projects or activities.

For each important aspect of our strategy, we'll set out specific actions and goals in our Delivery Plan. These tasks will be assigned to different parts of the Council and overseen by the Parish Clerk. The full Council will keep an eye on our progress.

We'll set target dates for each action and regularly update everyone on how we're doing. Alongside this, we'll also create a budget plan for the next five years to make sure we have the money we need to achieve our aims. This way, we can keep track of our progress and stay on course to reach our long-term goals.

Understanding Our Community



Shavington-cum-Gresty: A Journey Through 900 Years of History

Shavington-cum-Gresty is a civil parish with both a busy village, Shavington, and a peaceful hamlet, Gresty, located half a mile north of Shavington. Its history dates back to the ancient parish of Wybunbury, but significant changes occurred in 1894, altering its administrative status.

Shavington's origins are uncertain, first mentioned around 1280 during Edward I's reign. Gresty's history dates back to the early 14th century, adding to the parish's heritage.

In the late 19th century, Shavington-cum-Gresty transformed from a rural area to a thriving community, driven by the Grand Junction Railway. This period saw the development of housing like Alma Buildings and Osborne Grove.

During the 19th century, Methodist chapels and educational institutions, such as Shavington Academy, were established, reflecting the community's religious and educational values.

The 20th century brought further changes, with expansions like Park Estate and Greenfields estate. Today, the parish continues to evolve while preserving its history. Recent years have seen an increase in housing projects, reflecting its ongoing growth.

Shavington-cum-Gresty Landscape: A Journey Through Fields & Woods

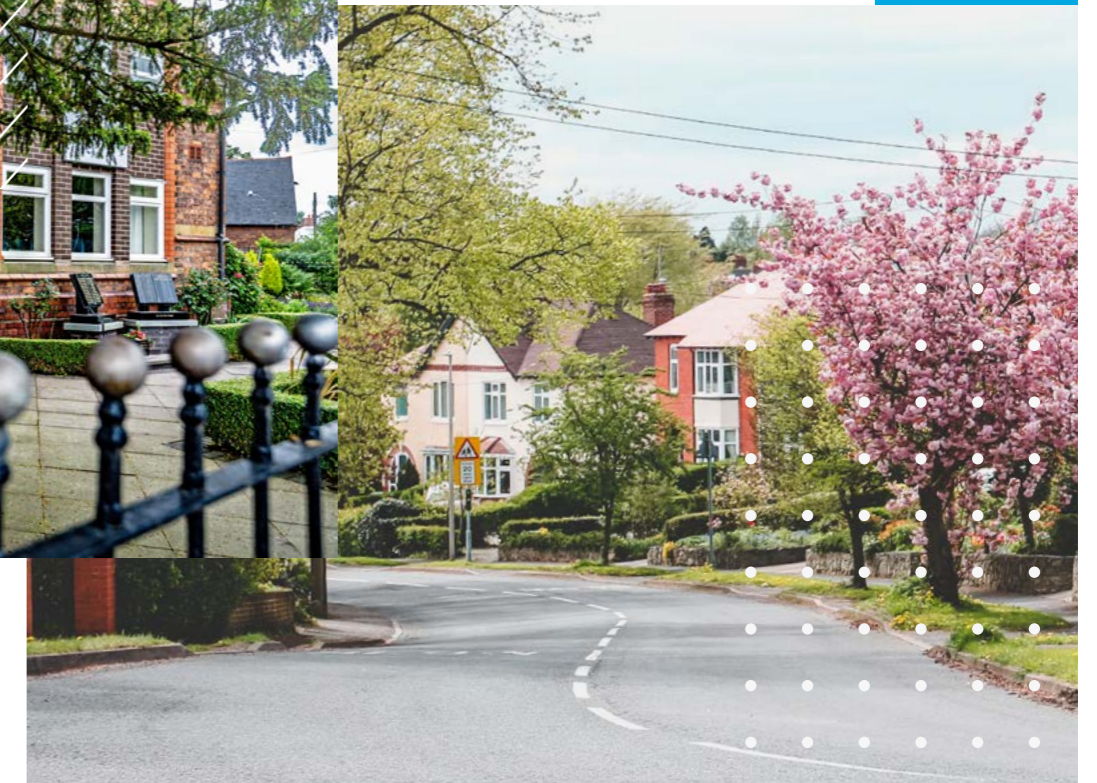
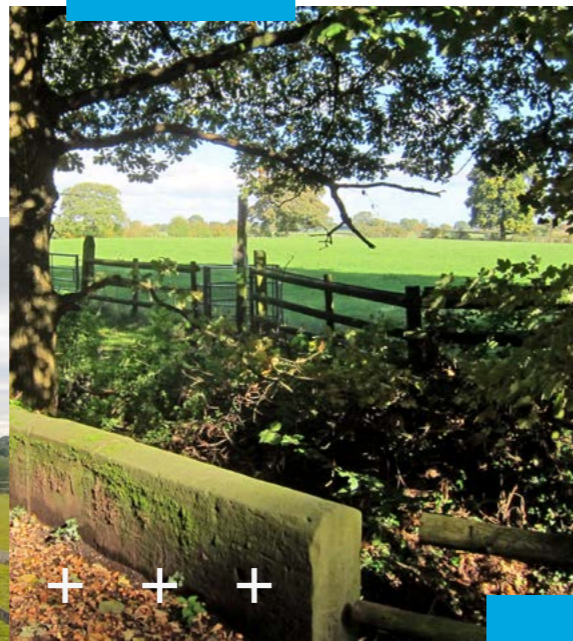
The landscape of Shavington-cum-Gresty is mostly flat, with some rolling areas, located on the border of the Cheshire Plain. Covering over 950 acres, the parish is mainly farmland and is bordered by neighboring areas such as Willaston, Rope, Wistaston, Hough, Wybunbury, Basford, and southern Crewe. The Shavington-Basford-Hough Bypass (A500) divides the parish into two sections, with Gresty to the north and Shavington to the south.

According to the 2008 Cheshire Landscape Character Assessment, the parish is partly urban and partly categorized as Lower Farms and Woods Landscape Character Type. This includes features such as:

- A vast, gently rolling plain with intermittent sandstone ridges.
- Some woodlands, including coniferous woods and scattered orchards.

- Well-maintained field boundaries, with dairy farming being prevalent.
- Various wetland habitats, significant for wader breeding, and numerous rivers and ponds.
- Historical sites like iron-age hill forts, ridge and furrow formations, and moated houses.
- A mix of farmsteads, small hamlets, larger settlements, and estate parklands.
- Reserves of silica sand and salt, along with transportation routes and nature reserves.

Specifically, the Barthomley Character Area within the parish features gently undulating landscapes with fields of various sizes, influenced by historical land use. Recent changes include residential development on former agricultural land, driven by proximity to Crewe and its railway connections, leading to growth in settlements like Haslington, Hough, Shavington, Weston, and Wheelock.



Shavington-cum-Gresty: A Journey Through Architectural Heritage & Community Insights

Present-Day Parish

Shavington-cum-Gresty, located in Cheshire East, includes settlements like Dodds Bank and Park Estate. Covering 380 hectares, it has a population of 6,264, with an older demographic compared to nearby areas. Most homes are detached or semi-detached, showing high rates of ownership. The community is diverse, including a growing population from Hong Kong. Affordable housing is needed despite overall affluence.

Community Profile

Health indicators are positive, with many reporting good health. While Shavington-cum-Gresty lacks local job opportunities, it has a thriving business scene with over 50 establishments. Crime rates are lower than national averages, contributing to community safety.





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This booklet was published in March 2024
by Shavington-cum-Gresty Parish Council.

If you have any questions about the
information it contains, please contact the
Parish Clerk using the details below.

T: 01270 42 11 25

E: clerk@shavingtononline.co.uk



Report Statement

Meeting: Parish Council, 06.03.2024

Report Purpose: To consider recommendations from the Finance & Strategy Committee

Version Control: v1

Author: Clerk

1. Report Summary

To consider a set of recommendations from the Finance & Strategy Committee

2. Background

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

S.17 of the Parish Council Financial Regulations states that the council is responsible for putting in place arrangements for the management of risk.

Section 6.5 of the Shavington-cum-Gresty Parish Council Financial Regulations requires the council to approve, by resolution, the use of variable direct debit every two years.

3. Position

On 28 February 2024, the Finance & Strategy Committee reviewed and recommended to Full Council for approval the following documents:

- Shavington-cum-Gresty Parish Council Asset register
- Shavington-cum-Gresty Parish Council Financial Risk Assessment
- Shavington-cum-Gresty Parish Council Direct Debit List

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation
Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015

5. Financial Impact

Nil

6. Resource Impact



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Clerk time

7. Conclusions

Councillors are asked to note the report and to consider the following options:

- a. Approve the following documents as per Finance & Strategy Committee recommendations: Shavington-cum-Gresty Parish Council Asset register; Shavington-cum-Gresty Parish Council Financial Risk Assessment; Shavington-cum-Gresty Parish Council Direct Debit List
- b. Approve the following documents as per Finance & Strategy Committee recommendations subject to amendments being made: Shavington-cum-Gresty Parish Council Asset register; Shavington-cum-Gresty Parish Council Financial Risk Assessment; Shavington-cum-Gresty Parish Council Direct Debit List
- c. Not to approve the following documents: Shavington-cum-Gresty Parish Council Asset register; Shavington-cum-Gresty Parish Council Financial Risk Assessment; Shavington-cum-Gresty Parish Council Direct Debit List

8. Consideration Sought

That the following documents are approved as per Finance & Strategy Committee's recommendation: Shavington-cum-Gresty Parish Council Asset register; Shavington-cum-Gresty Parish Council Financial Risk Assessment; Shavington-cum-Gresty Parish Council Direct Debit List



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COUNCIL DIRECT DEBIT LIST

Below is a list of the Council's direct debits updated on 22.02.2024:

- Scottish Power
- Adobe
- Water Plus
- British Gas
- ASH Waste Service
- BT
- ICO

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

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

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

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Shavington Village Hall	1986	635,510.00				Shavington cum Gresty Pa	
Storage Shed	NA	2,475.00		Keeper SVFC			
Street Furniture	NA	38,920.00		ScG PC			
Surface laptop	2020	1,583.00		ScG PC			
Vehicle speed display unit (located on Crewe R	2017	4,180.00		ScG PC			
Village Hall Notice board	2021	98.00		ScG PC			
War Memorial	NA	18,500.00		ScG PC			
Water Bowser	22.03.2022	1,000.00		ScG PC			
		780,178.80					
Community & Engagement Committee							
Card reader	04.2023	23.00		Council offices			
		23.00					
Environment & Recreation Committee							
n.10 Plastic Beams sleepers	2023	1,088.00		Village			
n.16 scenic sq planters black with gold trim	2022	4,663.44		Village			
Vine Tree Land		1.00		Vine Tree, Shavington			
		5,752.44					
Finance & Strategy Committee							
Colour Laser All-in-One Printer	02.2024	230.00		Parish Council Office			
N.2 Office desks	2023	137.40		Village Hall - Offices			
N.2 office file cab drawers	2023	111.40		Village Hall - Offices			
Samsung Galaxy M13	2022	164.00		Clerk 'sphone			
Video Projector	2023	47.99		Village Hall - Offices			
		690.79					
Parish Council Project							

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

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Notice Board - Shavington Park	2023	4,666.80					
		4,666.80					
Village Hall Committee							
2KW GLASS HEATER BK DL	01. 2024	124.00		Village Hall - Offices			
Counter fridge for VH kitchen	2023	137.00		Village Hall - kitchen			
N.2 Bose S1 Pro speakers	2023	865.00		Village Hall - Offices			
Shure PGA48 Cardioid Dynamic Vocal Microph	2023	43.00		Village Hall - Offices			
		1,169.00					
Grand Total:		792,480.83					

SHAVINGTON CUM GRESTY PARISH COUNCIL

FINANCIAL RISK ASSESSMENT

Risk Area	Risk Identified	Mitigation	Notes
To provide and maintain standards for Parish Council services to the residents of Shavington-cum-Gresty	The risk of legislative change which will have an impact on the Parish Council's powers, duties and funding	Parish Clerk and staff keep apprised of developments	GDPR advisor appointed Sept 2021. Contract renewed on Sept 2022 Contract renewed on Sept 2023
	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly	
	The risk of damage to third party property or individuals as a consequence of the Parish Council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Parish Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council and to Staffing Committee	
	Staff retention issues	Staff training where appropriate Yearly appraisal and weekly 1-2-1 meeting Working practice document regularly updated by staff	
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Parish Council Loss of income through error or fraud	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors Parish Clerk continually review controls and current procedures	
To ensure that all actions taken by the Parish Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, ChALC, NALC and others as necessary	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place Matters relating to staff discussed in confidential session and discussed by Staffing committee Parish Clerk to seek HR advice where appropriate Other policies in place	
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	
	Loss of key staff trained in financial systems, process or rules	External Accountancy support in place (via Scribe)	
Financial Control	Inappropriate expenditure made	Payments reported to Parish Council and F&S Committee for review and corrective action if necessary	

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

Risk Area	Risk Identified	Mitigation	Notes
		that sufficient signatories are available at all times)	
	Transfers	Monies may be transferred between the Councils accounts by the Clerk and three authorised signatories Members	
	Bank Reconciliation	<p>All accounts are reconciled using the Scribe system every month</p> <p>Any discrepancies are immediately reported to the bank for investigation</p> <p>All petty cash accounts which do not have statements are reconciled on a monthly basis against the cash held and any discrepancies are immediately reported to the Clerk</p>	
	Access to the main bank accounts	Clerk, Community Manager and authorised signatures Councillors have access to the bank account. Only the Clerk is authorised to set up payments or move money	
	Cheques	All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.	
	Payments	<p>All payments must be authorised by the RFO before any cheque is issued.</p> <p>Three authorised signatories members are required to approve all payments as per section 5.2 of Finance Regulation.</p>	
	Petty Cash – Cash Payments	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk	No petty cash system in operation
	Hire Charges	<p>Council agrees the charges, as set by Parish Council's ToRs</p> <p>All bookings must be paid for in advance</p>	
	Cash collected from community events	<p>All cash collected at events is collected by appointed staff and a receipt is always issued (e.g. markets income)</p> <p>At the office the cash is emptied and counted manually within one working day by at least two members of staff</p>	
	Processing and banking	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the Scribe system and all entry references are printed out and retained</p> <p>A unique pay in reference is applied to each batch of banking which is loaded</p>	

Risk Area	Risk Identified	Mitigation	Notes
		<p>onto the Scribe system which is then checked against the bank reconciliation</p> <p>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</p>	
Financial Administration	Records non-compliant or inadequate	<p>Internal auditor reviews record keeping annually</p> <p>Advice taken from internal auditor, external auditor, accountant, SLCC and NALC on changes in regulation</p>	
	Expenditure/income coded incorrectly	Parish Clerk checks nominal ledger when Items are coded	
	<p>Standing Orders</p> <p>Standing orders are reviewed and approved by Parish Council on an annual basis at the AGM</p>	The Clerk reacts to any changes in legislation, requests from Parish Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	<p>All payments reviewed</p> <p>Parish Clerk authorises three authorised signatories councillors approve the payment. Clerk set up payment on online banking, another authorised signature has to approve it</p>	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons	
	Incorrect entries by bank	Bank statements reconciled monthly	
Annual Budget and Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in November/December based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Parish Clerk also completes a mid-year review in October/November/December for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p>	

Risk Area	Risk Identified	Mitigation	Notes	
		<p>The new budget is discussed and fine-tuned through the September, October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by CEC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in December and Cheshire East Council is then advised of the precept</p>		
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each Council and Committee meeting these are loaded onto Scirbe accounts system at the start of the new financial year		
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices, etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>		
	Reporting	<p>A full report of expenditures against budget is lodged with council at each Finance Committee meeting</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>		
Insurable Risks	Public Liability	<p>Insurance cover</p> <p>In addition, annual checks of play equipment</p>	<p>Limit of cover £10,000,000</p> <p>Reviewed annually</p>	
	Employers Liability	Insurance cover	<p>Limit cover £10,000,000</p> <p>Reviewed annually</p>	
	Property	Cover for buildings and contents All risks cover for selected items		
	Personal Accident	Continue with existing cover (scale benefits)	Limit of cover £1,000,000	
	Legal disputes	Cover for specified legal disputes	Limit of cover £100,000	
	Loss of Records	Loss of documentation	<p>Deeds and other legal documents relating to real estate stored in the office or online on OneDrive.</p> <p>Additionally, two hard drives with backup copies of all documents saved on</p>	

Risk Area	Risk Identified	Mitigation	Notes
		OneDrive are updated twice per year and kept in separate locations.	
Asset List	Purchased	<p>An asset list is maintained by the Parish Council on Scribe</p> <p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p>	
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council at the AGM and might attend the office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Parish Clerk/RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Parish Clerk/RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
ICT	IT Security, safety of information/risk of loss of data	<p>Microsoft Office 365 installed on all PCs Allows for cloud back up of information</p> <p>Allows for cloud storage of all council data – more secure than onsite storage.</p>	
Supplier fraud	Fraud, safety of information/risk of data loss, theft of fund, reputational damage	Training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.	

Risk Area	Risk Identified	Mitigation	Notes
		<p>Bank details and personal information should be included together with any new contract signed.</p> <p>Establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change</p> <p>Periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</p> <p>Checking address and financial health details with Companies House</p> <p>Checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account</p>	
Supplier dispute	Reputational damage, loss of money	<p>Contracts should be signed for all services over £2,000.</p> <p>Services below £2,000 or emergency works should have at least a written brief shared and agreed with the supplier outlining deliverables of the service</p>	

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



Report Statement

Meeting: Parish Council, 28.02.2024

Report Purpose: To consider recommendations from Finance & Strategy Committee

Version Control: v1

Author: Clerk

1. Report Summary

To receive a set of policies as per the Finance & Strategy Committee's recommendation.

2. Background

On February 28, 2024, the Finance & Strategy Committee considered the following set of policies to recommend to the Full Council:

- a. Shavington-cum-Gresty Parish Council Councillor-Officer protocol (with amendments as per the Finance & Strategy Committee's recommendation).
- b. Shavington-cum-Gresty Parish Council Training and Development Policy for Councillors and Staff.
- c. Shavington-cum-Gresty Parish Council Publication Scheme Information Guide.
- d. Shavington-cum-Gresty Parish Council Pensions Discretions Policy.

3. Position

The draft policies are attached to this report for the Council's consideration.

4. Conclusions

Councillors are asked to note the report and to consider the following options:

- a. To approve the policies as per Finance & Strategy Committee recommendation
- b. To approve the policies subject to some amendments being made
- c. Not to approve the policies

5. Consideration Sought

That the policies are approved as per Finance & Strategy Committee recommendation.



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SHAVINGTON-CUM-GRESTY PARISH COUNCIL COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officers;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.



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Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally, if authorised by the Parish Council; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly



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- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

In any instance where behaviour deviates from the standards outlined in the Shavington-cum-Gresty Parish Council Councillor Code of Conduct or the Shavington-cum-Gresty Parish Council Councillor-Officer Protocol, escalates in tone, or causes someone to feel threatened or uncomfortable, the interaction should be promptly terminated and reported to the line manager.

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.



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- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's complaints policy
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging their responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.



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A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair.

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor or group of councillors;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;



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- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line- management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.



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COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.

Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances



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(e.g. representations to a Government Minister) for a letter or email to appear in the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities. Publicity is a sensitive matter in any political environment because of the impact it can have.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council’s position in relation to disputes, major planning developments, court issues or individuals’ complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council’s Social Media Protocol where there is one in place .



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IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained.

The principal authority's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal authority's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.



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**SHAVINGTON-CUM-GRESTY PARISH COUNCIL
TRAINING AND DEVELOPMENT POLICY
FOR COUNCILLORS AND STAFF**

DRAFT



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Introduction

Shavington-cum-Gresty Parish Council recognises that its most important resources are its members and officers and it is committed to keeping them apprised of current issues and to developing them to their potential. Some training is necessary to ensure compliance with legal and statutory requirements.

Training can be defined as “a planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation” (Chartered Institute of Personnel and Development)

The objectives of this Policy are to:

- Encourage Members and staff to undertake appropriate training and development
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value.
- Ensure that the Parish Council has the necessary skills to plan and deliver high quality services.

Commitment to Training

Shavington-cum-Gresty Parish Council is committed to the training and development of all councillors and staff to enable them to make the most effective contribution to the Council's aims and objectives and to providing the highest quality representation and services to the Parish.

There are a number of benefits to training, it:

- Improves the quality of the services and facilities provided by the Council.
- Enables the organisation to achieve its corporate aims & objectives.
- Demonstrates commitment to employees and acts as a motivator, attractor and retention aid.
- Enables members to undertake their duties to the best of their ability.
- Improves the skill base of both councillors and employees and aids team working.

Councillors

Members bring a diverse range of skills and experience to the Council. However, both local government and the world around it, are fast changing and it is an essential investment to develop



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councillors to their full potential. In addition, the Council is likely to have a number of new functions over the coming years and it will be important for councillors fully appreciate the implications of the decisions they make.

The Council will establish a comprehensive Development Programme for members, based on the following approach:

- Skills development for individual members or groups of members.
- Seminars, Briefings & Workshops to raise general awareness of topical issues.
- Briefings and awareness raising prior to making a key decision or policy

A rolling programme will be established immediately following the adoption of this Policy and following normal elections and updated annually.

Certain training is identified as essential for all councillors including:

- Induction for new Councillors;
- General Power of Competence;
- Code of Conduct and Ethical Framework
- Equality responsibilities.
- Understanding the Planning System (for members of Planning Committee).

Some councillors may have undertaken relevant training at principal council level or in some cases as part of their employment.

Training needs are prioritised by the Staffing Committee following advice from the Parish Clerk and completion of a questionnaire by councillors.

Employees

Training needs are determined by the appraisal process and are set as targets for individual staff members by the Parish Clerk on a yearly basis. Training needs are also identified during the appointment process and by informal discussion. Although sometimes training does need to be prioritised, the Council will try to accommodate requests from staff which are reasonable and appropriate.

Certain staff may be required to hold valid First Aider qualifications or be trained as fire wardens.

Training is prioritised on the following grounds (not in priority order):

- Legislative requirements e.g. health and safety
- Changes in relevant legislation
- Changes in systems, new working methods or equipment
- New or revised qualifications available
- The delivery of devolved or new services



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- Specialist need.
- Unexpected need e.g. following a service failure or accident
- Identified competence issue

Corporate training is necessary for subjects including corporate objectives or working practices, equality, health and safety.

Other considerations include:

- Implications of employee release for training courses upon the operational need and capacity of the Parish Council
- Economic and effective means of training the employee
- Provision and availability of the training budget
- Continued professional development in line with requisite professional bodies.

All new staff will receive induction training.

Resourcing training

Sufficient funds are allocated in the budget for Staff and Members for training purposes with a forecast of anticipated expenditure presented to Members for consideration each year as part of the Budget setting process. Separate budget headings are allocated for Members and Staff.

Qualifications

Employees may apply to take qualification training. These will be considered on an individual basis and will be dependent upon the need or priorities of the Parish Council

- National Vocational Qualifications (NVQs)-The Parish Council view these as accrediting existing knowledge and is greatly encouraged.
- Career Personal Development (CPD)-The Parish Council supports the Career Personal Development of all its employees.
- Employees will be required to attend training courses, workshops or seminars where necessary relating to legal responsibilities and corporate standards

Delivery

Members' training, learning and development opportunities will be arranged predominately by Cheshire Association of Local Councils (ChALC) or SLCC. This will be supplemented as appropriate by in-house provision, the use of local training organisations and by inviting "guest speakers" to Council or committee meetings.



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Most staff training needs are catered for by ChALC, Society of Local Council Clerks (SLCC), or local colleges, again supplemented by specialist providers.

Some joint training for both members and officers is not only cost effective but often gives added value through a cross fertilisation of ideas.

Staff and Members attending courses are encouraged to pass on what they have learned to colleagues where appropriate.

Financial assistance

The cost of training for Members will be paid for by the Council and reasonable associated costs such as travel and subsistence, reimbursed.

The Parish Council will pay and/ or assist with expenses incurred to cover the cost of tuition and examination fees for employees provided that the training is approved by the Parish Clerk.

Costs for travel to tuition, courses or examination will generally be paid. This will include such expenses as:

- Course fees
- Examination fees
- Associated membership fees
- The purchase of resources to complete a course or examination

Where training is provided for a qualification or exceeds the general costs of training, then employees will be expected to sign an appropriate agreement to manage the risks associated with the Council's investment in the training. If an employee fails to sit an examination within a reasonable period of time, fails to satisfactorily progress or discontinues the course, the Parish Council may withdraw its support and may request reimbursement of the financial assistance the employee has received to that date.

Should any absence from attending any training or courses occur, it must be reported to the Parish Clerk immediately. Failure to do so may result in disciplinary action being taken.

Study leave

Employees who are given approval to undertake external qualifications will be granted

- Time to attend day release courses
- Time to sit examinations
- Study time (to be discussed and agreed with the Parish Clerk in advance)



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- Paid leave for courses, studying and examinations

Training evaluation

Records of all employee training will be kept on individual personnel files and all Member training will be recorded.

All courses and seminars are evaluated by requesting staff and councillors for feedback.

Policy Review

The Annual Training and Development Plan for Members and staff, will be reviewed and updated every two years.

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**SHAVINGTON-CUM-GRESTY PARISH COUNCIL
PUBLICATION SCHEME INFORMATION GUIDE**

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copy and/or Website)</p> <p>Hard copy and Website or via Email if practicable</p>
<p>Who's Who on the Council and its Committees</p>	<p>Hard copy and Website</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)</p>	<p>Hard copy and Website</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy and Website</p>
<p>Staffing structure</p>	<p>Hard copy and Website</p>
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy and Website</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy and Website</p>
<p>Finalised budget</p>	<p>Hard copy and Website</p>
<p>Precept</p>	<p>Hard copy and Website</p>
<p>Borrowing Approval letter</p>	<p>Hard copy (where applicable)</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy and Website</p>
<p>Grants given and received</p>	<p>Hard copy</p>

List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable

Class 3 – What our priorities are and how we are doing	
(Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Hard copy and Website
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy and Website
Quality status	Hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions	
(Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and Website
Agendas of meetings (as above)	Hard copy and Website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy and Website
Bye-laws	Hard copy
Class 5 – Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business:	Hard copy and Website

Committee and sub-committee terms of reference	Hard copy
Delegated authority in respect of officers	Hard copy
Code of Conduct	Hard copy and Website
Policy statements	Hard copy and Website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	
Equality and Diversity policy	Hard copy and Website
Health and Safety policy	Hard copy and Website
Recruitment policies (including current vacancies)	Hard copy and Website
Policies and procedures for handling requests for information	Hard copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and Website
Information security policy	Not applicable
Records management policies (records retention, destruction and archive)	Hard copy and Website
Data protection policies	Hard copy and Website
Schedule of charges (for the publication of information)	Hard copy and Website
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list	Hard copy
Asset Register	Hard copy and Website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils)	Hard copy

Register of members' interests	Hard copy and Website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Allotments	Hard copy and Website



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Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Hard copy and Website
Parks, playing fields and recreational facilities	Hard copy and Website
Seating, litter bins, clocks, memorials and lighting	Hard copy and Website
Bus shelters	Not applicable
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and Website

Contact details:

Parish Clerk: Ms Simona Garner

Tel: 01270 421125

Email: clerk@shavingtononline.co.uk

Website: www.shavingtononline.co.uk

SCHEDULE OF CHARGES



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Multiple copies of any available document will be supplied to any resident within the Parish of Shavington-cum-Gresty on payment of the actual cost of copying and postage.

Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Shavington-cum-Gresty or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.



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**SHAVINGTON-CUM-GRESTY PARISH COUNCIL
LGPS DISCRETIONS POLICY
LGPS 2014 SCHEME, PENSION FUND**

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	Discretion and Regulation	Policy on Individual Discretions
1	Reg 31: Whether to grant additional pension to a member (up to £6500pa).	<p>Shavington-cum-Gresty Parish Council will only exercise this discretion in exceptional circumstances.</p> <p>This discretion will only be exercised with the express permission of Full Parish Council after consideration of the costs that would apply.</p>
2	Reg 16(2)e and Reg 16(4)d: Whether to make either a regular or lump sum Additional Pension Contribution (APC) to a member's account (part or whole funding this). (Note: this discretion only relates to cases when the member is working as normal rather than absent from work with permission but no pensionable pay – in the latter scenario, employers must fund it if necessary.)	<p>Shavington-cum-Gresty Parish Council will only exercise this discretion in exceptional circumstances.</p> <p>This discretion will only be exercised with the express permission of Full Parish Council after consideration of the costs that would apply.</p>
3	Reg 30(6) Whether all or some pension benefits can be paid if a member aged 55 or over reduces their hours/grade and continues to work ('flexible retirement').	<p>Shavington-cum-Gresty Parish Council will consider employee requests to take flexible retirement on a case by case basis after taking into account factors such as service delivery.</p> <p>The Full Parish Council, following recommendation from the Staffing Committee, will be responsible for agreeing (or otherwise) to all requests to take flexible retirement.</p>
4	Reg 30(8) Waiving actuarial reduction on flexible retirement.	<p>Shavington-cum-Gresty Parish Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following approval from Full Parish Council.</p>
5	Reg 30(8) Waiving actuarial reduction on early retirement	<p>Shavington-cum-Gresty Parish Council will only waive the actuarial reduction on early retirement in exceptional circumstances and as the result of the express</p>



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	(age 55+) for both active and deferred members.	recommendation of the Staffing Committee after considering the costs that would apply.
6	Regs 22(8 and 9) Whether to extend 12-month period to separate previous LG service.	Shavington-cum-Gresty Parish Council will not allow an option to combine previous LG service.
7	Reg 9(3) Determine rate of employees' contributions.	Shavington-cum-Gresty Parish Council will review all employees' contribution bands when there has been contractual change to a member's salary or hours at some point during the year. A member's contribution rate will not be reviewed as the result of one-off additional payments (such as honoraria).
8	Reg 100(6) Whether to extend 12-month period to allow a transfer-in of non-LG pension rights.	Shavington-cum-Gresty Parish Council will not allow an option to combine previous non-LG service.

Note: These regulations are from the Local Government Pension Scheme Regulations 2013, in force from 1 April 2024