



**SHAVINGTON**  
CUM  
**GRESTY**

**Shavington-cum-Gresty Council**  
**Annual Meeting of Parish Council**  
Main Road,  
Shavington, Crewe  
CW2 5DP  
[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

25 April 2024

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

Dear Councillor,

You are summoned to attend the Annual Parish Council meeting of the Shavington-cum-Gresty Parish Council to be held at **7:30PM** on **Wednesday 1 May 2024** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero  
Parish Clerk

## AGENDA

<b>1</b>	To elect the Chair and Vice-Chair of the Parish Council
<b>2</b>	To receive and consider apologies for absence
<b>3</b>	To note declarations of Members' interest
<b>4</b>	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings held on 28 March 2024 ( <b>attached</b> )
<b>5</b>	To consider the DRAFT Committee membership for 2024/2025  ✓ <b>Community &amp; Engagement Committee (7):</b> Cllrs K Gibbs, B Gibbs, McHugh,

	<p>Cruickshank</p> <ul style="list-style-type: none"> <li>✓ <b>Finance &amp; Strategy Committee (5):</b> Cllrs K Gibbs, B Gibbs, S Jones, Ferguson, McHugh, Randle</li> <li>✓ <b>Environment &amp; Recreation Committee (8):</b> Cllrs K Gibbs, S Jones, Ferguson, McHugh, Randle, Cruickshank</li> <li>✓ <b>Planning Committee (8):</b> Cllrs McIntyre, K Gibbs, Ferguson, McHugh, Wain</li> <li>✓ <b>Staffing Committee (5):</b> Cllrs Buchanan, B Gibbs, McHugh</li> <li>✓ <b>Village Hall Committee (5):</b> Cllrs McIntyre, K Gibbs, S Jones, Hancock, Cruickshank</li> <li>✓ <b>Complaints Committee (5):</b> Cllrs Buchanan, McHugh, Wain, Randle, B Gibbs</li> </ul>
<b>6</b>	To consider and approve the Terms of Reference of Committees for 2024/25 <b>(attached)</b>
<b>7</b>	To consider and approve the Council meetings calendar 2024/25 <b>(attached)</b>
<b>8</b>	<p>To consider and approve representations on outside bodies:</p> <ul style="list-style-type: none"> <li>a. Village Festival Committee</li> <li>b. Wybunbury United Charities</li> <li>c. Theo Steele Bequest</li> <li>d. Shavington Park Resident Liaison Group</li> </ul>
<b>9</b>	To review the Parish Council's affiliation to Cheshire Association of Local Council (ChALC)
<b>10</b>	<p>To confirm the Council's adoption of:</p> <ul style="list-style-type: none"> <li>a. Shavington-cum-Gresty Standing Orders <b>(attached)</b></li> <li>b. Shavington-cum-Gresty Finance Regulations <b>(attached)</b></li> </ul>
<b>11</b>	<p>To review and consider the following external support services and subscriptions:</p> <ul style="list-style-type: none"> <li>a. Beardmore Accountants for payroll service</li> <li>b. JDHBS as GDPR consultant</li> <li>c. Parish Online</li> </ul>
<b>12</b>	Internal auditor – to approve JDH Business Services as internal auditor for 2024/25
<b>13</b>	<p>To review and consider the Council's bank signatories:</p> <ul style="list-style-type: none"> <li>a. Cllr K Gibbs</li> <li>b. Cllr B Gibbs</li> <li>c. Cllr Hancock</li> <li>d. Cllr McIntyre</li> <li>e. Cllr Ferguson</li> <li>f. S Garnero (Parish Clerk)</li> <li>g. S Randle (Community Manager)</li> </ul>

<b>14</b>	To consider to approve the Annual Governance Statement 2023/24 by resolution <b>(attached)</b>
<b>15</b>	To review and consider the Internal Auditor report <b>(attached)</b>
<b>16</b>	To approve dates for the period of Public Rights:  <ul style="list-style-type: none"> <li>- Commencing on <b>Monday 3 June 2024</b> and ending on <b>Friday 12 July 2024</b></li> </ul>
<b>17</b>	To consider to approve Section 2 – Accounting Statemen 2023-24 for submission to PKF Littlejohn LLP, external auditor <b>(attached)</b>
<b>18</b>	To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 28 March 2024 or any items arisen since then:  <u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs  <u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre  <u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson  <u>Committee:</u> Finance & Strategy Committee <u>Chair:</u> Cllr Wain  <u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan  <u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre
<b>19</b>	To note the YTD Parish Council finance position <b>(attached)</b>
<b>20</b>	To note and approve all payments since 1 April 2023 <b>(attached)</b>
<b>21</b>	To receive a report from the February and March Village Beat Manager <b>(attached)</b>
<b>22</b>	To consider making a response to the following planning applications:  <ul style="list-style-type: none"> <li>a. <b>Application:</b> 24/1393N  <b>Proposal:</b> Retrospective application for proposed repositioning of screen fence</li> </ul>

	<p><b>Location:</b> 21, LITTLE MEADOW PLACE, SHAVINGTON, CW2 5UB <b>National Grid Ref:</b> 370975.9541 353052.3227</p>
<b>23</b>	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
<b>24</b>	To consider moving £28,244.20 from Shavington-cum-Gresty PC-Village Hall bank account to Shavington-cum-Gresty Parish Council bank account
<b>25</b>	<p>To receive and consider updates on the following grant applications <b>(attached)</b></p> <ul style="list-style-type: none"> <li>- SPF E60 Cultural Activity Grant: Parish Council has been awarded £3,900 towards the D-Day Programme.</li> <li>- Flourish Fund: Parish Council has been awarded £5,000 towards the Wellbeing Wednesdays in Shavington-cum-Gresty Programme.</li> <li>- Improved, Greener Community Fund: Parish Council has been awarded £750 towards new blinds in the Village Hall (with a matching fund of £250 from the Parish Council).</li> </ul> <p>To consider delegating the Community Manager and Clerk to deliver the D-Day Programme and the blinds refurbishment at the Village Hall</p>
<b>26</b>	<p>To receive and consider proposals for suppliers to deliver cardio-vascular activities as part of the Wellbeing Wednesday programme <b>(attached)</b></p> <p>To consider delegating the Community Manager to deliver the Wellbeing Wednesday programme</p>
<b>27</b>	<p>To receive and consider quotes from solicitors to draft the hiring agreement for the village hall shed. <b>(attached)</b></p> <p>To receive and consider the response from the Shavington Village Festival Committee regarding their availability to match fund the legal costs for drafting the agreement.</p>
<b>28</b>	To receive an update on the Shavington-cum-Gresty Parish Council Strategy 2024-29
<b>29</b>	To receive and consider an update with regard to the pest-control treatment at the Gresty Lane Allotments, and to consider alternative options <b>(attached)</b>
<b>30</b>	To receive an update on the Fire Safety Audit undertaken by Cheshire Fire and Rescue Service at the Village Hall
<b>31</b>	To note the date of the next Council Meeting – <b>5 June 2024 7:30PM</b>

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



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**MINUTES of the Parish Council**  
**held on 28 March 2024<sup>1</sup>**

In attendance: Cllrs B Gibbs, K Gibbs, S Jones, McIntyre

<b>ScG/23/11/1</b>	<b>To receive and consider apologies for absence</b>
	Apologies were received from Cllrs R Jones, Ferguson, Cruickshank, Randle, Wain
<b>ScG/23/11/2</b>	<b>To note declarations of Members' interest</b>
	No declaration of interest was made.
<b>ScG/23/11/3</b>	<b>To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 6 March 2024</b>
	<b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG/23/11/4</b>	<b>Public Participation</b>
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
<b>ScG/23/11/5</b>	<b>To receive and consider the following DRAFT policy:</b>
	<b>- Shavington-cum-Gresty Parish Council Councillor Allowances and Expenses Policy</b>

<sup>1</sup> Meeting started at hrs 1952

	<p>Councillors <b>NOTED</b> the report</p> <p><b>RESOLVED:</b> that the Shavington-cum-Gresty Parish Council Councillor Allowances and Expenses Policy is approved with the following amendments:</p> <p>3.1 subject to prior authorisation by the Clerk. Any mileage expenditure will be counted only from Shavington-cum-Gresty.</p>
<b>ScG/23/11/6</b>	<b>To note the date of the next Council Meeting – 1 May 7:30PM</b>
	<p>Councillors <b>NOTED</b> the date of the next Parish Council meeting.</p>

Meeting Closed 2001 hrs  
Chair: Cllr B Gibbs  
Clerk: S Garnero

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## **Report Statement**

Meeting: Parish Council

Report Purpose: To present Committees ToRs for 2024/25 for Members' consideration

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report present Committees' ToR for 2024/25 for Members' consideration

### **2. Position**

Members are asked to consider and approve the Committees ToRs attached in Annex 1 (Amendments are highlighted in yellow).

### **3. Governance**

ScG Parish Council Standing Order  
LGA 1972

### **4. Financial Impact**

None

### **5. Resource Impact**

None

### **6. Wards Affected**

All

### **7. Conclusions**

Members are asked to consider and approve the Committees ToRs attached in Annex 1



**PARISH COUNCIL**

Approved by Shavington cum Gresty Parish Council on xxx

<b>12 Members of the Authority</b>	<b>Quorum 4</b>
At least 9 meetings per year, schedule to be agreed at the Annual Council meeting in May	
Annual Council meeting is held in May, and then Council will meet in accordance with the Annual calendar of meetings.	
The Parish Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.	
<b>Function of the Council Column 1</b>	<b>Delegation of Function Column 2</b>
<b>General Governance</b>	
Adoption and amendment of any strategies and policies.	None generally, but to receive advice from Finance and Strategy Committee as appropriate.  Personnel policies delegated to Personnel Committee
Approval of strategic projects	None, but to receive advice from Finance and Strategy Committee as appropriate.
Liaising with the Police and other outside bodies on matters pertaining to the Parish	To individual committees as set out in their delegation, otherwise reserved for Council
Approval of any Neighbourhood Plan for consultation or submission to Cheshire East Council.	None, but drafts delegated to Planning Committee
Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None
Approving of annual budget, Precept, and Medium-Term Financial Plan	None, but to receive advice from Finance and Strategy Committee as appropriate.





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Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
Election of the Chair, and Vice-Chair	None
Appointment of Chairmen and Vice Chairman of committees, established by Council.	Council, or may delegate to individual committees
Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
Appointment of Members or Officers to outside bodies	None
Granting of the Honorary Freedom of the Parish	None
Changing the name of the Parish Council	None
Making, amending, revoking, re-enacting or adopting Bylaws	None
To represent the view of the local community on matters of significance.	None generally, but may be delegated to individual committees, through their terms of reference.
Data Protection, Access to Information, Freedom of Information and Human Rights.	Policy and Publication Scheme reserved to Council  Strategic overview to Finance and Strategy Committee
To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally  In cases of urgency, the Parish Clerk in consultation with Chair and Vice-Chair
All powers of the Council (except those reserved to Council by legislation) in the case of a civil emergency (including health related emergency), limited to £10,000 expenditure in accordance with Financial Regulations.	The Parish Clerk in consultation with two of: Chair, Vice-Chair or committee chairman subject to reporting justification to next Council.



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In cases where a civil emergency is over an extended period and which hinders the holding of normal meetings, non-urgent decisions will be taken in consultation with all members of committee or Council.	The Parish Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.
Election issues and filling of vacancies	None to Committee.  Proper Officer to undertake all statutory notifications and actions to advise members as necessary.
All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Parish Clerk
All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Parish Clerk or other officer designated by resolution of Council
Nomination for attendance at conferences	None  Parish Clerk for Member training in accordance with policy.
To do anything calculated to facilitate or conducive or incidental to the discharge of any function	Council unless specifically delegated.
Adoption of General Power of Competence	None
<b>Personnel Issues</b>	
To direct which post holders will be designated Proper Officer to the Council, Responsible Financial Officer and Data Protection Officer.	None but may be on recommendation of Personnel Committee
To determine the overall Staffing structure and approval of additional posts	None but appointment, set out in Terms of Reference for Staffing Committee
Confirming the appointment of Parish Clerk	The appointment, subject to confirmation by Council is delegated to Staffing Committee.



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Other Personnel matters	As set out in Terms of Reference for Staffing Committee
Health and Safety Policy – General Statement and Organisation	None. Arrangements to Personnel Committee
<b>Quality and Integrated Management</b>	
Conducting Best Value reviews if appropriate	Finance and Strategy Committee
Administration of the Complaints Procedure	As set out in Complaints Procedure.
<b>Finance and Audit</b>	
Authorisation of Payment of accounts	Council/Finance and Strategy Committee/Parish Clerk/RFO in accordance with Financial Regulations
Approval of Annual Return, Statement of Accounts and Governance Statement	None
Approval of Banking Arrangements and choosing insurance providers	None but on advice of Finance and Strategy Committee
Approval of Orders for work, goods or services and acceptance of tenders	In accordance with Finance and Governance Committee TOR
Audit arrangements	In accordance with TOR of Finance and Strategy Committee
Appointment of internal auditor and determining method of external auditor appointment.	None
Consideration of internal and external audit reports and response recommended by Committee or Sub- Committee.	None
Power to accept gifts, Local Government Act 1972, S139	None
Power to participate in schemes of collective investment, Trustees Investments Act 1962 s11.	None



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Power to borrow, Local Government Act 1972 S111 and Sch. 13	None
Writing off bad debts	None
Proceedings or other steps to recover debt owing to the Council	RFO for routine action Finance and Strategy Committee to consider reports on aged debt and action.
Annual review of Fees and Chargers	None
Approval of virements between committee budgets	None
<b>Power to all Committees</b>	
To undertake all functions delegated to them by Council.  They may choose, because of uncertainty as to whether a function is delegated, or because of the sensitivity, controversy or seriousness of a matter, decide not to use the delegated power	Committee  Parish Clerk as set out in delegation
To make spending and income recommendations to Finance and Strategy Committee and to Council during the Budget process	Committee
To arrange extra meetings or alter time/date of meetings	Committee or Parish Clerk in consultation with Chair and/or Vice Chair
To monitor actions on minutes of the Committee.	Committee
To manage services for which they are responsible within an approved budget and policy.	Committee as delegated Parish Clerk as delegated
To authorise spending/ issue works orders within budgets delegated to a committee	Committee/Parish Clerk in accordance with Finance Regulations and Standing Orders for Contracts.  For capital projects, an application is made to Council to access a rolling Capital Fund.



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To appoint sub-committees or working groups on a task and finish basis, in accordance with Standing Orders, and appointment of their Chair and Vice Chair	Committee
To appoint non-Parish Councillors Members to the Committee as representative of the community	All Committee – except for Finance & Strategy and Staffing Committee
<b>Land</b>	
Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 s124, 126,127.	None
Power to accept gifts of land, Local Government Act 1972 s139.	None
Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and10	None
To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with Chair and Vice-Chair	Parish Clerk
<b>Delegated Services</b>	
To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 and 112 or Localism Act 2011)	None
To undertake services for another local authority or public body	None
<b>Planning and Development Control</b>	
To make observations on major or controversial planning applications referred to it by Planning Committee.	None.
To make observations on Planning consultation documents from the Principal Council or other bodies.	None for Local Plan or HS2 Project, but to receive recommendations from Planning Committee.



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All other Planning and Building Control matters.	Planning Committee

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

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## COMMUNITY & ENGAGEMENT COMMITTEE

Approved by Shavington cum Gresty Parish Council on xxx

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	<b>7 Members of Authority</b>	<b>Quorum 3</b>
	Meeting will take place every 4 months	
	<p>To communicate with the whole Parish, via a variety of platforms (on-line and off-line) with the aim to support an active and informed community.</p> <p>To bring Shavington-cum-Gresty together by hosting, commissioning, or sponsoring events for the benefit of its residents and the wider community.</p> <p>To lead on the branding and marketing of Shavington-cum-Gresty.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.</p>	
	<b>Function of the Committee</b>	<b>Delegation of function</b>
	<b>PR and Promotion</b>	
1	To co-ordinate and promote access to Council services and assets and public information and to advise Council on a Communications and Marketing Strategy	Strategic overview to Committee  Operational management to Parish Clerk
2	To promote the public face of the Council through the management of public and media relations.	Strategic overview to Committee  Operational management to Parish Clerk
3	To promote implementation of the Council's strategies in respect of corporate marketing and communication	Strategic overview to Committee  Operational management to Parish Clerk
4	To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication	Strategic overview to Committee  Operational management to Parish Clerk
5	To co-ordinate and deliver the Parish Newsletter (including content type, distribution, advertisements and advertisers). Ensuring the newsletter remains relevant to the community it serves.	Strategic overview to Committee  Operational management to Parish Clerk
6	To oversee the Parish Council website	Strategic overview to Committee



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		Operational management to Parish Clerk
<b>Community engagement</b>		
7	To determine the Parish Council's Events Programme for the coming year, or other time frame as agreed by the Council.	Strategic overview and approval of programme to Committee.  Operational management to Parish Clerk
8	To ensure and deliver an events programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.	Strategic overview to Committee  Operational management to Parish Clerk
9	To organise, or partner others to organise events which promote Shavington-cum-Gresty, or help strengthen communities.	Strategic overview to Committee  Operational management to Parish Clerk
10	Promotion and protection of the Brand image including advertising campaigns.	Strategic overview to Committee  Operational management to Parish Clerk
11	To use the opportunities provided by the events programme to raise the profile of Shavington-cum-Gresty	Strategic overview to Committee  Operational management to Parish Clerk
12	To monitor the PCSO activities within the community	Strategic overview to Committee  Operational management to Parish Clerk
13	To set and review the PCSO priorities within the Parish	Committee
14	To inform the PCSO of any intervention needed and to highlight any major issues of concern to the main Council	Strategic overview to Committee  Operational management to Parish Clerk





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15	Provision, directly or indirectly of Christmas lights within the Parish, Local Government Act 1972. s 144	Strategic overview to Committee  Operational management to Parish Clerk
16	To have an oversight of working groups formed to support special events and promotional projects and to give support and advice.	Strategic overview to Committee  Operational management to Parish Clerk
17	Power to provide entertainment and support for the arts, Local Government Act 1972, S145	Strategic overview to Committee  Operational management to Parish Clerk
18	To support local tourism initiatives to promote Shavington-cum-Gresty	Strategic overview to Committee  Operational management to Parish Clerk

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



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## COMPLAINTS COMMITTEE

Approved by Shavington cum Gresty Parish Council on xxx

<b>5 Members of Authority</b>	<b>Quorum 3</b>
Meeting as and when required	
To consider any complaints which the Clerk requires Council to review and action, in accordance with the Council's Complaints Policy and Procedures.	
All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion, but are unable to vote.	
<b>Function of the Committee</b>	<b>Delegation of function</b>
To consider complaints that cannot be satisfied by informal measures; the intention being that complaints are always dealt with as quickly as possible to avoid escalation.	Committee
To consider any other matters delegated to the Committee by the Council.	Committee

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



## ENVIRONMENT AND RECREATION COMMITTEE

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Approved by Shavington cum Gresty Parish Council on xxx

<b>8 Members of the Authority</b>		<b>Quorum 3</b>
Meeting will take place every 6 months		
<p>The Committee's objective is to improve the quality of life in Shavington-cum-Gresty by providing and maintaining local amenities, allotments and environment in an efficient, cost effective and environmentally sustainable way.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items and speak at the Chairman's discretion but are unable to vote.</p>		
<b>Function of the Council Column 1</b>		<b>Delegation of Function Column 2</b>
1	To manage the operation of all open spaces, playing fields, playgrounds and allotments under the responsibility of the Council.	Committee  Parish Clerk for routine management
2	To recruit, appoint, review and regularly monitor the ground maintenance contracts to guarantee value for money for the Council.	Committee  Parish Clerk for routine management  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
3	To monitor the maintenance of all open spaces particularly the Village Hall patio garden and war memorial and ensure that they are in safe condition for their use by the public.	Committee  Parish Clerk for routine management  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Finance Regulation, subject to



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		reporting justification to next Council
4	To ensure that all the council's green spaces and flower beds are managed effectively to provide a pleasant and safe environment for residents and visitors to the Parish.	Committee  Parish Clerk for routine management
5	To encourage engagement with the community, interest groups and external bodies, to assist in the conservation and enhancement of council green spaces and flower displays.	Committee
6	To consider and where relevant determine, in association with appropriate other bodies, the arrangement and presentation of flower beds, green areas and other relevant matters on Council property	Committee
7	To undertake and monitor health and safety inspections of all playground equipment, and arrange for remedial works where recommended.	Committee  Parish Clerk for routine management  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
8	To keep under review opportunities to secure funding support from external sources	Committee
9	To liaise with outside companies/agencies on amenity issues	Committee  Parish Clerk for routine management  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Finance



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		Regulation, subject to reporting justification to next Council
10	To review and recommend all the charges and fees relating to the Council's allotments sites	Committee
11	To oversee the management, maintenance, upkeep and improvement of the allotment sites, work to ensure that allotment plots are maintained to a high standard and to maximise the occupancy of the Council's allotments sites	Committee Parish Clerk for routine management
12	To develop, oversee and promote projects that relate to the upgrading and improvement of the Council's allotments sites	Committee
13	To be responsible for monitoring the terms laid out as part of Allotment policy  To draft and recommend policies relevant to this Committee to Full Council	Committee
14	To ensure that repairs and maintenance of benches owned by the Parish Council are carried out	Committee  Parish Clerk for routine management  Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



## FINANCE AND STRATEGY COMMITTEE

Approved by Shavington cum Gresty Parish Council on xxx

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	<b>5 Members of Authority</b>	<b>Quorum 3</b>
	Meeting will take place 4 times per year	
	<p>To take a strategic overview of Council operations and ensure that strategy is coordinated across all committees in line with the strategic agenda set by members.</p> <p>To oversee the general operations of the Council in areas such as finance, policy review, budget management, audit, risk management.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.</p>	
	<b>Function of the Committee</b>	<b>Delegation of function</b>
1	To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.	Committee
2	To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates.	Parish Clerk
3	To advise Council on the Constitution and all policy documents not specifically allocated to other standing committees	Committee
	<b>Finance</b>	
4	To be responsible for the overall management and control of the finances of the Council	<p>Council to approve banking arrangements Committee for strategic review</p> <p>RFO/Parish Clerk in accordance with Financial Regulations and for operational management</p>
5	To monitor the Council's capital and revenue budgets	Committee/RFO in accordance with Financial Regulations.
6	Approval of variation, overspend, and virement in accordance with financial regulations	Committee, Parish Clerk and RFO as set out in Financial Regulations
7	To authorise payments in accordance with Financial Regulations	Committee, Parish Clerk and RFO as set out in Financial Regulations



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8	Approval of Orders for work, goods or services acceptance of tenders	Council/Committee/Proper Officer/Parish Clerk in accordance with Financial Regulations and Standing Orders for Contracts.  Parish Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing orders
9	To make recommendations to the Council on Budget and Precept requirements.	Committee  RFO/Parish Clerk to prepare draft Budget and Budget Report
10	To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	Committee
11	To advise Council on borrowing policy, investment and treasury management	Committee
12	To regularly monitor the performance of all funds invested.	Committee, Parish Clerk/RFO
13	To supervise the Council's insurance arrangements.	Parish Clerk/RFO for renewal and operational matters.  Committee for overview, tendering and changes of cover.
14	To supervise the Council's banking arrangements.	RFO/Parish Clerk  Authorised signatories to authorise mandate and payments in accordance with Financial Regulations
15	To be responsible for all matters related to the full range of financial and accountancy functions.	Committee for Strategic overview  RFO/Parish Clerk for operational management



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16	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	Committee for aged debt in accordance with Financial regulations.  RFO for routine actions to recover
17	Authorisation of investments and debt repayment in accordance with the Council's Policy	Committee
18	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Parish Clerk in accordance with Financial Regulations
<b>Procurement</b>		
19	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	Committee for strategic overview  Parish Clerk for operational management in accordance with Financial Regulations, Standing orders
<b>Information Technology Services</b>		
20	To oversee the use of information and other technology in support of the Council's business and service commitments.	Operational management to Parish Clerk  Strategic Overview to Committee and Contracts within approved budget.
21	To approve all security arrangements of the Council in respect of computers and financial issues.	Committee/Parish Clerk/RFO in accordance with Financial Regulations
22	To oversee the implementation and maintenance of the Council's Accessibility and Transparency Policy	Committee for strategic overview  Parish Clerk for operational management in accordance with Financial Regulations, Standing orders
<b>Performance and Business Management</b>		
23	Approval and monitoring of Corporate Business Plan	Committee  Parish Clerk to determine underlying Action and Project Plans





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24	Approval of Operating Procedures	Committee for initial Financial Procedures  Parish Clerk for other procedures and updating financial procedures
25	Approval, design, planning of strategic projects	Committee
26	To seek and maximise the benefits of external funding and have a strategic overview of all funding opportunities and how to better allocate these to the Council's projects	Strategic overview to Committee  Operational management to Parish Clerk
<b>Asset Management</b>		
27	To have oversight of assets and the transfers of assets.	Committee
28	Maintenance of the Asset Register	Parish Clerk
29	Corporate landlord management, repair and maintenance. Leasing & licensing of Council land and buildings	Council for acquisition and disposal Strategic overview to Committee  Parish Clerk for operational management
<b>Public Buildings</b>		
30	Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings and halls, Local Government Act 1972, S215  Power to provide and equip community buildings, Local Government Act 1972, s 133	Committee for strategic overview  Parish Clerk for operational management
31	Power to provide and equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	Committee for strategic overview  Parish Clerk for operational management
<b>Audit</b>		
32	To maintain and have oversight of Member Audits.	Committee



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		Parish Clerk to support with operating procedures
33	To undertake any actions recommended following Member Audits and to have overview of risk management	Committee (Council if change of policy required). Council to receive external audit report.  Parish Clerk/RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.
34	Final Internal and External Audit Reports	Committee to advise Council on response
<b>Information and Data Protection</b>		
35	Policy on Data Protection, Access to Information, Freedom of Information and Human Rights.	Advice to Council
36	Decisions on issues relating to Data Protection and Human Rights.	Strategic overview and monitoring to Committee  Parish Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer.  Parish Clerk to update Privacy notices of all categories.
37	Decisions on issues relating to Access to Information and Freedom of Information.	Committee for strategic overview  Parish Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner.
<b>Ethical Framework</b>		



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38	To monitor and control the Council's Code of Conduct and related protocols	Strategic overview and monitoring to Committee.  For Officer delegation see Council ToR
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NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

DRAFT



## PLANNING COMMITTEE

Approved by Shavington cum Gresty Parish Council on xxx

<b>8 Members of the Authority</b>	<b>Quorum 3</b>
<b>At least 10 meetings per year</b>	
<p>To oversee all planning, environmental and regulatory matters, and to recommend policy to Council on these matters including housing and transportation.</p> <p>All non-committee members may attend meetings of the Committee except for confidential and speak at the Chairman's discretion but are unable to vote.</p>	
<b>Function of the Council Column 1</b>	<b>Delegation of Function Column 2</b>
<p>Planning and Development Control</p> <p>To make observations on all Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations</p> <p>Referring any Planning enforcement issue to the principal Council</p> <p>3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.</p> <p>4 To comment on Tree Preservation applications or the making of Orders.</p> <p>5. To respond to consultations from adjoining authorities outside of Cheshire East Borough.</p>	<p>Committee</p> <p>Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council.</p> <p>Parish Clerk</p> <p>Committee</p> <p>Committee</p> <p>Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee</p> <p>Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>



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<p>6. To make observations on Planning consultation documents from Cheshire East Council or other bodies.</p>	<p>Committee, except Local Plan or HS2 Project which are reserved for Council.</p>
<p>7. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.</p>	<p>Committee</p>
<p>8.To make observations on Hazardous Substance applications.</p>	<p>Committee</p>
<p>9.Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued.</p>	<p>Committee</p>
<p>10.Making observations on applications and other actions in relation to hedge rows.</p>	<p>Committee</p>
<p>11. Making observations and recommendations on Street naming or numbering.</p>	<p>Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>
<p>12. To liaise with the district council on any matter relating to building control.</p>	<p>Committee</p>
<p>13. To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.</p>	<p>Parish Clerk</p>
<p>14.To request a Cheshire East councillor to “call in” applications to be determined by the Development Control Committee.</p>	<p>Committee                  Parish Clerk with the written approval of all Committee members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>



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<p>15.To undertake the Council's role in the making, review or management of conservation areas</p>	<p>Committee</p>
<p>Strategic Planning</p> <p>1.Making observations on Local Plan, HS2 Project or Waste and Mineral Plans</p> <p>2.Making observations on supplementary planning documents or non-statutory plans.</p> <p>3.To oversee the Council's role in preparing, reviewing and monitoring the Neighbourhood Plan.</p> <p>4.Planning Guidance and Policy by the Parish Council</p>	<p>Council on the advice of Committee for Local Plan &amp; HS2 Project.                  Committee for Waste &amp; Mineral Plans.</p> <p>Committee</p> <p>Committee                  Approval of Plan reserved to Council.</p> <p>Committee to oversee and recommend                  Approval reserved to Council</p>
<p>Licensing</p> <p>1.Making observations on any matter relating to gaming or gambling</p> <p>2.Making observations on applications and other matters under the Licensing legislation.</p>	<p>Committee</p> <p>Committee                  Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>
<p>Housing</p> <p>1.Parish Council Policy or response to consultation on Cheshire East Policy.</p> <p>2.To take a lead on other housing matters including landlord supervision and design guidance.</p>	<p>None, but on advice from Committee.</p> <p>Committee.</p>
<p>Environment &amp; Sustainability</p> <p>1.To promote the environmental wellbeing of the Parish.</p>	<p>Policy reserved by Council on recommendation of Committee                  Committee under the direction of Council                  Parish Clerk for operational matters</p>



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<p>2.Conservation of the built &amp; natural environment</p> <p>3.To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.</p> <p>4.Issues involving ancient monuments &amp; areas of archaeological interest.</p> <p>5.To promote environmental awareness.</p> <p>6.To lead the Parish to address climate change, sustainability and transition.</p>	<p>Strategic overview to Committee within budget                  Operational management to Parish Clerk</p> <p>Strategic overview to Committee within budget.                  Operational management to Parish Clerk</p> <p>Strategic overview to Committee                  Parish Clerk for operational matters.</p> <p>Strategic overview to Committee                  Parish Clerk for operational matters.</p> <p>Strategic overview to Committee                  Parish Clerk for operational matters.</p>
<p>Environmental &amp; Public Health</p> <p>1.Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds &amp; ditches, Public Health 1936, S260.</p> <p>2. To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, or animal welfare issue.</p> <p>3.To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).</p> <p>Waste &amp; recycling</p>	<p>Power &amp; Strategic overview to Committee                  Operational management to Parish Clerk</p> <p>Petitions to Committee                  Parish Clerk in other cases</p> <p>Committee                  Parish Clerk in consultation with Chair of the Committee in cases of urgency</p> <p>Strategic overview to Committee                  Operational management to Parish Clerk</p>
<p>Strategic Highways &amp; Transportation</p> <p>1.To take policy lead on the Local Transport Plan and general</p>	<p>Committee for strategic overview &amp; to advise Council.</p>



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<p>transportation issues including HS2 related activities.</p> <p>2.To respond to consultation on any temporary or permanent highways changes.</p> <p>3.Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.</p> <p>4.Consent for ending maintenance at public expense or stopping up or diversion of highway</p>	<p>Parish Clerk for operational matters</p> <p>Committee                  Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee                  Parish Clerk after consultation with Members, if consensus view</p> <p>Committee</p>
<p>Commemorative Bench Trail</p> <p>1.To oversee the Commemorative Bench Trail and to respond to residents' application</p> <p>2.To identify and approve location of Commemorative Bench Trail in the Parish</p> <p>3.To authorise removal or re-placement of benches</p>	<p>Committee                  Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee</p> <p>Committee                  Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.





## STAFFING COMMITTEE

Approved by Shavington cum Gresty Parish Council on xxx

<b>5 Members of Authority</b>		<b>Quorum 3</b>
<b>At least 2 meetings per year</b>		
<p>To provide effective and professional staff management of all matters related to the employees of the Parish Council.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chair's discretion but are unable to vote.</p>		
<b>Function of the Committee</b>	<b>Delegation of function</b>	
1	All delegated functions as set out in the Terms of Reference and Delegation of Council Committee	
2	To recommend to Council the overall Staffing structure and approval of additional posts.	Parish Clerk reserved for Council  All other staff to Committee including payment of honoraria providing within agreed budget.
3	To recommend to Council Personnel policies and Employee Handbook	Committee
4	Management and Appointment of Staff (Local Government Act 1972 s112-119)	<p>Recommend appointment of new Parish Clerk to be endorsed by Council</p> <p>Selection of long list by Parish Clerk with personnel assistance if appropriate</p> <p>Selection of final short list – Chair and Vice Chair of the Council and Chair of the Staffing Committee</p> <p>Final Interview – Committee and Chair of the Council</p> <p>Parish Clerk for casual staff and temporary appointments to approved positions below Scale Point 23</p>



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		<p>Decision on whether to fill vacant positions is delegated to Parish Clerk.</p> <p>Decision on recruitment of contract staff or interim contract staff to Committee</p> <p>Management of staff in accordance with Council policy, procedures and budget to Parish Clerk.</p>
5	Disciplinary matters under the Council's Disciplinary Procedure.	<p>Parish Clerk with appeal to Staffing Committee</p> <p>Staffing Committee in the case of the Parish Clerk with appeal to Complaints Committee (only members not on Staffing Committee)</p> <p>Dismissal of Parish Clerk to be ratified by Council</p>
6	Determination of individual grading issues and job evaluation	Committee, except Parish Clerk reserved to Council
7	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<p>Committee (Council in case of Parish Clerk)</p> <p>Administration of retirement in cases of permanent ill health, after appropriate medical advice</p> <p>Pensions Discretions Policies to Committee</p>
8	Approval of job descriptions and person specifications and all contracts of employment	<p>Committee to approve except Council in the case of Parish Clerk</p> <p>All Councillors to be given the opportunity to comment on the draft job description and person specification before final committee approval.</p>



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9	Absence issues under the Council's Attendance Management Guidelines.	Parish Clerk except Committee in the case of Parish Clerk
10	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	Council
11	Competence Procedure	Parish Clerk except Committee in the case of Parish Clerk
12	Issue of Contracts of Employment	Parish Clerk except Committee in the case of Parish Clerk  Model Contract approved by Committee
13	Redundancy and Redeployment	Committee
14	Monitoring Equalities Policy in relation to employment	Committee
15	Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol	Council
16	Health and Safety	Committee for approval of Policy other than General Statement and organisation which are reserved for Council  Committee to oversee responsibilities for Council within budget and policy  Parish Clerk for routine management
17	Grievance Procedure	Parish Clerk, except Committee in the case of Parish Clerk



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18	Administration of other Staffing procedures	Parish Clerk, except Committee in the case of Parish Clerk
19	Employee Development Review and assessment at end of Probationary period	Parish Clerk for all staff, often delegated to direct manager.  Chair of Council, Staffing Chair and one other Member of Committee for Parish Clerk
20	Training and Development Plan for all employees	Parish Clerk  Chair of Staffing in case of Parish Clerk
21	To review employees pay awards and increments for recommendation to Full Council for approval	Committee

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



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## VILLAGE HALL COMMITTEE

Approved by Shavington cum Gresty Parish Council on xxx

<b>5 Members of the Authority</b>		<b>Quorum 3</b>
<b>Meeting will take place twice per year</b>		
<p>To advise, recommend and assist with the management of Shavington-cum-Gresty Village Hall on behalf of the Council.</p> <p>To ensure that the facility is managed in the best interests of the community and to ensure the efficient and effective allocation of resources.</p> <p>To approve, implement and review plans to meet the Village Hall occupancy target set yearly by the Council and improve sustainability of the Village Hall</p> <p>All non-committee members may attend meetings of the Committee except for confidential items and speak at the Chairman's discretion but are unable to vote.</p>		
<b>Function of the Council Column 1</b>	<b>Delegation of Function Column 2</b>	
1	To manage the use of Shavington-cum-Gresty Village Hall and collect appropriate hiring fee	
2	<p>To ensure the facility is kept in a properly maintained condition with specific attention to:</p> <p>Internal/external cleaning                      The repair of damage to the facility and other improvements as may be necessary from time to time                      Health &amp; Safety regulations and requirements</p>	
3	<p>To monitor and ensure the essential supplies are available for staff, PCSO, and Hall hirers</p>	
4	<p>To monitor and manage the relationship between Shavington-cum-Gresty Parish Council and Shavington Primary School with regards to the shared used of the Shavington Primary School's Car park (main road).</p>	



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5	To advise and seek permission from Council for any proposed major works the Committee considers necessary, prior to any action being taken	Village Hall Committee within budget  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
6	To provide Council with its recommendations for fees and charges for the use of the Village Hall. And to review and provide recommendations on the annual budget	Village Hall Committee
7	To suggest and implement alternative revenue sources (fundraising, special events, discount, coupons..)	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
8	To consider and grant free use of the building and/or the car park where there is a clear community value on an ad-hoc basis	Village Hall Committee and/or Parish Clerk in consultation with the Chair and Vice-Chair of the Village Hall Committee subject to reporting justification to next Council
9	To suggest, implement and deliver temporary displays/exhibitions/ decorations in the Hall (e.g. Christmas lights, poster displays, installations,)	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council within budget  Council for everything without budgetary allocation.
10	To define, implement and deliver marketing strategy within budget to ensure optimum occupancy	Village Hall Committee and/or Parish Clerk or Community Manager subject to reporting justification to next Council
11	To review the occupancy of the hall to inform the pricing structure	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
12	To monitor the YTD Committee budget	Village Hall Committee



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13	To select and appoint suppliers for regular maintenance of the Village Hall and for the service of lights, utilities, internet provider and H&S checks and requirements	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
14	To have an oversight of working groups formed to support occupancy target and to give support and advice.	Village Hall Committee
15	To lead on preparing and implementing the Emergency Plan and H&S Plans for the Village Hall	Village Hall Committee
16	To consider ad-hoc requests from hirers (such as variations of booking slots, granting the FOC use of the room, use of equipment, and use of the car park).	Clerk in consultation with the Chair and Vice-Chair of the Village Hall Committee subject to reporting justification to next Council

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



## **Report Statement**

Meeting: Parish Council

Report Purpose: To present the DRAFT Council's meeting calendar for 2024/25

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report presents the DRAFT Council's meeting calendar for 2024/25.

### **2. Position**

Members are asked to note the Calendar attached in Annex 1 and approve it

### **3. Governance**

ScG Parish Council Standing Order  
LGA 1972

### **4. Financial Impact**

None

### **5. Resource Impact**

None

### **6. Wards Affected**

All

### **7. Conclusions**

Members are asked to note the Council's meeting calendar for 2024/25 attached and approve it





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

## Shavington-cum-Gresty Parish Council Meeting calendar 2024/25

### Parish Council:

- 1 May – 7:00pm Parish Annual Meeting
- 1 May – 7:30pm Annual Meeting of the Parish Council
- 5 June – 7:30 pm
- 3 July – 7:30pm
- 4 September – 7:30pm
- 2 October – 7:30pm
- 6 November – 7:30pm
- 4 December- 7:30
- 5 February – 7:30pm
- 5 March – 7:30pm
- 2 April – 7:30pm
- 7 May -7:30pm

\*Supplementary Parish Council meetings to be called if needed only

### Environment & Recreation Committee:

- 9 October – 7:30pm
- 26 March 7:30pm

### Community & Engagement Committee:

- 12 June – 7:30pm
- 11 September – 7:30pm
- 12 March – 7:30pm

### Planning Committee:

- 5 June – 7:00 pm
- 3 July – 7:00pm
- 17 July – 7:00pm
- 4 September – 7:00pm
- 2 October – 7:00pm
- 6 November – 7:00pm
- 4 December- 7:00
- 8 January – 7:00pm
- 5 February – 7:00pm
- 5 March – 7:00pm
- 2 April – 7:00pm
- 7 May -7:00pm

### Finance & Strategy Committee:

- 26 June – 7:30pm
- 25 September – 7:30pm
- 13 November – 7:30pm
- 26 February– 7:30pm

### Village Hall Committee:

- 29 May – 7:30pm
- 22 January – 7:30pm

### Staffing Committee:

- 22 May – 7:30pm
- 23 October – 7:30pm



## Report Statement

Meeting:	Parish Council
Report Purpose:	To provide Members with a set of Policies to consider or review
Version Control:	v1
Author:	Clerk

### 1. Report Summary

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

### 2. Background

As per financial regulations, the Parish Council is required to regularly review its policies and governance to ensure that its internal arrangements are fit for purpose and compliant with the law.

### 3. Position

Members are asked to consider the following policies:

- a. Shavington-cum-Gresty Standing Orders (**attached**)
- b. Shavington-cum-Gresty Finance Regulations (**attached**)

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations  
Shavington-cum-Gresty Parish Council Standing Orders  
Account and Audit Regulations 2021

### 5. Financial Impact

Nil

### 6. Resource Impact

Clerk's time

### 7. Conclusions

Members are asked to note the report and:

- a. Adopt all policies
- b. Request some amendment to be done and adopt all policies
- c. Not adopt any policies

### 8. Consideration Sought

Shavington-cum-Gresty, *Parish Council 01.05.2024 Item 10*

That all policies are approved and adopted by the Council





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

## **SHAVINGTON-CUM-GRESTY PARISH COUNCIL STANDING ORDERS**

Approved 17 May 2023



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

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

## INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.



## SHAVINGTON CUM GRESTY

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.



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- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( ) minutes without the consent of the chair of the meeting.

### 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial**





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- **to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- **l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**



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- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she/they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.



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- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- x A meeting shall not exceed a period of 2 hours.

### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;



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- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair and vice-chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## 5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**



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- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;



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- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## 6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].



## 7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## 8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## 9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion



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resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;





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- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●



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- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
- 
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.



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- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area;**  
or
  - iii. **it is otherwise appropriate to grant a dispensation.**

## 14. CODE OF CONDUCT COMPLAINTS



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- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**



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## 15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- viii. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the



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requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xi. arrange for legal deeds to be executed;  
(see also standing order 23);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the Council to the Chair or in his absence Vice-Chair (if there is one) of the Planning Committee within 5 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## 16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and



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- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- d The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's



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- written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing committee or, if he/she/they is not available, the vice-chair (if there is one) of Staffing committee of absence occasioned by illness or other reason and that person shall report such absence to Staffing committee at its next meeting.
- c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing committee or in his absence, the vice-chair of the Staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, if an informal or





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formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.

- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

***See also standing order 21.***

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

**[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## 21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.



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- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

## 22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 23. EXECUTION AND SEALING OF LEGAL DEEDS

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

## 24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.



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- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a Unless duly authorised no councillor shall:
  - i inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



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## **FINANCIAL REGULATION**

Adopted by Shavington cum Gresty Parish Council on 6 April 2022

Adopted by Shavington-cum-Gresty Parish Council on 4 May 2022

Reviewed and adopted by Shavington-cum-Gresty Parish Council on 17 May 2023

### **1. General**

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three principal governing policy documents providing procedural guidance for Members and Officers. Financial regulations must be observed in conjunction with the Council's standing orders and standing orders relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of Officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an Officer may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice Officers to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. By resolution of Council, the Parish Clerk has been appointed the RFO

1.9. The RFO:-

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and



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- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or management information prepared for the Council from time to time, comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:-

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure accounts relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:-

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of Officers dealing with financial transactions and division of responsibilities of those Officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:-

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence (GPOC); and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for Council only.

1.14. In addition, the Council must:-

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant in excess of £5,000; and
- in respect of the annual salary for any Officer have regard to recommendations about annual salaries of Officers made by the relevant Committee in accordance with its Terms of Reference. For the purpose of clarity, the Staffing Committee make recommendations on regrading and new positions and may determine annual increments within existing grades

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of Section 27 of the Audit Commission Act 1998, or



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any superseding legislation, and then in force unless otherwise specified. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## 2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a Member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose. Chairs of each Committees are asked to undertake at least n.2 internal audit checks per year and report any issue back to Finance & Strategy Committee.

2.5. The internal auditor shall be appointed annually by Council and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:-

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report and one interim report during each financial year;
- demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council

2.7. Internal or external auditors may not under any circumstances:-

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council Officer, except to the extent that such Officer have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.



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2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors, unless the correspondence is of a purely administrative matter.

### **3. Annual estimates (budget) and forward planning**

3.1. Each Committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year, including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each relevant Committee. The Finance Committee shall, no later than December, consider its own budget and a draft budget for the Council (taking in to account recommendations from relevant Committees) and make recommendations to Council no later than January.

3.3. The Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than the deadline date set by the relevant billing authority. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

3.6. The Finance Committee shall consider a rolling Medium Term Financial Plan prepared by the RFO and recommend it to Council by March each year. The Council shall adopt such a plan no later than April.

### **4. Budgetary control and authority to spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:-

- the Council for all items over £10,000;
- a duly delegated Committee of the Council for items over £1,000 to £10,000;
- the Clerk for any items up to £1,000.
- In the case of expenditure over £1,000 which is urgent, or for which delay is undesirable, the Clerk will contact all Members indicating that the matter will be actioned in five working days unless the action is 'called in'. A call in will be taken to the next available Council or Committee meeting according to the amount involved and is triggered by an absolute majority Members of Council (in the case of sums over £10,000 ) or of the relevant Committee (in the case of amounts between £1,000 and £10,000 within the Committee budget) contacting the Officer asking for a call in. A log will be retained to record requests for call in. If absolute majority is not reached by closure of 48hours call-in window, a extra-ordinary Council or Committee meeting should be called.



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Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Committee Chair or the Council Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (*'virement'*).

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year without prior approval by either the Finance Committee or Council

4.4. The salary budgets are to be reviewed at least annually in December for the following financial year. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, or other cases of utmost urgency, the Clerk in consultation with the Chairman and Chair of Finance & Strategy Committee may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement is necessary to continue their delivery. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the next meeting of Finance Committee or to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's Standing Orders, Financial Regulations.

4.8. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least every second month and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

### **5. Banking arrangements and authorisation of payments**

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency. The Council may seek credit references in respect of Members or employees who act as signatories.

5.2. The RFO shall prepare a schedule of payments requiring authorisation by at least three of the Council's Authorised Member Signatories. The three Authorised Member Signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment by email or by signing the schedule.





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This shall be deemed as authorisation by any two of the RFO, Proper Officer or other authorised Officer to activate electronic payments using the Council's Electronic Banking System. At every meeting of the Council, the RFO shall present a full list of payments which have been authorised by Members for information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure headings. The RFO shall take all steps to pay all invoices submitted, unless there is a valid reason to withhold payment or part payment until the issue is resolved.

5.5. The Clerk or RFO shall have delegated authority to authorise the payment of items only in the following circumstances (with the exception of 4.5 above):

- If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee;
- An expenditure item authorised under 5.7 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee

5.6. Transfers between any accounts (except on any account on which the Officers are signatories) and the current account may be affected by the RFO and Proper Officer. A transfer into any account on which Officers are signatories shall be treated like a cheque on the current account and shall require the authorisation of at least three Members who are authorised signatories.

5.7. In respect of grants, a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.9. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.10. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Parish Clerk or RFO. The Council shall retain a file with details of all suppliers whose invoices are paid electronically. Members Auditor(s) shall take a random sample of invoices to ensure that the details match those held in the Council's accounting software.

### **6. Instructions for the making of payments**

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.



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6.3. Due to the volume of payments from the Council's bank account, the primary method of payment shall be via electronic banking as set out in 5.2 above. The schedule of payments shall be authorised by email or signed by at least three Authorised Member Signatories and those schedules shall then be presented to the next Council or Finance Committee for ratification. A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question. Unless otherwise decided by Council resolution, signatories will be Committee Chairs, the Chair or Deputy Chair.

6.4. In the event that payment is required by cheque those shall be signed by three Authorised Member Signatories. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the Authorised Member Signatories shall each also initial the cheque counterfoil.

6.5. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by three Authorised Member Signatories and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

6.6. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by three Authorised Member Signatories are retained and any payments are reported to Council as made. The approval of the use of a banker's Standing Order shall be renewed by resolution of the Council at least every two years.

6.7. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by at least three Authorised Member Signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which three Authorised Member Signatories approved the payment.

6.9. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be stored in a safe and secure place such as a safe or strongroom in a sealed dated envelope.

6.10. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or Finance Committee.

6.11. Regular back up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.12. The Council, and any Members using computers for the Council's financial business, shall ensure that antivirus, antispyware and firewall software with automatic updates, together with a high level of security, is used.



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6.13. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Administrator. The bank mandate approved by the Council shall identify a number of Councillors and Officers who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Administrator with a stated number of approvals. Once the payment is set on the system by the Clerk or another Officer, the transaction will need to be authorised by another Officer or Councillor with a bank mandate.

6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or email link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.15. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by any two of the Clerk, the RFO or an Authorised Member Signatory. A programme of regular checks of standing data with suppliers will be followed.

6.16. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or Finance Committee in writing before any order is placed.

6.17. A prepaid payment card may be issued to the Clerk or RFO, if different, with varying limits. These limits will be set by the Council or Finance Committee and are currently: a maximum value of a single payment shall not exceed £1,000, and the balance held on the card shall not exceed £2,000. Transactions and purchases made will be reported to the Council or Finance Committee. The card may be topped up by the Clerk or RFO upon authorisation by two of the Authorised Member Signatories.

6.18. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff shall not be used under any circumstances.

6.19. The Council will not maintain any form of petty cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO or another officer authorised by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis.

6.20 The Clerk, RFO or Officer responsible for the administration of the Grant and Donations Scheme requests confirmation that payment has been received from the recipient organisation where they have been awarded a grant and/or donation exceeding £1,000. This receipt will be kept in the organisations Grant Application File.

### **7. Payment of salaries**

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or Personnel Committee according to approved delegation.



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7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Staffing Committee according to approved delegation.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:-

- by any Councillor who can demonstrate a need to know;
- by the internal auditor;
- by the external auditor; or
- by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for all staff.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council or Staffing Committee must consider a full business case.

### **8. Loans and investments**

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.5. The Council shall maintain an Investment Policy which shall be in accordance with relevant regulations, proper practices and guidance. The Policy shall be reviewed by the Council at least annually.



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8.6. All investments of money under the control of the Council shall be in the name of the Council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

### **9. Income**

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO who shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report from the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

9.11. The Council will not maintain any form of petty cash float.

### **10. Orders for work, goods and services**



## SHAVINGTON CUM GRESTY

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

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the Clerk or RFO.

10.3. All Members and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1.

10.4. A Member may not issue an official order or make any contract on behalf of the Council.

10.5. The Clerk or RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

### 11. Contracts

11.1. Procedures as to contracts are laid down as follows:-

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vii) below:
  - i. for the supply utilities such as gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by legal professionals; accountants, surveyors and planning and other specialist consultants subject to a resolution of Council which embodies the reason for the exemption;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk or RFO shall act after consultation with the Chair of the Finance Committee and the Chairman); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - vii. In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations. For contracts at or above this value, the Clerk or RFO shall invite tenders from at least three firms, in accordance with Standing Orders and Standing Orders for Contracts.
- c. The Public Services (Social Value) Act 2012 requires public bodies to consider how what is to be procured may improve social, environmental and economic wellbeing of the relevant area, how they might secure any such improvement and to consider the need to consult.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to the Council.



## SHAVINGTON CUM GRESTY

Shavington-cum-Gresty Parish Council  
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- e. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- f. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tender shall state that no tender will be considered unless contained in an unmarked, plain, sealed envelope and endorsed "Tender" followed by the subject to which it relates and remain sealed until the prescribed date for opening tenders for that contract.
- g. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two Members of Council.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Orders, Standing Orders for Contracts and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain three estimates. Otherwise, Regulation 10.3 above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

### **12. Payments under contracts for building or other construction works**

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk or RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the Clerk or RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

### **13. Stores and equipment**

13.1. The Officer in charge of each section of the Council's organisation, shall be responsible for the care and custody of stores and equipment in that section.



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**Shavington-cum-Gresty Parish Council**  
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13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The Clerk or RFO shall be responsible for periodic checks of stocks and stores at least annually.

#### **14. Assets, properties and estates**

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk or RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

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

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

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

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

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

#### **15. Insurance**

15.1. Following the annual Risk Assessment in accordance with Regulation 17, the Clerk or RFO shall effect all insurances and negotiate all claims on the Council's insurers, in consultation with the Clerk (if a different Officer).

15.2. The Clerk shall, where it is a separate Officer, give prompt notification to the Clerk or RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The Clerk or RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.





## SHAVINGTON CUM GRESTY

Shavington-cum-Gresty Parish Council  
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15.4. The Clerk or RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5. All appropriate Members and Officers of the Council shall be included in a suitable form of security or Fidelity Guarantee Insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated Committee.

### **16. Charities**

16.1. Where the Council is sole managing trustee of a charitable body, the Clerk or RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk or RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

### **17. Risk management**

17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk or RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

### **18. Suspension and revision of Financial Regulations**

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council in each financial year. The Clerk or RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

### **19. Capital Expenditure**

19.1 For the purpose of these procedure rules "capital expenditure" means the acquisition of land or buildings, the erection of buildings, the erection of permanent works, the purchase or vehicles, plant, machinery, equipment and furniture and any related fees, which are not financed from the Revenue budget. Items or groups of items under the value of £1,000 would not normally be classified as capital expenditure.

19.2 A Capital Programme will be prepared by the Clerk, in the annual budget cycle, showing the projects for the next three years.

### **20. Grants Income**

20.1 Officers should ensure that all grants and external funding income is promptly claimed and proper records and working papers are retained to justify claims.

20.2 The Clerk or RFO must inform the Finance Committee of any new bids for grant funding.



## SHAVINGTON CUM GRESTY

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

### 21. Partnerships

21.1 A partner is defined as a private or public organisation, undertaking part funding or participating as a beneficiary in a project.

21.2 The Clerk or RFO will as appropriate, advise on the key elements of partnership, including:-

- Effective controls that ensure that resources are not wasted.
- A scheme appraisal for financial viability in both the current and future years.
- Financial risk appraisal and management.
- Resourcing, including taxation issues.
- Audit, security and control requirements.
- Carry-forward arrangements.
- Satisfactory accounting arrangements.

21.3 The RFO will ensure that:-

- All funding notified by external bodies is received and properly recorded in the Councils accounts.
- The match funding requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.
- Audit requirements are met.
- Ensuring that all agreements and arrangements are properly documented.
- Ensuring that all claims for funds are made by the due date.
- Ensuring that the project progresses in accordance with the agreed plan and that all expenditure is properly incurred and recorded.



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## **Report Statement**

Meeting: Shavington-cum-Gresty Parish Council,  
01.05.2024

Report Purpose: To provide documentations for Members to approve the Parish Council Annual Governance Statement

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report provides Members with information about the Annual Governance Statement that needs to be approved by Parish Council

### **2. Background**

The Parish Council is required by the Accounts and Audit Regulations 2015 to prepare an Annual Governance Statement to accompany its published financial statements. A review of the internal control, risk management and governance arrangements has taken place and the resulting draft Statement is attached to this report.

### **3. Position**

Section 1 of the Annual Return is the Annual Governance Statement.

This consists of nine statements relating the system of Internal Control in place. The Council must answer Yes or No to each statement.

The Annual Governance Statement must be completed and approved by the members meeting as a whole, before the approval of section 2 of the Annual Return.

The RFO is responsible for ensuring that adequate controls are in place throughout the year to provide assurance that the above considerations are met. The controls in place include budgetary reports, monthly bank reconciliations and segregation of duties.

Attached the following documents:

- a. Annual Governance Statement to fill (attached to this report)
- b. Annual Internal Audit Report 2023/2024 (see agenda item report 15)

### **4. Conclusions**

Members are requested to considering the following:

- a. Approve of section 1 – Annual Governance Statement

- b. Not approve section 1 – Annual Governance Statement

**5. Consideration Sought**

That the statement is approved by the Council.



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Shavington-cum-Gresty Parish Council  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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**SHAVINGTON**  
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## Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide the Internal Auditor Report 2023/24 issued by JDH Business Services Limited

Version Control: v0

Author: Clerk

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### 1. Report Summary

The report presents the IA report for 2023/2024

### 2. Position

Members are asked to note the IA report for 2023/2024 and related recommendations to be implemented.

### 3. Governance

ScG Parish Council Standing Order  
LGA 1972  
ScG Finance Regulation  
Local Audit & Accountability Act 2014  
Accounts & Audit Regulations 2015

### 4. Financial Impact

None

### 5. Resource Impact

None

### 6. Wards Affected

All

### 7. Conclusions

To note the IA report and recommendations made.

**INTERNAL AUDIT REPORT**  
**SHAVINGTON-CUM-GRESTY PARISH COUNCIL**  
**2023/24**

The internal audit was carried out by undertaking the following tests in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

**Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective. The recommendations included in the action plan should be implemented promptly.

**JDH Business Services Limited**

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2023/24**

**ACTION PLAN**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
<b>2023/24 internal audit</b>			
1	<p>Review of the draft year end accounts identified that although year end procedures had been applied to produce income and expenditure accounts for 2023/24 and to restate 2022/23 on the same basis, some accrual items had not been identified correctly for 2023/24 and receipts in advance had not been included in the 2022/23 restatement.</p> <p>This was rectified by the clerk for the final SCIBE ledger accounts and the final AGAR.</p>	<p><i>Year end procedures should ensure all accruals and receipts in advance are correctly identified.</i></p>	
<b>2022/23 internal audit</b>			
1	<p>Annual pay rises are notified to the payroll agent via an email from officers.</p>	<p><i>The Chair should either email the annual officer pay rise information to the payroll agent, or a scanned letter from the Chair should be sent to the agent confirming the annual officer pay rises.</i></p>	<b>Implemented</b>



**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2023/24**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
2	There is no current expenses policy in place covering officers and members	<i>The council should consider adopting an expenses policy that covers both officers and members.</i>	<b>Implement as staff expenses are included in the staff handbook and councillors expenses are covered in the Allowances and Expenses Policy.</b>
3	Feedback to our internal audit governance questionnaire regarding Public Contract Regulations indicated no officers had received training in the requirements.	<i>The council need to ensure staff involved in procurement are aware of the requirements of the Public Contracts Regulations 2015 regarding publishing information about contract opportunities and awards, over certain value thresholds, on the Contracts Finder website. In addition, officers need to be aware that the Public Contracts (Amendment) Regulations 2022 came into force on 21 Dec 2022 (refer to Action Note PPN 01/23 Procurement Policy Note – update to legal and policy requirements to publish procurement information on Contracts Finder).</i>	<b>Implemented</b>
<b>2021/22 internal audit</b>			
1	We were informed that the cleaning contract has been extended by reference to section 11.1 a iv of the Financial Regulations to exempt the contract from the standard	<i>The council should note that all contracts in excess of £3000 should be periodically subject to the market testing requirements of the Financial Regulations.</i>	<b>Implemented – market testing exercise carried out in 2022/23</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2023/24**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	procurement requirements of the Financial Regulations for contracts in excess of £3000 where three quotations are required.		
2	<p>The village hall prices are not published on the council website and there is no section on the website noting that there is a village hall for hire.</p> <p>Sample testing of income identified that the hire time, date, unit hire price and number of hires are frequently not included in the hire invoice so there is lack of audit trail from the booking schedules to the customer invoice. In addition, the lack of this information in a customer invoice makes it difficult for a customer with a number of hires to identify which hires they are paying for.</p>	<p><i>The village hall hire prices approved by council should be clearly published on the council website.</i></p> <p><i>Hire invoices should always include the hire time, date, unit hire price and number of hires so the customer is provided with the necessary information about their hire and there is a full audit trail from bookings to invoices issued</i></p>	<b>Implemented</b>
3	<p>The risk assessment does not address the risks of supplier fraud via appropriately robust policies and procedures. Examples of prevention actions include:</p> <ul style="list-style-type: none"> <li>- training for staff to alert them to the potential risks of providing sensitive company information, by phone or other</li> </ul>	<p><i>The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.</i></p>	<b>Implemented</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2023/24**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	<p>means, especially contract and account information.</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- 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.</li> <li>- checking address and financial health details with Companies House</li> <li>- checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account</li> </ul>		
<b>2020/21 internal audit</b>			
1	The 2019/20 accounts comparatives in the 2020/21 AGAR are incorrect. £21,217 has	<i>The 2019/20 accounts which were certified by the external auditor must be</i>	<b>Implemented</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2023/24**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	been disclosed as staff costs instead of £20,217. In addition, a number of rounding changes have been made.	<i>disclosed accurately in the 2020/21 AGAR.</i>	
2	The cash book was balanced to the incorrect bank statement date in the year end bank reconciliation. The statement balance as at March 29 <sup>th</sup> 2021 was used which resulted in a number of cheques being disclosed as 'unpresented' in the bank reconciliation when in fact they had cleared the bank account by March 31 <sup>st</sup> , 2021.	<i>The year end bank statement balance must be used in the year end bank reconciliation.</i>	<b>Implemented</b>
3	The council did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as amended by SI 2020/404 the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 as it failed to make proper provision for the exercise of public rights for the 2019/20 accounts. The public notice inspection period covered a 29 working day period instead of 30 days as no account was taken of the fact that August 31 <sup>st</sup> 2020 was a bank holiday.	<i>The council must comply with the requirements of the Accounts and Audit Regulations 2015 with respect to the notice for the exercise of public rights.</i>	<b>Implemented</b>
4	The VAT return produced by the SCRIBE system contains no supplier VAT registration numbers. No VAT reclaims	<i>VAT must be reclaimed on a timely basis.  The VAT return needs to be populated</i>	<b>Implemented</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2023/24**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	were received in the year.	<i>with all supplier VAT registration numbers before submission to HMRC.</i>	
5	Two laptops were purchased during the year but had not been added to the fixed asset register.	<i>The council must ensure that all capital additions during the year are identified and recorded in the fixed assets register.</i>	<b>No issues identified in 2021/22 fixed asset testing.</b>



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## **Report Statement**

Meeting: Shavington-cum-Gresty Parish Council,  
01.05.2024

Report Purpose: To provide documentations for Members to approve the Parish  
Council Accounting Statements 2023/24

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report provides Members with information about the Annual Governance  
Accounting Statements 2023/24

### **2. Background**

The Parish Council is required by the Accounts and Audit Regulations 2015 to prepare  
an Annual Accounting Statements.

### **3. Position**

Section 2 of the Annual Return covers the Accounting Statements. Please note: this  
year, the Accounting Statement has been prepared on an Income & Expenditure basis,  
rather than a Receipts & Income basis. Indeed, based on the precept increase and the  
parish council's plans to grow and deliver more, it was the Clerk's decision that  
transitioning to this accounting base would better benefit the council's accounting  
system in the years to come. Moving from one model to the other required the  
Responsible Finance Officer to restate the accounting statement from the previous  
year.

The RFO prepared and certified that the Accounting Statements have been prepared  
on the Receipts and Payments basis following the guidance in Governance and  
Accountability for Smaller Authority.

Accounting had been signed by the RFO before being presented to Council for  
approval.

Attached the following document:

- a. Annex 1: Accounting Statements 2023/24 to be considered
- b. Annex 2: AGAR 2023/24 Explanation of variances
- c. Annex 3: Bank reconciliation 31.03.2024

### **4. Conclusions**



Members are requested to considering the following:

- a. Approve of section 2 – Accounting Statements
- b. Not approve section 2 – Accounting Statements

**5. Consideration Sought**

That the statement is approved by the Council.

Note. Please note prior year was restated, as the authority has changed the basis on which presents its account from Receipts and Payments to Income and Expenditure.



Note. Please note prior year was restated, as the authority has changed the basis on which presents its account from Receipts and Payments to Income and Expenditure.

## Section 2 – Accounting Statements 2023/24 for

### Shavington-cum-Gresty Parish Council

	Year ending		Notes and guidance
	31 March 2023 <i>RESTATED!</i>	31 March 2024 £	
1. Balances brought forward	88,240	82,613	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	161,154	179,592	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20,758	39,481	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	66,347	71,750	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	121,192	126,040	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	82,613	103,896	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	82,240	106,451	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	787,003	792,282	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Amos James*

Date

18.04.2024

I confirm that these Accounting Statements were approved by this authority on this date:

DDMM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

\* PLEASE NOTE 2022/23 Restated! Passage from RPP to IFE.

## Explanation of variances – pro forma

Name of smaller authority: **Shavington-cum-Gresty Parish Council**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the **green boxes where relevant**:

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• **New from 2020/21 onwards**: variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	88,240	82,613				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	161,154	179,592	18,438	11.44%	NO		
3 Total Other Receipts	20,758	39,481	18,723	90.20%	YES		Please see sheet 'Explanation box 3'
4 Staff Costs	66,347	71,750	5,403	8.14%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	121,192	126,040	4,849	4.00%	NO		
7 Balances Carried Forward	82,613	103,896				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	82,240	106,451				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	787,003	792,282	5,279	0.67%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

3 Total Other Receipts

2022/23	2023/24	Difference
20,758	39,481	18,723

Committee detailed receipts	2022/23	2023/24	Explanation
Community and Engagement committee	5814.44	4146.56	In 2022/23 the Parish Council was awarded a grant of £9961 from HS2. The grant was split in n.2 payments, one paid in the financial year 2022/23 and the remaining in 2023/24
Environment and recreation committee	896.66	758.34	In 2022/23 one of the parish council planter was damaged. The responsible refunded the parish council of the repair costs £181. The remaining are income from the allotments annual fees
Village Hall committee	13796.75	20160.98	This relates to the village hall booking income. In 2023/24 the hall has seen an increase in booking, with most of the slots available now taken. It is believed that 2022/23 still suffered from the COVID
CIL - earmarked reserve	249.91		
Parish Council projects		14414.8	In 2023/24 the council was awarded 1 grant from National Lotter toward the IMPACT project (£10,000) + Persimmons Homes granted £4414.80 toward the installation of a new notice board in the parish
<b>TOTAL</b>	<b>20757.76</b>	<b>39480.68</b>	

## Shavington-cum-Gresty Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/03/2024</b>			
	Cash in Hand 01/04/2023			82,239.91
	<b>ADD</b>			
	Receipts 01/04/2023 - 31/03/2024			228,406.65
				310,646.56
	<b>SUBTRACT</b>			
	Payments 01/04/2023 - 31/03/2024			204,195.25
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)			<b>106,451.31</b>
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2024	0.00	
	Parish Council Main A/C	31/03/2024	78,207.11	
	Village Hall A/C	31/03/2024	28,244.20	
				<b>106,451.31</b>
	Less unrepresented payments			
				106,451.31
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>106,451.31</b>
	<b>A = B Checks out OK</b>			

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				14,600.00	14,600.00	14,600.00 (100%)	
21	General Parish Council design a				3,600.00	3,600.00	3,600.00 (100%)	
22	PC/VH subscription and adv				1,600.00	1,600.00	1,600.00 (100%)	
24	Christmas Carol				1,500.00	1,500.00	1,500.00 (100%)	
25	Remembrance Service				4,100.00	4,100.00	4,100.00 (100%)	
26	Community events				2,500.00	2,500.00	2,500.00 (100%)	
43	PPS/PRS				300.00	300.00	300.00 (100%)	
49	Micro & Small Grant Scheme				2,500.00	2,500.00	2,500.00 (100%)	
61	Civic events				2,600.00	2,600.00	2,600.00 (100%)	
70	Parish Map Framework				800.00	800.00	800.00 (100%)	
73	Community Event Marketing and				900.00	900.00	900.00 (100%)	
<b>SUB TOTAL</b>					<b>35,000.00</b>	<b>35,000.00</b>	<b>35,000.00 (100%)</b>	

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General a				500.00	500.00	500.00 (100%)	
28	Ground Maintenance- supplier				17,000.00	17,000.00	17,000.00 (100%)	
29	Vine Tree Play area - maintenanc				1,000.00	1,000.00	1,000.00 (100%)	
30	Vine Tree Play Area - Inspection				400.00	400.00	400.00 (100%)	
31	Allotment fee	700.00		-700.00			-700.00 (-100%)	
32	Allotment maintenance cost				700.00	700.00	700.00 (100%)	
52	Defibrillator and kiosk				300.00	300.00	300.00 (100%)	
54	CIL - Community Infrastructure L						(N/A)	
74	Ground Maintenance Contingenc				1,000.00	1,000.00	1,000.00 (100%)	
<b>SUB TOTAL</b>		<b>700.00</b>		<b>-700.00</b>	<b>20,900.00</b>	<b>20,900.00</b>	<b>20,200.00 (93%)</b>	

External Grants Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	SPF E6 Cultural Activity Grant					35.82	-35.82 (N/A)	
79	Flourish Fund					927.92	-927.92 (N/A)	
80	Improved, Greener, Community						(N/A)	
<b>SUB TOTAL</b>						<b>963.74</b>	<b>-963.74 (N/A)</b>	

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00	150.00	150.00 (100%)	
4	Stationary				500.00	500.00	500.00 (100%)	
5	Accountancy software				835.00	835.00	835.00 (100%)	
6	ICT equipment				1,500.00	1,500.00	1,500.00 (100%)	

Summary of Receipts and Payments

All Cost Centres and Codes

9	Audit Fees	1,000.00	583.00	417.00	417.00 (41%)
10	Insurance	4,000.00		4,000.00	4,000.00 (100%)
11	Legal and professional fee	2,000.00		2,000.00	2,000.00 (100%)
12	Subscription (adobe/office/Chalc	4,050.00	1,551.66	2,498.34	2,498.34 (61%)
13	Telephone and WiFi	950.00		950.00	950.00 (100%)
14	Website subscription	2,400.00	175.00	2,225.00	2,225.00 (92%)
15	Website transparency	500.00		500.00	500.00 (100%)
16	Misc/Expenses	1,000.00		1,000.00	1,000.00 (100%)
17	Precept				(N/A)
18	VAT reclaim				(N/A)
19	Other income				(N/A)
53	Ecological Mitigation Land acqui	7,000.00		7,000.00	7,000.00 (100%)
59	Office costs	6,600.00		6,600.00	6,600.00 (100%)
67	IT support	300.00		300.00	300.00 (100%)
<b>SUB TOTAL</b>		<b>32,785.00</b>	<b>2,309.66</b>	<b>30,475.34</b>	<b>30,475.34 (92%)</b>

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Community Support				41,789.40	41,789.40	41,789.40 (100%)	
68	Sponsorship Main Road Car pari				4,837.50	4,837.50	4,837.50 (100%)	
72	Sign restoration project				3,000.00	3,000.00	3,000.00 (100%)	
75	Rolling Capital Fund (Strategy)				20,000.00	20,000.00	20,000.00 (100%)	
<b>SUB TOTAL</b>					<b>69,626.90</b>	<b>69,626.90</b>	<b>69,626.90 (100%)</b>	

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				86,100.00	8,947.40	77,152.60 (89%)	
2	Payroll Service				800.00	94.50	705.50 (88%)	
7	Staff Training				1,000.00		1,000.00 (100%)	
8	Members Training				400.00		400.00 (100%)	
76	Communication officer				20,000.00		20,000.00 (100%)	
<b>SUB TOTAL</b>					<b>108,300.00</b>	<b>9,041.90</b>	<b>99,258.10 (91%)</b>	

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00		300.00 (100%)	
34	Cleaning Service				5,400.00	663.70	4,736.30 (87%)	
35	Gas supply				4,800.00		4,800.00 (100%)	
36	Power supply				1,600.00		1,600.00 (100%)	
37	Fire equipment				330.00		330.00 (100%)	
39	Online booking system				370.00		370.00 (100%)	
40	Hygine service				700.00	578.51	121.49 (17%)	
41	Water supply				3,000.00		3,000.00 (100%)	
42	Waste collection				1,000.00		1,000.00 (100%)	

Summary of Receipts and Payments

All Cost Centres and Codes

47 General Maintenance			1,500.00	350.00	1,150.00	1,150.00 (76%)
48 Hall hire	15,000.00	-15,000.00				-15,000.00 (-100%)
60 Office costs income	6,600.00	-6,600.00				-6,600.00 (-100%)
71 Roof maintenance			3,000.00		3,000.00	3,000.00 (100%)
77 Fire emergency panel + smoke c			2,500.00	1,972.00	528.00	528.00 (21%)
<b>SUB TOTAL</b>	<b>21,600.00</b>	<b>-21,600.00</b>	<b>24,500.00</b>	<b>3,564.21</b>	<b>20,935.79</b>	<b>-664.21 (-1%)</b>

Summary

<b>NET TOTAL</b>	<b>22,300.00</b>	<b>-22,300.00</b>	<b>291,111.90</b>	<b>15,879.51</b>	<b>275,232.39</b>	<b>252,932.39 (80%)</b>
V.A.T.				1,006.07		
<b>GROSS TOTAL</b>				<b>16,885.58</b>		





**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 2024

### **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 2024

### **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

23 April 2024 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Fire emergency panel + smoke	23/04/2024		Parish Council Main /	32588110	Supply and install fire alarm an	North Staffs Fire	S	1,972.00	394.40	2,366.40
2	Website subscription	23/04/2024		Parish Council Main /	32588432	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
3	Flourish Fund	23/04/2024		Parish Council Main /	32588570	Marketing & Newsletter	FearNaught	S	927.92	185.58	1,113.50
4	General Maintenance	23/04/2024		Parish Council Main /	32588706	EICR Village Hall test	MHA Electrical Contractors	X	350.00		350.00
5	Payroll Service	23/04/2024		Parish Council Main /	32587823	Payroll Service	Beardmore Accountants	S	94.50	18.90	113.40
6	Hygine service	23/04/2024		Parish Council Main /	32588805	Hygiene disposal at Village Hall	Dame Hygiene Services	S	578.51	115.69	694.20
7	Cleaning Service	23/04/2024		Parish Council Main /	32588885	Cleaning Village Hall	Crystal Clean	S	663.70	132.74	796.44
8	Subscription (adobe/office/Cha	18/04/2024		Parish Council Main /		Chalc Affiliation Fee	Cheshire Assoc Local Coun	X	1,551.66		1,551.66
9	Staff Salary	23/04/2024		Parish Council Main /	32587682	P30 - April 2024	HMRC	X	2,405.96		2,405.96
10	Staff Salary	23/04/2024		Parish Council Main /	32587761	April 2024 - pay	Staff	X	940.45		940.45
11	Staff Salary	28/04/2024		Parish Council Main /	32587897	April 2024 pay + backdated pa	Clerk	X	3,686.87		3,686.87
12	Staff Salary	23/04/2024		Parish Council Main /	32588038	April 2024 pension contribution	Cheshire Pension Fund (CP	X	1,914.12		1,914.12
13	Audit Fees	23/04/2024		Parish Council Main /	32589044	Internal audit for year ended 3	JDH Business Services	S	583.00	116.60	699.60
14	SPF E6 Cultural Activity Grant	23/04/2024		Parish Council Main /	32589384	PRS licence for film at D-Day p	PPL PRS United for Music	S	35.82	7.16	42.98
<b>Total</b>									<b>15,879.51</b>	<b>1,006.07</b>	<b>16,885.58</b>

## **Report Statement**

Meeting: Parish Council Meeting

Report Purpose: To provide the February and March 2024 report

Version Control: v0

Author: PCSO Walley

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# BEAT MANAGERS REPORT

Shavington Cam Cresty Council, Parish Council Meeting 01.02.2024  
Agenda Item 21

**FEBRUARY 2024**

<b>Completing officers</b>	P.C.S.O 24152 Dan Walley
<b>Ward</b>	Shavington.
<b>Community Engagement undertaken:</b>	<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> <p>Street a week survey</p> <p>Community cafe visited.</p>
<b>Traffic activity/enforcement</b>	<p><u>Tru-Cam.</u></p> <p><u>Speed watch (PCSO Dan Walley and Volunteer).</u></p> <p>Awaiting any volunteers to come forward.</p>
<b>Surgeries</b>	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
<b>Schools + Young People.</b>	<p>Parking Patrols.</p> <p>Shavington Academy visited.</p> <p>Shavington Primary School visited</p>
<b>Priority/problems raised, and activity carried out to combat</b>	Speeding, parking, Increased presence around Play areas reference ASB. Co-op being targeted by shoplifters and kids.
<b>Feedback</b> (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><b>**Drug work not posted**</b></p> <p>Cheshire Alert.</p>
<b>Notable contact with partner agencies.</b>	<p>Aspire Housing.</p> <p>Guinness housing.</p> <p>NHS Paramedics / Ambulance crew / crisis team.</p>

	<p>Health safety exec. (Industrial accident.)          Probation service.          Cheshire Fire and rescue.          British transport police.          Shavington Parish Council          Sage Housing          Cheshire East Council</p>
<p>Any wider community issues, which have been addressed?</p>	<p>01/02/2024- Highway Disruption (Shavington Bypass)- Horsebox parked in dangerous place. RESOLVED.</p> <p>01/02/2024- Concern for Safety (Main Road)- Concern for elderly female wandering around. RESOLVED.</p> <p>03/02/2024- Abandoned Call (Alfred King Close)- Two people arguing outside an address. One in a vehicle. RESOLVED.</p> <p>03/02/2024- Fail To Stop (Jack Mills Way)- Vehicle has failed to stop for police when tried to pull them over. ONGOING.</p> <p>04/02/2024- Shoplifting (Rope Lane)- Report of shoplifting of bottle of spirits from store. RESOLVED.</p> <p>05/02/2024- RTC (Jack Mills Way)- Two vehicle RTC with no injuries. RESOLVED.</p> <p>06/02/2024- Parking Obstruction (Gresty Road)- Vehicle blocking driveway. RESOLVED BY TICKET.</p> <p>06/02/2024- Concern For Safety (Crewe Road)- Elderly male with Alzheimer's and dementia has left care home. RESOLVED.</p> <p>08/02/2024- Fraud (Main Road)- Reporting person was asked to transfer £1000 to an account. She did not do it. RESOLVED.</p> <p>09/02/2024- Concern for Safety (Crewe Logistics Park)- Drunk male says he has been assaulted. RESOLVED.</p> <p>10/02/2024- Intel (Crewe Road)- Male see driving whilst on mobile phone and swerving in road. RESOLVED.</p> <p>12/02/2024- Sudden Death at care home of elderly resident.</p> <p>12/02/2024- Violence/Harassment (John Jobson Road)- Postwoman being followed two days in a row. ONGOING.</p>

	<p>13/02/2024- Parking Issues (Crewe Road)- Parking in relation to Alex soccer centre. ONGOING PROBLEM SOLVING.</p> <p>13/02/2024- Dogs/Animal (Mallow Avenue)- Possible XL bully off lead. RESOLVED.</p> <p>15/02/2024- Highway Disruption (Rope Lane) Sheep in road. RESOLVED.</p> <p>16/02/2024- Drugs Intel on property. ONGOING.</p> <p>17/02/2024- RTC (Jack Mills Way)- Two vehicle RTC, no injuries. RESOLVED.</p> <p>18/02/2024- Criminal Damage (Crewe Road)- Graffiti been sprayed on garden wall- CLOSED.</p> <p>18/02/2024- Concern for safety (Gresty Road)- Male walking in middle of road and in and out of traffic. RESOLVED.</p> <p>19/02/2024- Criminal Damage to Vehicle (Farm Close)- Vehicle has been keyed. RESOLVED.</p> <p>19/02/2024- Animal XL Bully (Mallow Avenue)- Report of XL bully off lead. RESOLVED.</p> <p>20/02/2024- Fraud (Edwards Avenue)- Facebook account hacked, and details have been changed. ONGOING.</p> <p>23/02/2024- Criminal Damage (Barons Road)- Callers car has had wing mirror smashed off car overnight. CLOSED.</p> <p>24/02/2024- RTC (B5071 Link Road)- Two vehicle RTC, no injuries and details swapped. RESOLVED.</p> <p>25/02/2024- Concern for Safety (Crewe Road)- Elderly male wandering around and confused. RESOLVED WITH AMBULANCE.</p> <p>26/02/2024- Shoplifting (Rope Lane)- Male takes £400 worth of meat from store. RESOLVED.</p> <p>27/02/2024- RTC (Crewe Road)- Two vehicle collision. No injuries. RESOLVED.</p>
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	28/02/2024- Neighbour Dispute (Farm Close)- Two neighbours making threats to each other. ONGOING.
Abstractions.	
Other information / Incidents of note.	DOMESTICS NOT LISTED

# BEAT MANAGERS REPORT

Shavington Cam Cresty Council, Parish Council Meeting 01.03.2024  
Agenda Item 21

**MARCH 2024**

<b>Completing officers</b>	P.C.S.O 24152 Dan Walley
<b>Ward</b>	Shavington.
<b>Community Engagement undertaken:</b>	<p>Local shops visited. Co-op, NISA, Euro Garage, etc.</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> <p>Visits to Alexandra Mill Care Home</p> <p>Regular visits to Co-op Rope Lane</p> <p>Glow Afterschool Club</p>
<b>Traffic activity/enforcement</b>	<p><u>Tru-Cam.</u></p> <p>Newcastle Road</p> <p><u>Speed watch (PCSO Dan Walley and Volunteer).</u></p> <p>Re-instated and awaiting training of volunteers.</p>
<b>Surgeries</b>	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
<b>Schools + Young People.</b>	<p>Parking Patrols.</p> <p>Shavington Academy visited.</p> <p>Shavington Primary School visited</p> <p>Glow Afterschool club</p>
<b>Priority/problems raised, and activity carried out to combat</b>	Speeding, parking, Increased presence around Play areas reference ASB. Co-op being targeted by shoplifters and kids.
<b>Feedback</b> (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><b>**Drug work not posted**</b></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 exec. (Industrial accident.)                  Probation service.                  Cheshire Fire and rescue.                  British transport police.                  Shavington Parish Council                  Sage Housing                  Alexandra Mill Care Home</p>
<p>Any wider community issues, which have been addressed?</p>	<p>01/03/2023- Suspicious Activity (Jack Mills Way)- Male sat in vehicle fast asleep with engine on. ARRESTED FOR DRINK DRIVING.</p> <p>01/03/2024- Road Traffic Obstruction (Gresty Road)- Vehicle with hazard lights on and no driver. VEHICLE HAD FLAT TYRE AND DRIVER WAS LOCATED AND VEHICLE RECOVERED.</p> <p>03/03/2024- Suspicious Activity (Alfred Potts Way)- Van parked with dog inside and dog is barking at informant. CLOSED DOWN BY AS NOTHING UNTOWARD.</p> <p>03/03/2024- Parking Obstruction (Crewe Road)- Parking issues in relation to the soccer centre. CARS PARKED DANGEROUSLY HAVE BEEN TICKETED.</p> <p>04/03/2023- Intel Relating to a drink driver on Crewe Road. ONGOING INVESTIGATIONS.</p> <p>06/03/2023- Concern for Safety (Gresty Road) Male acting aggressive and swinging arms around erratically. ESCORTED TO TRAIN STATION TO GET HOME.</p> <p>07/03/2024- Traffic Offence (Gresty Road)- Electric scooter seen riding on road. SCOOTER SEIZED FOR DESTRUCTION.</p> <p>08/03/2024- Road Related Offence (Gresty Road)- Two males on bikes have nearly hit the caller. CLOSED AS SEARCH MADE NO TRACE FOR THE MALES.</p> <p>10/03/2024- Road Related Offence (Crewe Road)- Male smells of alcohol and has got into car. MALE ARRESTED FOR DRINK DRIVING.</p>

11/03/2024- Road Related Offence (Park Estate)- Two lads riding around on a electric bike. CLOSED FOR INTEL SUBMISSION AND GATHERING.

13/03/3034- Road Related Offence (Crewe Road)- Two vehicles racing down Crewe Road. VEHICLES FOUND AND DRIVERS SPOKEN TO.

15/03/2023- Operation intel about off road bikes riding around.

16/03/2024- Violence (Jack Mills Way)- Male has been pushed outside local pub. CLOSED AS NO COMPLAINT from victim.

17/03/2024- RTC (Crewe Road)- Cyclist knocked over by vehicle. RESOLVED, CYCLIST TAKEN TO HOSPITAL.

18/03/2024- Hate Incident (Crewe Road)- Neighbour has been called names by another neighbour. CLOSED AS ONE WORD AGAINST OTHER WITH NO EVIDENCE.

21/03/2024- Suspicious Activity (Little Meadow Place)- 3 Males seen with hoods up and all in black. CLOSED AS SEARCH MADE NO TRACE.

22/03/2024- Highway Disruption (A500)- Reports of car battery and debris in the carriage way. CLOSED AS SEARCHED ROAD AND NO DEBRIS FOUND.

23/03/2024- Shoplifting (Rope Lane)- 3 Students from local school have taken items from the shop. ONGOING AS STUDENTS IDENTIFIED.

24/03/2024- Highway Disruption (A500)- Reports of car meet with loads of vehicles. RESOLVED AS CARS WERE ALL IN ORDER AND COMMITTING NO OFFENCES.

26/03/2024- Highway Disruption (Mallow Avenue)- Bike revving and driving erratically down the street. SEARCH MADE BUT COULDN'T FIND BIKE.

27/03/2024- RTC (Jack Mills Way)- Car blocking road and damaged. RESOLVED AS CAR RECOVERED.

30/03/2024- Making Off Without Payment (Crewe Road)- Local business has had customers walking out without paying. STILL BEING INVESTIGATED.

	31/03/2024- Neighbour Issue (Mallow Avenue). CALLER JUST WANTED AN INCIDENT NUMBER TO REPORT TO HOUSING.
Abstractions.	
Other information / Incidents of note.	DOMESTICS NOT LISTED



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## Report Statement

Meeting: Parish Council Meeting  
1 May 2024

Report Purpose: To receive and update and consideration for the Wednesday Wellbeing evening community sessions.

Version Control: v1

Author: Sara Randle

### 1. Report Summary

The report details information about the Parish Council Wednesday Wellbeing evening community sessions.

### 2. Background

Shavington-cum-Gresty Parish Council successfully applied to Cheshire East for funding to run Wellbeing Sessions monthly on Wednesday evenings. The funding awarded is £5000 from the flourish fund. This amount is to include the morning cardio sessions including refreshments, evening social sessions and marketing.

### 3. Position

Members are asked to note the report and consider the delegating the project to the Community Manager and Clerk to deliver within budget.

### 4. Equality Impact

Neutral.

### 5. Community Impact

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

### 6. Governance

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

### 7. Financial Impact

The financial impact will be from the Flourish fund grant awarded plus Community Manager time

### 8. Resource Impact

Financial and staffing impact.

### 9. Consultation/Engagement

n/a

### 10. Parish Area Affected



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All Parish residents and community groups.

**11. Conclusions**

Members are asked to note the report and consider the delegation of the project.

**12. Consideration Sought**

That a decision is made to allow the Community Manager and Clerk to continue to proceed and deliver the project required within budget.



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## **Wellbeing Wednesday**

### Morning Session

Every Wednesday morning, the council will offer free cardiovascular activities at Shavington Soccer Centre for residents. The aim is to tackle social isolation and support a healthier and more active lifestyle in Shavington-cum-Gresty. (further details under item 26 in agenda)

### Evening Session

The evening sessions will run on the third Wednesday of each month from Shavington-cum-Gresty Village Hall. The sessions will contain a variety of opportunities for members of the community to join together and partake in. These activities may vary from sports to arts to entertainment. The purpose of the sessions is to reduce social isolation and encourage community spirit.

The budget for the whole Wellbeing Project is £5000. The cost for the evening sessions will be funded through the remainder from the morning sessions, once the supplier for this is appointed. It is estimated that this will be around £50-£60 per session.

The sessions will be held on 7-8.30pm:

15<sup>th</sup> May

19<sup>th</sup> June

17<sup>th</sup> July

21 August

18<sup>th</sup> September

16<sup>th</sup> October

20<sup>th</sup> November

15<sup>th</sup> January

19<sup>th</sup> February

(19<sup>th</sup> March)



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## Report Statement

Meeting: Parish Council Meeting  
1 May 2024

Report Purpose: To receive and update with regards to the cultural funding application for D-Day 80 commemorations

Version Control: v1

Author: Community Manager

### 1. Report Summary

The report details information about the Parish Council D-Day 80 successful funding application from Cheshire East Cultural Fund.

### 2. Background

Shavington-cum-Gresty Parish Council successfully applied to Cheshire East for funding to support the D-Day 80 commemorative events. The funding supports and increased events program to commemorate this historic anniversary. The amount awarded was £3900.

### 3. Position

Members are asked to note the report.

### 4. Equality Impact

Neutral.

### 5. Community Impact

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

### 6. Governance

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

### 7. Financial Impact

The financial impact will be from the Cultural grant awarded plus Community Manager time

### 8. Resource Impact

Financial and staffing impact.

### 9. Consultation/Engagement

n/a

### 10. Parish Area Affected

All Parish residents and community groups.





**11. Conclusions**

Member are asked to note the report and to delegate the Community Manager to deliver the project

**12. Consideration Sought**

The report is for information only. There is no consideration needed to be sought.

The funding awarded is for the following activities:

Date	Activity	Outputs	Funding Allocation
May - June	Produce booklet with information about WWII locals who died.	3,000 residents receive booklets 450 booklets distributed to Primary Children age 4-11	£1100 *from ScG PC Budget
May- June	Commemoration Artwork produced by Shavington Primary School	100+ children collaborate to produce artwork. Public Artwork on display outside Village Hall for all community to view.	£1000
June	2-day Exhibition held in Shavington-cum-Gresty Village Hall	Exhibition open to all residents & to wider community.	£600
April- June	Film artefact produced of exhibition also capturing memories of D-Day veterans.	Video shared on social media and all websites for all to access. Target up to 10 Shavington Academy Students involved.	£1500
June	Beacon Lighting event	Community invited to attend national event	£650
Sept - December (for launch)	Establishment and launch of the Shavington-cum-Gresty Heritage Working Group	Target 10-15 people	£150



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## Report Statement

Meeting: Parish Council Meeting  
1 May 2024

Report Purpose: To receive and update and proposal for the Wednesday Wellbeing morning cardio vascular sessions

Version Control: v1

Author: Community Manager

### 1. Report Summary

The report details information about the Parish Council Wednesday Wellbeing morning cardio vascular sessions

### 2. Background

Shavington-cum-Gresty Parish Council successfully applied to Cheshire East for funding to run Wellbeing Sessions every Wednesday morning. The sessions focus on cardio vascular fitness and reducing social isolation. The funding awarded is £5000 from the Flourish Fund. This amount is for the morning sessions including refreshments , evening sessions and marketing.

### 3. Position

Members are asked to note the report and consider the supplier to lead these weekly sessions.

### 4. Equality Impact

Neutral.

### 5. Community Impact

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

### 6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee

### 7. Financial Impact

The financial impact will be from the Flourish fund grant awarded plus Community Manager time

Up to £5,000 within awarded budget

### 8. Resource Impact

Financial and staffing impact.



**9. Parish Area Affected**

All Parish residents and community groups.

**10. Conclusions**

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

- a. To appoint a supplier from the quotes received to deliver the programme. And to delegate the Community Manager to deliver the programme
- b. To request more information, and delegate the Clerk and the Chair of C&E Committee to appoint a supplier. And to delegate the Community Manager to deliver the programme
- c. Not to appoint a supplier. Not to delegate the Community Manager to deliver the programme

**11. Consideration Sought**

That a decision is to appoint a supplier for the full duration of the sessions and a decision is made to delegate the Community Manager to deliver the Wellbeing Wednesday programme



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## Call for quotation process

Suppliers were contacted to give quotes for 42 morning sessions 10-11.30am. They were also asked to include in the quote supplying of refreshments (drink & healthy snack) for each session.

### Session requirements

The sessions need to be low impact cardio sessions for fitness and enjoyment. Community members would not need to book in advance and Shavington-cum-Gresty-Parish Council would pay a fee to the provider for running the session. Cheshire East Council may refer people to these sessions also as they are the funding provider.

After the sessions approx 45min - 1 hour, we would like to provide those in attendance with a drink and also a healthy snack. These would be funded as part of the scheme but the person responsible would supply these. There is a kitchen and cups provided but the provider would need to ensure refreshments are served.

The sessions would also run throughout the school holidays and it is anticipated that during these holiday sessions adults could bring their child (or grandchild with them)

### Costs

£1260 Soccer centre room hire@£30 per session  
£ 620 Marketing  
£1880 Total

This leaves £3120 left in budget for sessions. This must cover morning and evening session requirements.

### Quotes for consideration

Four suppliers were contacted to give quotes.

<i>Supplier</i>	<i>Quote</i>	<i>Total</i>
Lynn Scott	Not available	n/a
AJT Dance	£50 per session plus £10 refreshments	£2560
Claudia Johnson	Not available	n/a
Ladies Bootcamp	£75 per session plus £10 refreshments	£3570



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## Report Statement

Meeting: Parish Council, 01.05.2024

Report Purpose: To provide quotes to draft the hiring agreement for the Village Hall shed

Version Control: v1

Author: Clerk

### 1. Report Summary

The report provides Councillors with two quotes from legal firms to draft the hiring agreement for the use of the Village Hall, along with an update from the Shavington Village Hall Committee.

### 2. Background

On 7 February 2024, the Council considered and approved a recommendation from the Village Hall Committee regarding granting the use of the storage space to the Shavington Village Festival Committee for 5 years, starting from the date of contract signing, subject to a signed agreement.

The Clerk was then instructed to obtain quotes from solicitors to rewrite the contract and present them to the council for consideration. Additionally, the Clerk was requested to contact the Shavington Village Festival Committee to inquire about their willingness to contribute to the solicitor's costs.

### 3. Position

Attached to this report are two quotes from solicitors for members to consider. It's worth noting that there is currently no budget provision to progress with the service, so if the Council agrees to proceed, funds from the reserve should be allocated.

On 17 March 2024, the Shavington Village Festival Committee confirmed their willingness to continue using the storage facility at Shavington Village Hall and expressed their willingness to contribute to the cost of solicitor fees.

### 4. Sustainability Impact

Positive: A contract will protect both parties.

### 5. Community Impact

Positive: this local community group will benefit from some extra storage space

### 6. Governance



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Localism Act

**7. Financial Impact**

Up to £1,300

**8. Resource Impact**

Clerk's time

**9. Conclusions**

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

- a. To agree to proceed with the drafting of the contract by a professional solicitor, approve a quote, and accept the offer from SVFC to contribute toward the costs.
- b. To agree to proceed with the drafting of the contract by a professional solicitor, request additional quotes, and postpone the decision.
- c. To agree to have the contract drafted internally, while being aware of any potential risks this may pose in the future.

**10. Consideration Sought**

That a solicitor is appointed and the matter is progressed.





## **Solicitors quotes**

### **Quote 1**

Dear Simona,

Thank you for your enquiry.

It is difficult to provide a precise figure without knowing all of the requirements. However, I anticipate that the costs would be in the region of £750 plus VAT. assuming that the building is on Parish Council owned property - otherwise it may be necessary to obtain additional formal consents from the landowner which would obviously increase the documentation and costs.

Regards

### **Quote 2**

Dear Simona

My apologies for the delay in coming back to you on this.

propose formalising the arrangement by way of 5 year Lease with a peppercorn rent.

I surmise that formal Heads of Terms have not been agreed – this is not an issue – we can bottom out the full details of Lease arrangements and the parties respective obligations when progressing the Lease.

### **Scope of Works**

I anticipate that the work required will consist of the following:

- drafting and negotiating a Lease on your behalf;
- assisting the tenant with its property due diligence, which may involve:
  - obtaining and providing title documents from HM Land Registry;
  - providing replies to Commercial Property Standard Enquiries;
  - handling specific enquiries raised by the tenant;
- reporting to you on the terms of the Lease;
- preparing and circulating engrossments for signature;
- preparing and serving documents to exclude security of tenure (sections 24-28 of the Landlord and Tenant Act 1954) from Lease. NB. This means that the tenant will not have an automatic right to remain at the property upon the Lease expiring and cannot apply to the Court to (a) grant a new Lease or (b) fix the rent the rent.
- completing (i.e. dating) the Lease on your behalf;
- circulating documents post completion;
- handling any post completion HM Land Registry requirements in the event that the tenant does not instruct solicitors.



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When preparing the above scope of works, I have made the following assumptions:

- the matter is unlikely to become protracted and the instruction subject to change. In such circumstances, I shall look to discuss and agree any additional costs before incurring the same;
- there will be no Agreement for Lease, Rent Deposit Deed and/or Licence to Alter.

I anticipate that this matter is likely to require payment of the following disbursements:

HCR's fees for handling the Lease arrangements will be £1,250 (plus VAT) and disbursements.

- HM Land Registry Fee - £3.00 per title document
- DocuSign Fee - £10.00 (plus VAT)

Please let me know if you are happy to proceed on the basis of the above scope of works - perhaps it may be worthwhile scheduling a call to discuss the next steps.

Should you have any queries please do not hesitate to contact me.

Kind regards



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## Report Statement

Meeting: Parish Council, 01.05.2024

Report Purpose: To provide an update on pest control treatment at Gresty Lane Allotments and consider alternative options

Version Control: v1

Author: Clerk

### 1. Report Summary

The report provides Councillors with an update on pest control treatment at Gresty Lane Allotments and alternative options to consider.

### 2. Background

On 20 March 2024, the Environment and Recreation Committee considered a request from the Allotment Representative to address a pest issue at the Gresty Lane Allotments.

Councillors considered the matter and agreed to allocate a budget of £300 from the Allotment Income for professional pest control treatment in the area, subject to consultation with all tenants and all tenants being in agreement of the treatment.

### 3. Position

Following the resolution, the Clerk set up a survey inviting all tenants to declare whether they are in support of the treatment or against it, with the following results:

- 17 out of 19 in favour of the treatment
- 1 out of 19 did not answer the survey
- 1 out of 19 against the treatment

In the meantime, the Clerk and the Allotment Representative had a site meeting with a Pest Control Service (attached is the quote).

Based on the consultation outcome, it appears that there is no unanimity in progressing with the treatment. However, the Clerk would like to invite councillors to consider another option to support tenants on this issue. The Council could cover the cost of a consultancy meeting with a pest control expert on-site for 2 hours. The expert could then answer questions from tenants and advice on actions they can take to tackle the issue (such as nets, compost bins, etc.). The quote for this is £110 + VAT.

### 4. Community Impact

Positive



**5. Governance**

Shavington-cum-Gresty Parish Council Finance regulation  
Shavington-cum-Gresty Parish Council Allotment Policy

**6. Financial Impact**

Up to £300

**7. Resource Impact**

Clerk's time

**8. Consultation/Engagement**

Allotment tenants

**9. Conclusions**

Councillors are asked to note the report. And to consider the following options:

- a. To progress with the consultancy meeting
- b. Not to progress with the consultancy meeting



**Quote**

Dear Simona

Sorry for the delay in getting back to you with recommendations and a quotation for pest control against rats (*rattus norvegicus*), at the allotment in Shavington-cum-Gresty Crewe.

**EXTERNAL RAT BAIT STATIONS**

To carry out complete control for the whole site we would recommend:

Placing 20 external baits stations in various areas around the allotment, the cost for you to purchase the bait stations will be = £599.00 Plus VAT.

**SERVICE COST**

We recommend 12 visits per annum (monthly visits) plus free unlimited call outs, the cost to carry out this service will be £94.00 per quarter, this works out at £31.33 per visit.

**CONSULTANCY MEETING**

The price for me to carry out a 2 hour consultancy question and answer session will be a one off fee of £110.00 Plus VAT.

I hope the information I have supplied is what you require, however should you need any further information please do not hesitate to contact me.

Kind regards



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