



SHAVINGTON
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**Shavington-cum-Gresty Council
Parish Council meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

23 February 2022

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

Dear Councillor,

You are summoned to attend the meeting of the Shavington-cum-Gresty Parish Council to be held at **7:30PM** on **Wednesday 2 March** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on 2 February 2022 (attached)
4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To receive a report from the Village Beat Manager (to follow)
6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC) (attached)

7	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 2 February or any items arisen since then:</p> <p><u>Committee:</u> Community and Environment Committee <u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee (<i>Minutes attached</i>) <u>Chair:</u> Cllr McIntyre Meeting held 9 February 2022 Items for consideration:</p> <p>i. that the Clerk is instructed to purchase paint and paint rollers to re-paint the main hall and to arrange a day for the job to be completed.</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance Committee <u>Chair:</u> Cllr Wain</p> <p><u>Committee:</u> Staffing Committee (<i>Minutes attached</i>) <u>Chair:</u> Councillor Buchanan Meeting held 16 February 2022 Items for consideration:</p> <p>i. that the Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for adoption</p> <p>ii. that a recommendation is made to Full Council to authorise the subscription for n.1 user to LinkedIn In-LEARNING platform (£240) and to sponsor the cost for the CiLCA qualification (£410) as part of the shared development plan for the Community Manager</p> <p>iii. that a recommendation is made to full Council to consider the pay increase for the Clerk to SCP 31 starting from 1 June 2022 (subject to the annual appraisal), and to consider the pay review increase for the Community Manager from 1 September 2022 (subject to the annual appraisal)</p> <p>iv. that a recommendation is made to full Council to become an Employer in the Cheshire Pension Fund and to nominate for the scheme the Parish Clerk and the Community Manager.</p>
8	<p>To note and approve payments since the previous meeting (<i>attached</i>)</p> <p>To note and approve payments made by the Clerk under s.4.5 of Finance Regulation for the replacement of n.3 lights in the Village Hall Kitchen</p>

9	To consider approving the next round of payments (attached)
10	To note the YTD Parish Council finance position and to note the approved budget for 2022/23 (attached)
11	To note and consider to retrospectively approve the Direct Debit method set up for the Payment of British Gas for the provision of gas to the Village Hall (attached)
12	To note and consider a Council's structure optimisation proposal to be implemented in the forthcoming Council year (attached)
13	To consider a proposal to re-paint the Main Hall in the Village Hall (attached)
14	<p>To note and consider the adoption of the following policies:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Policy for Granting of the Honorary Freedom of the Parish (attached) - Shavington-cum-Gresty Parish Council Safeguarding Policy (attached) - Shavington-cum-Gresty Parish Council Transparency Policy (attached) - Shavington-cum-Gresty Parish Council Sponsorship Policy (attached) - Shavington-cum-Gresty Parish Council Appraisal Policy (attached)
15	To consider making a response to the following planning applications:
	<p>a. Application: 22/0264N Proposal: Pitched roof to existing dormer window Location: 7, MAIN ROAD, SHAVINGTON, CW2 5DY National Grid Ref: 369368.4521 351346.6448</p> <p>b. Application: 22/0496N Proposal: Detached single dwelling Location: 27, CREWE ROAD, SHAVINGTON, CW2 5JE National Grid Ref: 370235.0382 351488.356</p> <p>c. Application: 22/0264N Proposal: Pitched roof to existing dormer window Location: 7, MAIN ROAD, SHAVINGTON, CW2 5DY National Grid Ref: 369368.4521 351346.6448</p>
16	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
17	To consider implications to apply for the HS2 Community Fund grant to support #QueenBees project and whether to instruct the Community Manager to apply (attached)
18	To note an update with regard to 140 Main Road

19	To receive and consider an update with regards to the Parish Council Commemorative Bench Trail (attached)
20	To consider a proposal to take part to “The Queen’s Tree Canopy (QGC)” (attached)
21	To consider delegate the Parish Clerk to negotiate and sign a new fixed contract with an electricity provide for the Village Hall
22	To consider become an Employer in the Cheshire Pension Fund and to nominate for the scheme the Parish Clerk and the Community Manager. (attached)
23	To consider authorise grass cutting in Vine Tree Playarea (attached)
24	To receive and consider an update with regard to the Shavington Primary School car park
25	To note the date of the next Council Meeting – 6 April 2022, 8:00PM

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



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MINUTES of the meeting held on
Wednesday 2 February 2022

In attendance: Cllr Adams, Buchanan, Edgar, Ferguson, B Gibbs, K Gibbs, Jones, McIntyre, Moore, Wain

Community Manager

ScG/21/15/1	To receive and consider apologies for absence Apologies were received and accepted from Cllr Hancock.
ScG/21/15/2	To note declarations of Members' interests No declaration of interest was raised.
ScG/21/15/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on 1 December 2021 RESOLVED: That the Minutes of the previous meetings are approved and signed as an accurate record.
ScG/21/15/4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i> A member of the public asked an update with regards to 1 Rope Lane Planning application. Cllr D Marren addressed the comment. A member of the public commented the undergoing road works undertaken by Zzoomm in Chestnut Avenue/Vine Tree. Cllr Marren agreed to contact the provider and deal with the issue.
ScG/21/15/5	To receive a report from the Village Beat Manager Members NOTED the report.
ScG/21/15/6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC) Members NOTED the report.
ScG/21/15/7	To consider making a comment to Cheshire East Council's proposal of pedestrian toucan crossing in Rope Lane, Shavington Cllr D Marren updated Members with regard to the item.

	<p>Members NOTED the update.</p> <p>RESOLVED: than a recommendation is made the Head of Strategic Transport and Parking in Cheshire East to consider alternative and more effective sites for the toucan crossing, such: Main Road – adjacent to the school, or Crewe Road – near Nisa store.</p>
<p>ScG/21/15/8</p>	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 1 December or any items arisen since then:</p> <p><u>Committee:</u> Community and Environment Committee <u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee (Minutes attached) <u>Chair:</u> Councillor Ferguson Meeting held 17 January 2022 Items for consideration:</p> <ol style="list-style-type: none">i. that following the meeting with the Allotment Holders, a recommendation is made to the Parish Council to review the Allotment Policy as follows:<ol style="list-style-type: none">a. Clause 3.14 <i>“Tenants are permitted to use the main water system only while their plot is being attended.”</i>b. Clause 4.5 <i>“The Council will assist security by providing boundary fences and/or hedges, with lockable access gates at every site. Every tenant will be provided with an access gate key or code for their personal use only. In the interests of maintaining security tenants are asked not to make copies for others to use. Where keys are provided by the Council they remain the property of the Council, and together with any additional copies must be returned to the Council when a tenancy comes to an end.”</i>c. <i>“Grandfather rights shall apply up to the date in which this policy has been approved by Council”</i>d. Clause 7.7 <i>“In the event of the death of an allotment plot holder the Parish Council shall be notified, and the tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate at the end of the yearly agreement.”</i>e. Clause 8.3 <i>“A reduced Allotment Rent is offered to tenants who are in receipt of an income-based benefit and/or state pension.”</i>f. Members NOTED Tenants’ comments on clause 3.6 and agreed to defer any recommendations to Council until they get a unanimous view on the matter from the Allotment representative

	<p>ii. that the following recommendations are made to Council with regards to the Regular Ground Maintenance Contract:</p> <ul style="list-style-type: none"> a. That the contract is awarded to Quote 1 – as detailed in the E&R Committee Minutes 19.01.2022 b. That a towed water bowser is purchased as per contractor requirement, with a budget up to £1,000. (Cost centre: Environment and Recreation – cost code: General Amenities) c. That the Clerk is authorised to sign the contract with the awarded contractor on behalf of the Council <p><u>Committee:</u> Finance Committee <u>Chair:</u> Cllr Wain</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Councillor Buchanan</p>
	<p>Members NOTED the updates.</p> <p>RESOLVED: that recommendations from the Environment and Recreation Committee with regards to the Allotment Policy are approved, and that the Policy is amended accordingly. With the only exception of clause 3.6 that will be deferred until a unanimous view from the Allotment representative is received.</p> <p>RESOLVED: that the ground maintenance contract for 2022/23 is awarded to Quote 1 and that the Clerk is instructed to sign the contract on behalf of the Council. That the Clerk is instructed to purchase a towed Bowser with a budget of up to £1,000 (cost centre: Environment and Recreation; cost code: General Amenities)</p>
ScG/21/15/9	<p>To note and approve payments since the previous meeting</p> <p>To note and approve payments made by the Clerk under s.4.5 of Finance Regulation for emergency repair of the Village Hall Fire system and Emergency lights service</p>
	<p>Members NOTED the report.</p> <p>RESOLVED: that payments since the previous meeting as detailed in the report are approved. And that payments made by the Clerk under s.4.5 of Finance Regulation for emergency repairs at the Village Hall fire system and emergency lights service are noted and approved.</p>
ScG/21/15/10	<p>To consider to approve the next round of payments</p>
	<p>No payment was presented for approval.</p>
ScG/21/15/11	<p>To note the YTD Parish Council finance position and to note those cost codes that are likely to exceed the allocated budget provision for 2021/22</p>

	<p>Members NOTED the report.</p> <p>RESOLVED: that YTD Parish Council finance position is noted and approved. And that the Clerk report highlighting the cost codes exceeding the allocated budget provision for 2021/22 is noted.</p>
ScG/21/15/12	To undertake an internal audit: control of BACS payments
	RESOLVED: That Cllrs Wain and Ferguson undertake and internal control of BACS payments and report this back to the Council.
ScG/21/15/13	To review any recommendations highlighted from the Internal and External Audit in the AGAR report and consider any actions needed
	<p>Members NOTED the reports.</p> <p>Members NOTED that all issues raised by the internal and external auditor have been addressed and NOTED the temporary control measures in place to reduce risks related with online payments.</p>
ScG/21/15/14	<p>To note and consider the adoption of the following policies:</p> <ul style="list-style-type: none"> - Shavington cum Gresty Parish Council Pre-approved Contractors policy - Shavington cum Gresty Parish Council reserves policy - Shavington cum Gresty Parish Council scheme of delegation - Shavington cum Gresty Village Hall Condition of use policy
	<p>RESOLVED: that the following policies are approved:</p> <ul style="list-style-type: none"> - Shavington cum Gresty Parish Council reserves policy - Shavington cum Gresty Village Hall Condition of use policy (as circulated in version 2) <p>RESOLVED: that the following policies are approved subject to the following amendments:</p> <ul style="list-style-type: none"> - Shavington cum Gresty Parish Council Pre-approved Contractors policy: With a clause that requires the contractors to disclose if the job is being sub-contracted to be included in the policy - Shavington cum Gresty Parish Council scheme of delegation: With this being rewritten in gender neutral
ScG/21/15/15	To note and consider the latest version of Parish Council Fixed Asset Register
	Members NOTED the update.

	RESOLVED: that Fix Asset Register (as circulated per version 2) is approved as an accurate record.
ScG/21/15/16	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
	<p>a. Application: 22/0240N Proposal: Rear and side single storey extension Location: Elder Cottage 47, OSBORNE GROVE, SHAVINGTON, CW2 5BY National Grid Ref: 370057.6782 352030.3724</p> <p>RESOLVED: No comment.</p>
ScG/21/15/17	To note an update with regards to “140, Main Road” project
	<p>The Clerk and the Chair updated Members with regards to 140, Main Road. Members NOTED the update.</p>
ScG/21/15/18	To consider a proposal to review Shavington cum Gresty Village Hall booking charge to meet the 2022/23 Village Hall income target set
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Village Hall booking charges for 2022/23 are reviewed as detailed in the report attached.</p>
ScG/21/15/19	To consider authorise the Clerk to sign a contract with Crystal Clean South Cheshire Limited for the provision of regular cleaning service in the Village Hall on behalf of the Council
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Parish Clerk is authorised to sign the contract with Crystal Clean South Cheshire for the provision of regular cleaning service at the Village Hall.</p>
ScG/21/15/20	To consider implications to apply for the HS2 Community Fund grant to support #QueenBees project and whether to instruct the Community Manager to apply
	<p>Members NOTED the report.</p> <p>It was noted that the Parish Council expressed a clear intention to support the submission of the #QueenBee project to the HS2 Community Fund.</p>
ScG/21/15/21	To consider making a comment to Cheshire East Council to refer local projects or development sites that could benefit of s106 financial contribution as per Cheshire East Policy Allocation of Financial Contributions (Committed sums) funding
	Members NOTED the report.

	RESOLVED: No comment was made.
ScG/21/15/22	To note the date of the next Council Meeting – 2 March 2022
	Members NOTED the date of the next Parish Council meeting.

Meeting Closed at 2134 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero

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Report Statement

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

Shavington PC March 2022 report

Cheshire East joins 'fix our funds to fix our roads' campaign

Cheshire East Council is joining local authorities across the country in calling on the government to 'fix our funding so we can fix our roads'.

The campaign, which is apolitical, has been launched by the leader of Conservative-controlled Lincolnshire County Council in recognition that many local authorities across the country have seen their funding for highways maintenance and repairs slashed.

Now the leader and deputy leader of Cheshire East council have joined other local authorities to lobby government and demand reverses to cuts to highways funding – so the borough and nation's decaying roads network can be restored.

Each local highways' authority receives annual roads maintenance and pothole repair funding from central government. This funding comes from national taxation, including fuel duty.

In the 2019/20 financial year, Cheshire East was allocated £19m by the Department for Transport (DfT). This was reduced to just under £15.1m for 2021/22

Community Governance Review of Town and Parish Council Governance (CGR)

Following the end of the formal CGR consultation process, council officers are still analysing the 5000 or so responses received, and beginning to formulate recommendations for Members to consider.

The proposed reporting process will mirror that which applied to the CGR pre-consultation survey stage during which the CGR Sub-Committee met informally, to consider draft recommendations. I am not a member of the sub-committee.

The proposed informal member workshops will consider the consultation responses in the period between 28th February to 17th March 2022 and will express informal views to the CGR Sub Committee. The Corporate Policy Committee will then hold a special meeting to consider the recommendations of the CGR Sub Committee, and a recommendation will be made to a special meeting of Council. The reports to these meetings will be very detailed, similar to those which were considered by committees and Full Council prior to the consultation stage.

Here are the proposed formal meeting dates:

- CGR Sub Committee 4th April
- Corporate Policy Committee 14th April



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- Council 27th April-- final decisions!

Members of the public can attend both the Corporate Policy Committee and Council to make representations but not the CGR sub committee because it is not a decision making committee, it is a working group.

Community Governance Review (CGR)

Nearly a month ago I submitted a Freedom of Information request to find out the results of the Community Governance Review (CGR) consultation. The purpose of my request was to enable me to better debate the issue at committee or in Council. I'm not minded to argue as though there is a single Shavington Village result as I view the consultation responses reflect four different interest groups.

I was told under a separate enquiry I made immediately after the consultation had closed that there had been 906 responses from Shavington. My FOI request asked for this figure to be broken down into 4 distinct areas.

- 1) Respondents living South of Newcastle Road i.e. the Wymbunbury side of Newcastle Road. I need to know their views for and against.**
- 2) Respondents from the Wain Homes estate called Chatsworth Park which the review describes as an overspill from Shavington village. I wish to know what the residents in the overspill area (who currently reside in Rope Parish) think about being absorbed into Shavington.**
- 3) Respondents living north of the A500 but South of the Railway Line. For and against .**
- 4) Respondents living north of the Railway line - what do they think?**

Cheshire East Council confirmed it held the information I requested and that my request relates to two aspects – the responses for and against plus the views of people in the affected areas.

The data relating to the views of the people living in the affected areas is still being analysed.

The publication date for the main CGR reports - Final Recommendations report, consultation evidence assessment report, supplementary maps and appendices - is the end of March 2022. The 25th of March is the deadline for producing papers for the formal CGR Sub Committee meeting at which the CGR reports will be considered.

As the information I have requested is intended for future publication it is, I'm told, exempt under Section 22 of the FoIA. This exemption is subject to a public interest test, which requires CEC to assess whether the public interest in applying the exemption outweighs the public interest in disclosure. In this instance, it is considered that the public interest favours the publication of this information, in context and according to the pre-determined schedule, rather than in response to an individual request, to ensure the information is provided accurately and in an accessible manner. I have accepted this point.

The information collected at the time of the consultation was the respondent's postcode. Of those who responded about Shavington, 745 provided a valid postcode. This postcode then has to be matched to the corresponding area.

For the views of those for and against in the areas listed, the number of residential properties and the responses in each of the four areas were reviewed.

Two areas – areas 1 and 2 - cover (the Council say) a relatively small number of residential properties. In addition, some of the postcodes are shared with properties elsewhere in Shavington

i.e., the postcodes are not co-terminus with the areas listed. Therefore, the number of responses for these areas is very low and could, the Council say, potentially identify individual respondents.

This information is exempt from disclosure under Section 40(2) of the FOI Act, which requires information that would allow a third party to be unfairly identified to be withheld from release. Disclosure would be a breach of the council's obligations under Data Protection legislation, specifically the first principle which requires all processing of personal data to be fair and lawful.

CEC conclude it would not be fair to disclose this personal information when the individuals have no expectation it would be disclosed to the world in a FoIA request, and the Council has not satisfied one of the conditions which would make the processing 'fair'.

However, for the two remaining areas – 3 and 4 – there is a sufficient number of responses that the views for and against can be released as shown below:

How strongly do you agree or disagree overall with the recommendation as proposed by Cheshire East for the area you are answering for?

Shavington Overall: 90% disagree (either tend to or strongly), *base = 878

- Area 3: 97% disagree (either tend to or strongly), *base = 239
- Area 4: 97% disagree (either tend to or strongly), *base = 74

*Base = number of respondents who answered the question. Area 3 & 4 – and those that had left a valid postcode.

These numbers are subject to change as CEC are still finalising the analysis.

This response acts as a partial refusal notice under section 17 of the FoIA and I have appealed it. They have until 04/03/2022 to respond. I have accepted the Council's argument about not detailing written views because analysis is still on going and there will be future publication and it should not be possible to identify individuals, but I do not accept that I can't be told of the "voting intent" of areas 1 and 2 and have challenged the Council's response on this. I've also queried the big gap between the base numbers overall and areas 3 and 4.

I await their response.

Rope Lane pedestrian crossing (Toucan Crossing)

We discussed, last month, how Officers at CEC were seemingly determined to install the Toucan Crossing in the wrong place--at the end of the cycle lane (near the flyover) where no one will walk on it. I mentioned that I had met on site with the Deputy Leader of the Council, who is also the Chair of Highways and CEC's Chief Executive and that they had looked and listened and I said the visits were heartening.

On the 3rd of February I met with the Head of Infrastructure and Transport (the decision maker) in Rope Lane following 2 years of correspondence.

I can report that the Toucan Crossing will be in Rope Lane but not at the end of the cycle path. I'm counting this as a win.

Budget setting in the new committee system

The Medium-Term Financial Strategy (MTFS) outlines how CEC will balance its budget for the next four years against the ambitions set out in CEC's corporate plan. It also underpins how the Council will allocate its resources and provide its services day-to-day.

Agreeing the annual budget is one of the most important decisions councillors make. This is the first time it has been set in the new committee system. All of the service committees have been involved in the budget process. At the Corporate Policy Committee, there was cross-party support for a four-year balanced budget, with investment in children's and adults' services and for highways.

Council on 24 February approved the committee's recommendations. This means there will be a further increase of £19 million in its road maintenance budget over the next three years and a review of the highways programmes.

Resident Issues

parking o/s the Crewe Alex training ground in Shavington

Parking Enforcement attended on the 6th Feb, patrolling the area twice and issued 10 PCNs; the officers had positive feedback from some residents.

Another patrol will be organised soon.

Planning Application 22/0462N

I bring this to your attention.

Brought up at the last meeting

Why the 4 streetlights opposite Alfred Potts Way don't work.

The lights were conditioned as part of the planning approval for Cherry Tree Park. This is a S278 scheme that has not been adopted by the council. S278 means that the developer has to organise from start to finish unlike S106 which requires the developer to pay up and then the Council organises.

There is no supply in place at this time and this remains with the contractor via Taylor Wimpey. I'm afraid it will drag on.

Crewe Road "lakes"

I have been pressing for some action to resolve the water problem near the traffic lights and outside no.50 Crewe Road which cause inconvenience for residents and sometimes worse for pedestrians. There has been some progress. Highway's consider the drainage issues being encountered on Crewe Road Shavington as complex and are awaiting level 3 funding. It has to be assessed against other flooding issues across the borough and considered against the available budgets. Unfortunately, they are unable to provide a definitive date at this time for a permanent solution.

Cheshire East Highways would argue that these issues are not being ignored.

The gully machine attended Crewe Road w/b 07/02/22 and drew several tankers of water off the carriageway against the traffic lights and the gully kept surcharging.

The Highway team carried out jetting, root cutting and drainage investigation work on 14th February and progress has been made with regards to clearing the recurring flood near the traffic lights at junction of Crewe Road/Newcastle Road and outside numbers 1 and 3 Crewe Road. This will continue to be monitored but to date the flooding has not returned.

They also jetted the gullies at number 50 Crewe Road. Most of the water has gone but I think that this is an interim fix.



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Artwork on the Jack Mills Way Roundabout

The new feature that has been installed by the developer on the roundabout apparently compromises the safety of highway users so a decision was taken to place an inner ring lane narrow system in place to keep traffic away from the installation while the safety is assessed.

Conversations are ongoing to decide if the new structure is safe and in the meantime traffic management is required to slow traffic sufficiently when using the roundabout.

Worn out road signs, Newcastle Road Shavington

I've been told by Highways that they will locate the signs and look at replacing them. If they are on a lit pole then they will have to pass the matter to the street lighting team to arrange replacement of the sign faces. No need to say anything...



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



**MINUTES of the meeting held on
Wednesday 9 February 2022**

In attendance: Cllr Adams, Hancock, K Gibbs, McIntyre

Clarke

ScG VH/21/3/1	<i>To receive and consider apologies for absence</i>
	Apologies were received and accepted from Cllr Wain.
ScG VH/21/3/2	<i>To note declarations of Members' interests</i>
	No declaration was made.
ScG VH/21/3/3	<i>To confirm and sign the minutes of the Village Hall Committee Meeting held on 13 October 2021</i>
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG VH/21/3/4	<i>Public Participation</i> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made.
ScG VH/21/3/5	<i>To receive an update with regards to the Village Hall occupancy and to consider making recommendation to improve the occupancy of the Village Hall</i>
	Cllr K Gibbs updated Members with regards to the Village Hall occupancy. Members NOTED the update.

	RESOLVED: that the Clerk is instructed to explore birthday party packages with other suppliers and company and to report this back to the Village Hall Committee for consideration.
ScG VH/21/3/6	To receive and consider an update with regards to regular maintenance works at the Village Hall: <ul style="list-style-type: none"> a. Replacement of light bulbs in the Kitchen (with LED) b. Painting c. Installation of notice board d. Various equipment
	The Clerk briefed Members with regards to the item. Members NOTED the update. RESOLVED: that the Clerk is instructed to purchase paint and paint rollers to re-paint the main hall and to arrange a day for the job to be completed.
ScG VH/21/3/7	To receive and consider an update with regards to the cleaning contract and utility contracts
	The Clerk briefed Members with regards to the item. Members NOTED the update.
ScG VH/21/3/8	To note and consider and update with regards to marketing activities to promote the Village Hall including the n. 2 signs to be displayed outside the Hall
	Members NOTED the update.
ScG VH/21/3/9	To receive and consider an update with regards to any H&S arrangements needed
	Members NOTED the update. RESOLVED: That the Clerk is instructed to discuss with the local Fire Brigade fire emergency route, assembly points and other precautions
ScG VH/21/3/10	To note the revised Shavington-cum-Gresty Village Hall Condition of Use policy and booking fee for 2022/23
	Members NOTED the update.

Meeting Closed at 1859 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

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



MINUTES of the meeting held on **Wednesday 16 February 2022**

In attendance: Cllr Buchanan, Edgar, B Gibbs, Jones, McIntyre

ScG St/21/2/1	<i>To receive and consider apologies for absence</i>
	No apologies were received.
ScG St/21/2/2	<i>To note declarations of Members' interests</i>
	No declaration was made.
ScG St/21/2/3	<i>To confirm and sign the minutes of the Staffing Committee Meeting hold on 21 July 2021</i>
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG St/21/2/4	<i>Public Participation</i> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made
ScG St/21/2/5	<i>To receive and consider the following policy:</i> <i>- Shavington-cum-Gresty Parish Council Appraisal Policy</i>
	Members NOTED the report. RESOLVED: that the Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for adoption.
ScG St/21/2/6	<i>To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from</i>

	<i>the meeting during the consideration of items 7, 8, 9 and 10 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</i>
	RESOLVED: that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press are excluded from the meeting during the consideration of items 7, 8, 9 and 10 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
ScG St/21/2/7	<i>To receive and consider an update with regards to the Community Manager training plan</i>
	Members NOTED the report. RESOLVED: that a recommendation is made to Full Council to authorise the subscription for n.1 user to LinkedIn In-LEARNING platform (£240) and to sponsor the cost for the CiLCA qualification (£410) as part of the shared development plan for the Community Manager
ScG St/21/2/8	<i>To receive and consider updates on the following:</i> <ul style="list-style-type: none"> - <i>Staff probation period</i> - <i>Staff annual appraisal</i> - <i>Staff SMART goal for 2022/23</i> - <i>Staff short-term goal for 2022/23</i>
	Members NOTED the report.
ScG St/21/2/9	<i>To receive and consider staff pay increase for 2022/23</i>
	Members NOTED the report. RESOLVED: that a recommendation is made to full Council to consider the pay increase for the Clerk to SCP 31 starting from 1 June 2022 (subject to the annual appraisal), and to consider the pay review increase for the Community Manager from 1 September 2022 (subject to the annual appraisal)
ScG St/21/2/10	<i>To consider a proposal to review the Staff Pension scheme</i>
	The Clerk briefed Members with regards to the item. Members NOTED the update. RESOLVED: that a recommendation is made to full Council to become an Employer in the Cheshire Pension Fund and to nominate for the scheme the Parish Clerk and the Community Manager.

Meeting Closed at 1923 hrs

Chair: Buchanan

Clerk: S Garnero

DRAFT



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 previous meeting

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 2 February to 2 March 2022 listed in Annex 1.

Members are also asked to note and approve two payments authorised by the Parish Clerk under s.4.5 of Finance Regulation:

- Replacement of n.3 light tubes in the Village Hall kitchen and the fixing of the light over the Memorial in the veranda. Lights in the kitchen have been replaced with LED batten. (Invoice in Annex 2)

4. Conclusions

Members are asked to consider the following:

- a. Note and approve the payment made by the Clerk under the current delegation scheme. And approve the payments made under s.4.5 for the service of the replacement of n.3 light tube in the Village Hall kitchen
- 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
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GRESTY

Shavington-cum-Gresty Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
357	15/02/2022		Parish Council Main A _J	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.20	13.04	78.24
358	15/02/2022		Parish Council Main A _J	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	114.35	22.87	137.22
361	15/02/2022		Parish Council Main A _J	Direct Debit	Village Hall booking service	Cymphony	S	63.09	12.61	75.70
362	15/02/2022		Parish Council Main A _J	Direct Debit	VOIP	Gradwell Communications	S	18.71	3.74	22.45
363	15/02/2022		Parish Council Main A _J	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
364	15/02/2022		Parish Council Main A _J	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
371	18/02/2022		Parish Council Main A _J	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
369	18/02/2022		Parish Council Main A _J	Direct Debit	Pension	NEST	X	205.95		205.95
355	22/02/2022		Parish Council Main A _J	Direct Debit	Microsoft Azure	Microsoft Azure	S	10.24	2.04	12.28
370	28/02/2022		Parish Council Main A _J	BACS	HMRC	HMRC	X	1,219.42		1,219.42
372	28/02/2022		Parish Council Main A _J	BACS	Lights replacement VH kitchen	Mick Ascroft	S	188.00	37.60	225.60
356	28/02/2022		Parish Council Main A _J	BACS	Water	Water Plus	Z	188.58		188.58
367	28/02/2022		Parish Council Main A _J	BACS	Salary	S Garnero	X	2,127.78		2,127.78
365	28/02/2022		Parish Council Main A _J	BACS	Sponsorship Village Festival Ev	Shav Vill Festival Committee	X	97.20		97.20
366	28/02/2022		Parish Council Main A _J	BACS	Salary	S Randle	X	863.04		863.04
368	28/02/2022		Parish Council Main A _J	BACS	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
359	28/02/2022		Parish Council Main A _J	BACS	Cleaning Village Hall	Crystal Clean	S	360.00	72.00	432.00
360	28/02/2022		Parish Council Main A _J	BACS	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
Total								6,123.08	284.20	6,407.28

INVOICE NO: 102153

SHAVINGTON CUM GRETTY PARISH COUNCIL
VILLAGE HALL
MAIN ROAD
SHAVINGTON
CW2 5DP

6 Mercian Close, Shavington
Crewe, CW2 5ES

Tel/Fax: 01270 662188

Mobile: 07973 795873

Email: mick.ascroft@gmail.com

31 JANUARY 2022

FOR THE ATTENTION OF: SIMONA GARNERO / SARA RANDLE
PROJECT: LIGHTING

THIS CLAIM IS FOR WORK CARRIED OUT ON THE ABOVE PROJECT AS FOLLOWS:-

REPLACE 3NO FLUORESCENT LIGHT FITTINGS IN THE KITCHEN WITH 3NO 4ft LED BATTENS.
INVESTIGATE AND RECTIFY FAULT ON THE LIGHT OVER THE MEMORIAL IN THE PORCH.

SUB TOTAL	£188.00p
VAT	£37.60p
TOTAL	£225.60p

PAYMENT TERMS: FULL PAYMENT DUE ON RECEIPT

BANK ACCOUNT NO: 76807800
SORT CODE: 09-01-27
NAME: M H ASCROFT



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide Members a list of payments to consider

Version Control: v0

Author: Clerk

1. Report Summary

The report provides Members a list of payments for Members to consider.

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 consider the list of payments attached in Annex 1.

4. Conclusions

Members are asked to consider the following:

- a. Approve the payments listed in Annex 1
- b. Not to approve the payments listed in Annex 1

5. Consideration Sought

That the payments are approved.

ANNEX 1

List of payments to be considered by Members

Shavington-cum-Gresty Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
374 Scottish Power	02/03/2022		Parish Council Main A _y	BACS	Electricity bill	Scottish Power	L	336.33	16.82	353.15
373 Event 3	02/03/2022		Parish Council Main A _y	BACS	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
375 Website	02/03/2022		Parish Council Main A _y	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
377 PCSO	02/03/2022		Parish Council Main A _y	BACS	Payment for one PCSO	Cheshire Constabulary	X	8,320.00		8,320.00
378 Event 3	02/03/2022		Parish Council Main A _y	BACS	Platinum Jubilee Beacon (SVFC	21CC Group Ltd	S	490.00	98.00	588.00
Total								10,221.33	329.82	10,551.15



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide Members an update with regards to the YTD financial position of the Council

Version Control: v0

Author: Clerk

1. Report Summary

The report provides Members an update with regards to the YTD finance position of the Council.

2. Position

Members are asked to note the YTD financial position of the council as detailed in Annex 1.

In Annex 2, the update forecast financial position of the Council on 31 March 2022 (dated 21.02.2022)

In Annex 3, the approved Parish Council budget 2022/23

3. Conclusions

Members are asked to consider the following:

- a. Note and approve the YTD financial position
- b. Note the YTD financial position, but not to approve it

4. Consideration Sought

That the YTD Council financial position is noted and approved.

Shavington-cum-Gresty Parish Council

22 February 2022 (2021 - 2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 02/03/2022)

Admin / Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Salary				63,354.00	47,597.16	15,756.84	15,756.84 (24%)
7	Overtime							(N/A)
8	Tax & NI							(N/A)
9	Payroll Service				500.00	632.50	-132.50	-132.50 (-26%)
11	Clerk's Expenses							(N/A)
12	Clerk's Stationery							(N/A)
13	Laptop Purchase (for Clerk)							(N/A)
14	Software Training							(N/A)
70	Staff Expenses				1,250.00	1,041.86	208.14	208.14 (16%)
71	Accountancy software				650.00	584.00	66.00	66.00 (10%)
72	ICT equipment				2,000.00	1,313.66	686.34	686.34 (34%)
73	Staff Training				500.00	371.00	129.00	129.00 (25%)
74	General Parish Council design a				2,500.00	2,500.19	-0.19	-0.19 (-0%)
SUB TOTAL					70,754.00	54,040.37	16,713.63	16,713.63 (23%)

Amenities General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Purchase of two Benches (Newc							(N/A)
SUB TOTAL								(N/A)

Communications

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Brave Little Tank							(N/A)
18	Solopress - Printing							(N/A)
19	Website				2,100.00	2,100.00		(0%)
20	Newsletter: design, print and deli				10,400.00	9,546.73	853.27	853.27 (8%)
21	Emails / Dedicated Phone Line							(N/A)
22	Photography Contract							(N/A)
23	Communications - Miscellaneous							(N/A)
75	Office 365 package				1,500.00	974.48	525.52	525.52 (35%)
76	VOIP phone line/costs				400.00	220.81	179.19	179.19 (44%)
77	Adobe Creative Cloud				600.00	580.14	19.86	19.86 (3%)
78	Zoom - for holding remote Coun				450.00	247.98	202.02	202.02 (44%)
98	Boundary Marketing				4,000.00	3,535.34	464.66	464.66 (11%)
SUB TOTAL					19,450.00	17,205.48	2,244.52	2,244.52 (11%)

Environment and Recreation

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	General Amenities		1,244.00	1,244.00	1,800.00	1,893.64	-93.64	1,150.36 (63%)

Shavington-cum-Gresty Parish Council

22 February 2022 (2021 - 2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 02/03/2022)

31	Grounds Maintenance	12,000.00	7,877.00	4,123.00	4,123.00 (34%)
84	Recreational Land research cost	6,200.00	1,003.00	5,197.00	5,197.00 (83%)
85	Vine Tree Play Area - Maintenanc	1,000.00		1,000.00	1,000.00 (100%)
86	Lengthsman for maintenance	4,000.00		4,000.00	4,000.00 (100%)
87	Vine Tree Play Area - quarterly ir	400.00		400.00	400.00 (100%)
SUB TOTAL		1,244.00	1,244.00	25,400.00	10,773.64 14,626.36 15,870.36 (62%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Carols at Christmas						(N/A)	
25	Remembrance Day						(N/A)	
26	VE Commemoration (May 2020)						(N/A)	
79	Event 1 - Village Festival				1,700.00	1,659.14	40.86	40.86 (2%)
80	Event 2				1,500.00	1,356.11	143.89	143.89 (9%)
81	Event 3				1,500.00	900.00	600.00	600.00 (40%)
82	Event 4 - Christmas/Winter				1,600.00	900.00	700.00	700.00 (43%)
83	Event 5 - Remembrance Sunday				4,500.00	3,831.37	668.63	668.63 (14%)
SUB TOTAL					10,800.00	8,646.62	2,153.38	2,153.38 (19%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Small Grants Scheme				1,100.00	50.00	1,050.00	1,050.00 (95%)
28	Env Award to Shavington Acadei							(N/A)
29	Youth Club							(N/A)
30	S.137 Grants - car park				5,500.00	5,500.00		(0%)
SUB TOTAL					6,600.00	5,550.00	1,050.00	1,050.00 (15%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	142,540.00	142,540.00					(0%)
2	Allotment Fees		1,275.00	1,275.00		360.00	-360.00	915.00 (N/A)
3	CIL							(N/A)
4	Other Income		1,195.36	1,195.36				1,195.36 (N/A)
5	VAT Reclaim							(N/A)
65	Hall Hire		5,950.00	5,950.00		228.75	-228.75	5,721.25 (N/A)
SUB TOTAL		142,540.00	150,960.36	8,420.36		588.75	-588.75	7,831.61 (5%)

Insurance/Audit/Subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	External Audit							(N/A)

Shavington-cum-Gresty Parish Council

22 February 2022 (2021 - 2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 02/03/2022)

33 Internal Audit					(N/A)
34 Internal, external audit ChALC fi	4,800.00	4,926.05	-126.05	-126.05	(-2%)
35 CALC					(N/A)
97 H&S Village Hall	500.00	500.00			(0%)
99 GDPR	900.00	900.00			(0%)
SUB TOTAL	6,200.00	6,326.05	-126.05	-126.05	(-2%)

Members

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Member Training				500.00	85.00	415.00	415.00 (83%)
SUB TOTAL					500.00	85.00	415.00	415.00 (83%)

Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
88	Union flag				150.00	150.00		(0%)
SUB TOTAL					150.00	150.00		(0%)

Neighbourhood Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Consultant's Support from CCA							(N/A)
38	CCA Membership							(N/A)
89	Neighbourhood Plan				500.00	670.00	-170.00	-170.00 (-34%)
SUB TOTAL					500.00	670.00	-170.00	-170.00 (-34%)

Police

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	PCSO				33,300.00	24,960.00	8,340.00	8,340.00 (25%)
90	Police Car PCSO use				1,800.00		1,800.00	1,800.00 (100%)
SUB TOTAL					35,100.00	24,960.00	10,140.00	10,140.00 (28%)

Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Purchase of Land							(N/A)
41	Maintain/Upgrade Kitchen Bar Ai							(N/A)
42	Window Blinds in Village Hall							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 02/03/2022)

SUB TOTAL								(N/A)
Unallocated Reserves		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Unallocated Reserves							(N/A)
SUB TOTAL								(N/A)
Village Hall		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	Hygiene Equipment							(N/A)
49	Supplies				300.00	297.77	2.23	2.23 (0%)
50	Cleaning of Hall				6,000.00	3,874.24	2,125.76	2,125.76 (35%)
51	Window Cleaning							(N/A)
52	British Gas Careplan							(N/A)
53	Gas Supply				1,600.00	1,775.47	-175.47	-175.47 (-10%)
54	Scottish Power				800.00	742.06	57.94	57.94 (7%)
55	Water Services							(N/A)
56	Waste Collection							(N/A)
57	Fire Equipment				250.00	325.39	-75.39	-75.39 (-30%)
58	Music Licence							(N/A)
59	Wi-Fi Service				800.00	621.50	178.50	178.50 (22%)
60	Call-minding Service							(N/A)
61	Keys for Village Hall							(N/A)
62	On-line Booking Service				240.00	110.34	129.66	129.66 (54%)
63	General Maintenance				2,600.00	2,575.01	24.99	24.99 (0%)
64	Other							(N/A)
91	Dame Hygiene				700.00	481.87	218.13	218.13 (31%)
92	Water Plus				1,500.00	2,409.89	-909.89	-909.89 (-60%)
93	ASH Waste collection				800.00	924.59	-124.59	-124.59 (-15%)
94	PPS/PRS				250.00		250.00	250.00 (100%)
95	Call-minding service(KBVO/Cym				800.00	749.73	50.27	50.27 (6%)
96	Marketing				2,000.00	981.49	1,018.51	1,018.51 (50%)
SUB TOTAL					18,640.00	15,869.35	2,770.65	2,770.65 (14%)
Vine Tree Play Area		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Play Equipment Inspections/Mai							(N/A)
44	Play Equipment Other							(N/A)
45	Quarterly Inspections							(N/A)
46	Replace covered Litter Bins							(N/A)
SUB TOTAL								(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 02/03/2022)

Summary

NET TOTAL	142,540.00	152,204.36	9,664.36	194,094.00	144,865.26	49,228.74	58,893.10 (17%)
V.A.T.		17,534.95			8,782.99		
GROSS TOTAL		169,739.31			153,648.25		

Calculations to inform the budget for 2022-23

A CALCULATION OF LIKELY BALANCE ON 1 APRIL 2022

	Balance at bank on 1 February 2022 (Parish Council main a/c)	£94,910.00
	Balance at bank on 1 February 2022 (Village Hall account)	£23,377.00
	Total combined balance	<u>£118,287.00</u>
LESS	Forecast Spend to 31 March 2022	£34,989.27
	<u>Expected balance available on 1 April 2022</u>	<u>£83,297.73</u>
	<u>Expected balance available on 1 April 2022 used on budget calculation</u>	£78,184.06
	<u>Delta</u>	£5,113.67

B CALCULATION OF PRECEPT REQUIREMENT 2021-22

	Budget Proposals (rounded)	£191,470.00
LESS	Expected balance on 1 April 2022 - reserves needed	<u>£83,297.73</u>
PLUS	reserves needed	£47,867.50
	Precept Requirement (rounded)	<u>£156,039.77</u>

* ADDED 1 MONTH extra to cover the cost of

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				11,000.00		11,000.00	11,000.00 (100%)
21	General Parish Council design a				3,500.00		3,500.00	3,500.00 (100%)
22	Social Media Marketing				500.00		500.00	500.00 (100%)
23	Village Festival				3,000.00		3,000.00	3,000.00 (100%)
24	Christmas/Winter event				1,600.00		1,600.00	1,600.00 (100%)
25	Remembrance Service				4,500.00		4,500.00	4,500.00 (100%)
26	Community events				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					27,100.00		27,100.00	27,100.00 (100%)

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General				2,000.00		2,000.00	2,000.00 (100%)
28	Ground Maintenance- supplier				15,000.00		15,000.00	15,000.00 (100%)
29	Vine Tree Play area - mainten				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	400.00		-400.00				-400.00 (-100%)
32	Allotment maintenance cost							(N/A)
SUB TOTAL		400.00		-400.00	18,400.00		18,400.00	18,000.00 (95%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				300.00		300.00	300.00 (100%)
4	Stationary				600.00		600.00	600.00 (100%)
5	Accountancy software				650.00		650.00	650.00 (100%)
6	ICT equipment				750.00		750.00	750.00 (100%)
9	Audit Fees				1,500.00		1,500.00	1,500.00 (100%)
10	Insurance				2,700.00		2,700.00	2,700.00 (100%)
11	Legal and professional fee				1,500.00		1,500.00	1,500.00 (100%)
12	Subscription (adobe/office/Chal				3,000.00		3,000.00	3,000.00 (100%)
13	Telephone				500.00		500.00	500.00 (100%)
14	Website subscription				2,100.00		2,100.00	2,100.00 (100%)
15	Website transparency				1,000.00		1,000.00	1,000.00 (100%)
16	Misc/Expenses				1,000.00		1,000.00	1,000.00 (100%)
17	Precept	161,154.00		-161,154.00				-161,154.00 (-100%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)
SUB TOTAL		161,154.00		-161,154.00	15,600.00		15,600.00	-145,554.00 (-82%)

Summary of Receipts and Payments

All Cost Centres and Codes

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
50	S.137 Grant- Car Park				5,500.00		5,500.00	5,500.00 (100%)
51	PCSO funding				33,300.00		33,300.00	33,300.00 (100%)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
53	Acquisition projects				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL					49,700.00		49,700.00	49,700.00 (100%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				69,250.00		69,250.00	69,250.00 (100%)
2	Payroll Service				920.00		920.00	920.00 (100%)
7	Staff Training				2,500.00		2,500.00	2,500.00 (100%)
8	Members Training				100.00		100.00	100.00 (100%)
SUB TOTAL					72,770.00		72,770.00	72,770.00 (100%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00		300.00	300.00 (100%)
34	Cleaning Service				4,500.00		4,500.00	4,500.00 (100%)
35	Gas supply				1,900.00		1,900.00	1,900.00 (100%)
36	Power supply				1,000.00		1,000.00	1,000.00 (100%)
37	Fire equipment				250.00		250.00	250.00 (100%)
38	Wi-Fi Service				800.00		800.00	800.00 (100%)
39	Online booking service				300.00		300.00	300.00 (100%)
40	Hygiene service				700.00		700.00	700.00 (100%)
41	Water supply				2,000.00		2,000.00	2,000.00 (100%)
42	Waste collection				960.00		960.00	960.00 (100%)
43	PPS/PRS				250.00		250.00	250.00 (100%)
44	Call minding service				840.00		840.00	840.00 (100%)
45	Marketing				2,000.00		2,000.00	2,000.00 (100%)
46	Kitchen Refurbishment				5,000.00		5,000.00	5,000.00 (100%)
47	General Maintenance				1,500.00		1,500.00	1,500.00 (100%)
48	Hall hire	14,000.00		-14,000.00				-14,000.00 (-100%)
SUB TOTAL		14,000.00		-14,000.00	22,300.00		22,300.00	8,300.00 (22%)

Summary

NET TOTAL	175,554.00		-175,554.00	205,870.00		205,870.00	30,316.00 (7%)
V.A.T.							
GROSS TOTAL							



Report Statement

Meeting: Parish Council 02.03.2022

Report Purpose: To provide information with regards to the DD set up with British Gas

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Members an overview with regards to the setting up of a Direct Debit payment system with British Gas.

2. Background

British Gas is the gas provider used by the Village Hall.

The Parish Council currently has a fix plan with the provider, that is due to expiry in December 2022. Payment methods used was via BACS.

3. Position

On 13 January, to secure a good rate and prices, the Clerk took advantage of a broker service – with no cost for the Council- to benchmark the market and find the better offer for gas supply, which come to be with British Gas.

As the Parish Council has already a contract with this provider, the Clerk discussed with the broker operator to simply extend the contract with British Gas until 2025. To access lower prices, the Clerk accepted to move the new contract to a DD payment method, subject to the DD set up form being sent and signed by three Members. This was agreed on the phone with the operator and feedbacked to British Gas.

On 21 January, the Clerk received a letter from British Gas stating that a Direct Debit was set up.

Following that letter the Clerk reported the matter to the broker operator and is still awaiting from a formal response from British Gas.

The Parish Council Finance Regulation s.6.7 states that the Parish Council can use DD for the payment of utility suppliers, provided that the DD mandate is signed by three members. As this didn't happen, the two options available are:



- a. For this Council to note the report and retrospectively approve the DD mandate to British Gas
- b. For this Council to note the report and decide not to approve the DD mandate, that might lead British Gas to withdraw its contract

From a financial risk assessment point of view, it is worth noting that DD is always a good option for regular payments, as it reduces the risk of errors, fraud or delay with payments.

4. Sustainability Impact

Neutral: online only

5. Governance

Shavington cum Gresty Parish Council Finance Regulation

6. Financial Impact

Within budget

7. Resource Impact

Clerk time

8. Conclusions

Members are asked to note the report and:

- a. Aware of the Council Finance Regulation, agree to retrospectively approve the DD mandate with British Gas
- b. Aware of the Council Finance Regulation, agree not to approve retrospectively the DD mandate with British Gas

9. Consideration Sought

That the Direct Debit mandate with British Gas is retrospectively approved.



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Report Statement

Meeting: Parish Council, 02.03.2022

Report Purpose: To provide a proposal with a Council's reviewed structure

Version Control: v1

Author: Clerk

1. Report Summary

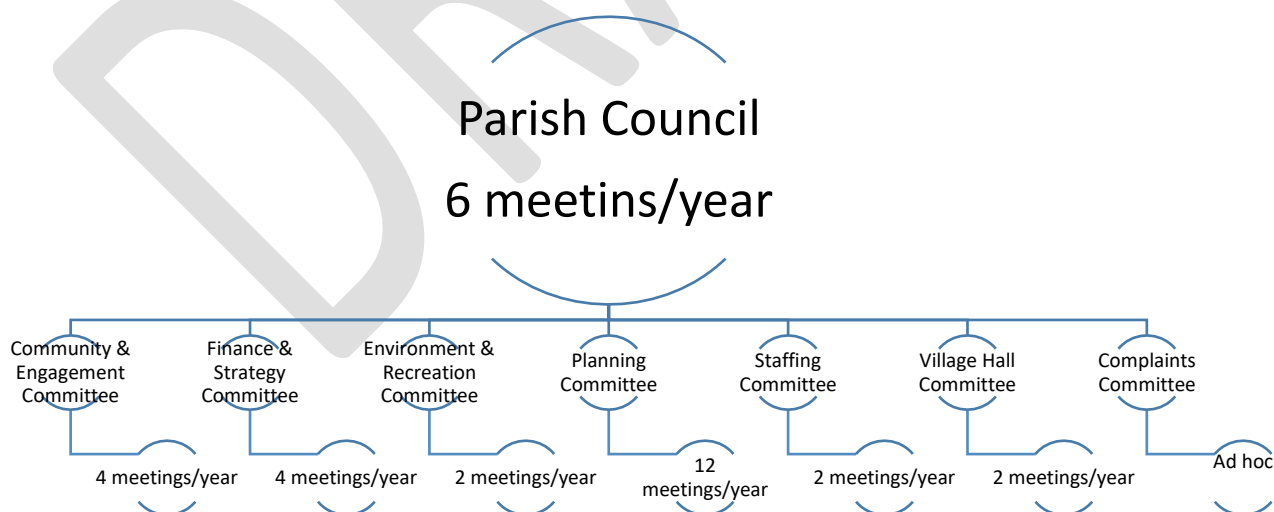
The report aims to provide Members with a proposal to review the current Council structure for Members' consideration.

2. Background

In December 2021, the Clerk was given the goal to re-think the current Council's structure and present Member with a proposal of a revised structure that is more efficient and effective.

3. Position

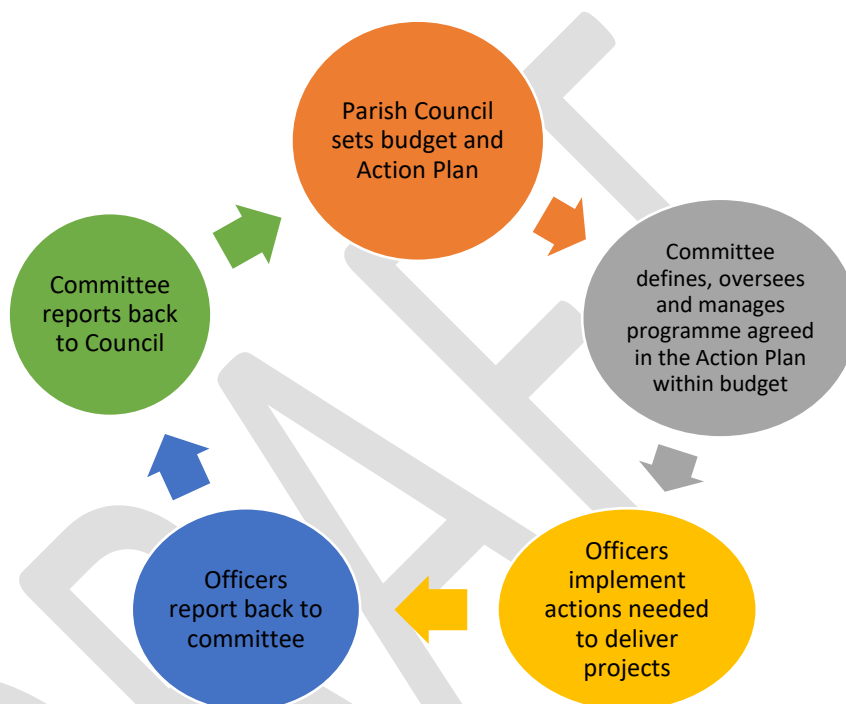
Below the proposal for Members' consideration.





In the suggested model the Parish Council will act as a main board, which designs and approves the strategy of the Council, defines the Council yearly action plan, oversees the medium-term plan, and set goals and targets for each committee.

Each committee will then be given delegated powers (set in the revised ToRs) to deliver the programme agreed by the Parish Council and detailed in the Council Action Plan within an agreed budget. Also, the Clerk and the Parish Officers will have delegated authorities to implement the actions needed to complete those projects.



In its role of strategic board, the Council will meet only 6 times per year.

DRAFT terms of references for Council and each Committee are listed in Annex 1. These DRAFT ToRs have been presented and discussed with Committee Chairs for comments and feedback earlier in February.

Members are asked to consider the revised structure and share any comments.

If agreed, the new structure will be implemented after the Annual Parish Council meeting in May, when Members will be asked to consider the Council and Committees ToRs, and the Committee Membership.

4. Sustainability Impact

Neutral



5. Community Impact

Positive: clear ToRs help community to better understand the remit of action of each Committee

6. Governance

ToR and Membership have to be reviewed yearly

7. Financial Impact

Null

8. Resource Impact

Staff time

9. Wards Affected

All

10. Consideration Sought

Members are asked to note the report, and to comment on the proposal. If the proposal is welcomed by all members, the revised ToR will be discussed on the Annual Parish meeting.

DRAFT



Annex 1

PARISH COUNCIL ¹

12 Members of the Authority	Quorum 4
Meeting will take place bimonthly	
Annual Council meeting is held in May, and then Council will meet every second month 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.	
Function of the Council Column 1	Delegation of Function Column 2
General Governance	
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

¹ Approved xxxx
 Planned review date xxxx



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Approving of annual budget, Precept, and Medium-Term Financial Plan	None
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	None generally In cases of urgency, the Parish Clerk in consultation with Chair and Vice-Chair



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<p>a notice, and to lodge an appeal against any Court decision.</p>	
<p>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.</p>	<p>The Parish Clerk in consultation with two of: Chair, Vice-Chair or committee chairman subject to reporting justification to next Council.</p>
<p>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.</p>	<p>The Parish Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.</p>
<p>Election issues and filling of vacancies</p>	<p>None to Committee. Proper Officer to undertake all statutory notifications and actions to advise members as necessary.</p>
<p>All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents</p>	<p>Parish Clerk</p>
<p>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</p>	<p>Parish Clerk or other officer designated by resolution of Council</p>
<p>Nomination for attendance at conferences</p>	<p>None Parish Clerk for Member training in accordance with policy.</p>
<p>To do anything calculated to facilitate or conducive or incidental to the discharge of any function</p>	<p>Council unless specifically delegated.</p>



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Adoption of General Power of Competence	None
Personnel Issues	
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.
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
Quality and Integrated Management	
Conducting Best Value reviews if appropriate	Finance and Strategy Committee
Administration of the Complaints Procedure	As set out in Complaints Procedure.
Finance and Audit	
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



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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
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
Power to all Committees	
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,	Committee Parish Clerk as set out in delegation



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controversy or seriousness of a matter, decide not to use the delegated power	
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.
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
Land	
Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 s124, 126,127.	None



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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
Delegated Services	
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
Planning and Development Control	
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.
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.



COMMUNITY & ENGAGEMENT COMMITTEE

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	5 Members of Authority	Quorum 3
	Meeting will take place every 3 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>	
	Function of the Committee	Delegation of function
	PR and Promotion	
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
	Community engagement	
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.²

² Approved Shavington-cum-Gresty Parish Council Meeting 09.06.2021



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COMPLAINTS COMMITTEE

5 Members of Authority	Quorum 3
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.	
Function of the Committee	Delegation of function
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. ³

³ Approved Shavington-cum-Gresty Parish Council Meeting



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**ENVIRONMENT AND RECREATION
 COMMITTEE ⁴**

	5 Members of the Authority	Quorum 3
	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>	
	Function of the Council Column 1	Delegation of Function Column 2
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.

⁴ Approved xxxx
 Planned review date xxxx



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		Parish Clerk for emergency works in line with Finance Regulation, subject to 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
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



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		<p>Parish Clerk for routine management</p> <p>Council for everything without budgetary allocation.</p> <p>Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council</p>
10	To review and recommend all the charges and fees relating to Gresty Lane allotment site	Committee
11	To oversee the management, maintenance, upkeep and improvement of the allotment site, work to ensure that allotment plots are maintained to a high standard and to maximise the occupancy of the allotment sites in Gresty Lane.	<p>Committee</p> <p>Parish Clerk for routine management</p>
12	To develop, oversee and promote projects that relate to the upgrading and improvement of the allotments in Gresty Lane.	Committee
13	<p>To be responsible for monitoring the terms laid out as part of Allotment policy</p> <p>To draft and recommend policies relevant to this Committee to Full Council</p>	Committee
14	To ensure that repairs and maintenance of benches owned by the Parish Council are carried out	<p>Committee</p> <p>Parish Clerk for routine management</p> <p>Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council</p>



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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.

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FINANCE AND STRATEGY COMMITTEE

	5 Members of Authority	Quorum 3
	Meeting will take place every 3 months	
	<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>	
	Function of the Committee	Delegation of function
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
	Finance	
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	<p>Council/Committee/Proper Officer/Parish Clerk in accordance with Financial Regulations and Standing Orders for Contracts.</p> <p>Parish Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing orders</p>
9	To make recommendations to the Council on Budget and Precept requirements.	<p>Committee</p> <p>RFO/Parish Clerk to prepare draft Budget and Budget Report</p>
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.	<p>Parish Clerk/RFO for renewal and operational matters.</p> <p>Committee for overview, tendering and changes of cover.</p>
14	To supervise the Council's banking arrangements.	<p>RFO/Parish Clerk</p> <p>Authorised signatories to authorise mandate and payments in accordance with Financial Regulations</p>
15	To be responsible for all matters related to the full range of financial and accountancy functions.	<p>Committee for Strategic overview</p> <p>RFO/Parish Clerk for operational management</p>



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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
Procurement		
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
Information Technology Services		
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
Performance and Business Management		
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
Asset Management		
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
Public Buildings		
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
Audit		
32	To maintain and have oversight of Member Audits.	Committee Parish Clerk to support with operating procedures



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33	To undertake any actions recommended following Member Audits and to have overview of risk management	<p>Committee (Council if change of policy required). Council to receive external audit report.</p> <p>Parish Clerk/RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.</p>
34	Final Internal and External Audit Reports	Committee to advise Council on response
Information and Data Protection		
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.	<p>Strategic overview and monitoring to Committee</p> <p>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.</p> <p>Parish Clerk to update Privacy notices of all categories.</p>
37	Decisions on issues relating to Access to Information and Freedom of Information.	<p>Committee for strategic overview</p> <p>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.</p>
Ethical Framework		
38	To monitor and control the Council's Code of Conduct and related protocols	Strategic overview and monitoring to Committee.



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		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. ⁵

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⁵ Approved Shavington-cum-Gresty Parish Council Meeting xxx



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PLANNING COMMITTEE

5 Members of the Authority	Quorum 3
Meeting will take place monthly	
<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>	
Function of the Council Column 1	Delegation of Function Column 2
<p>Planning and Development Control</p> <ol style="list-style-type: none"> 1. 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 2. Referring any Planning enforcement issue to the principal Council 3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications. 4 To comment on Tree Preservation applications or the making of Orders. 5 To respond to consultations from adjoining authorities outside of Cheshire East Borough. 	<ul style="list-style-type: none"> • 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. • Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council. • Parish Clerk • Committee • 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. • Committee • Parish Clerk after consultation with Members, if there is not time for reference



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<p>6 To make observations on Planning consultation documents from Cheshire East Council or other bodies.</p> <p>7 To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.</p> <p>8 To make observations on Hazardous Substance applications.</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>10 Making observations on applications and other actions in relation to hedge rows.</p> <p>11 Making observations and recommendations on Street naming or numbering.</p> <p>12 To liaise with the district council on any matter relating to building control.</p> <p>13 To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.</p> <p>14 To request a Cheshire East councillor to “call in” applications to</p>	<p>to Committee, subject to reporting the matter to the next meeting.</p> <ul style="list-style-type: none">• Committee, except Local Plan or HS2 Project which are reserved for Council. • Committee • Committee • Committee • 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. • Committee • Parish Clerk • Committee • Committee
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<p>be determined by the Development Control Committee.</p> <p>To undertake the Council's role in the making, review or management of conservation areas</p>	<ul style="list-style-type: none"> • 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. • Committee
<p>Strategic Planning</p> <p>15 Making observations on Local Plan, HS2 Project or Waste and Mineral Plans</p> <p>16 Making observations on supplementary planning documents or non-statutory plans.</p> <p>17 To oversee the Council's role in preparing, reviewing and monitoring the Neighbourhood Plan.</p> <p>18 Planning Guidance and Policy by the Parish Council</p>	<ul style="list-style-type: none"> • Council on the advice of Committee for Local Plan & HS2 Project. • Committee for Waste & Mineral Plans. • Committee • Committee • Approval of Plan reserved to Council. • Committee to oversee and recommend • Approval reserved to Council
<p>Licensing</p> <p>19 Making observations on any matter relating to gaming or gambling</p> <p>20 Making observations on applications and other matters under the Licensing legislation.</p>	<ul style="list-style-type: none"> • Committee • 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>Housing</p> <p>21 Parish Council Policy or response to consultation on Cheshire East Policy.</p>	<ul style="list-style-type: none"> • None, but on advice from Committee.



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<p>22 To take a lead on other housing matters including landlord supervision and design guidance.</p>	<ul style="list-style-type: none"> • Committee.
<p>Environment & Sustainability</p>	
<p>23 To promote the environmental wellbeing of the Parish.</p>	<ul style="list-style-type: none"> • Policy reserved by Council on recommendation of Committee • Committee under the direction of Council • Parish Clerk for operational matters
<p>24 Conservation of the built & natural environment</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within budget • Operational management to Parish Clerk
<p>25 To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within budget. • Operational management to Parish Clerk
<p>26 Issues involving ancient monuments & areas of archaeological interest.</p>	<ul style="list-style-type: none"> • Strategic overview to Committee • Parish Clerk for operational matters.
<p>27 To promote environmental awareness.</p>	<ul style="list-style-type: none"> • Strategic overview to Committee • Parish Clerk for operational matters.
<p>28 To lead the Parish to address climate change, sustainability and transition.</p>	<ul style="list-style-type: none"> • Strategic overview to Committee • Parish Clerk for operational matters.
<p>Environmental & Public Health</p>	
<p>29 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds & ditches, Public Health 1936, S260.</p>	<ul style="list-style-type: none"> • Power & Strategic overview to Committee • Operational management to Parish Clerk
<p>30 To liaise with the relevant authorities in cases of public health/ environmental nuisance,</p>	<ul style="list-style-type: none"> • Petitions to Committee • Parish Clerk in other cases



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<p>drainage matters, pollution, or animal welfare issue.</p> <p>31 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).</p> <p>32 Waste & recycling</p>	<ul style="list-style-type: none"> • Committee • Parish Clerk in consultation with Chair of the Committee in cases of urgency • Strategic overview to Committee • Operational management to Parish Clerk
Strategic Highways & Transportation	
<p>33 To take policy lead on the Local Transport Plan and general transportation issues including HS2 related activities.</p> <p>34 To respond to consultation on any temporary or permanent highways changes.</p> <p>35 Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.</p> <p>36 Consent for ending maintenance at public expense or stopping up or diversion of highway</p>	<ul style="list-style-type: none"> • Committee for strategic overview & to advise Council. • Parish Clerk for operational matters • 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. • Committee • Parish Clerk after consultation with Members, if consensus view • Committee
Commemorative Bench Trail	
<p>37 To oversee the Commemorative Bench Trail and to respond to residents' application</p> <p>38 To identify and approve location of Commemorative Bench Trail in the Parish</p>	<ul style="list-style-type: none"> • 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. • Committee



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39 To authorise removal or replacement of benches	<ul style="list-style-type: none">• 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.
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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.

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STAFFING COMMITTEE

	5 Members of Authority	Quorum 3
	Meeting will take place every six months	
	<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>	
	Function of the Committee	Delegation of function
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.	<p>Parish Clerk reserved for Council</p> <p>All other staff to Committee including payment of honoraria providing within agreed budget.</p>
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 via NEST</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</p>



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		specification before final committee approval.
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. ⁶

⁶ Approved Shavington-cum-Gresty Parish Council Meeting 09.06.2021



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VILLAGE HALL COMMITTEE ⁷

	5 Members of the Authority	Quorum 3
Meeting will take place every 6 months		
<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>		
	Function of the Council Column 1	Delegation of Function Column 2
1	To manage the use of Shavington-cum-Gresty Village Hall and collect appropriate hiring fee	Village Hall Committee and Parish Clerk for routine management
2	<p>To ensure the facility is kept in a properly maintained condition with specific attention to:</p> <ul style="list-style-type: none"> a. Internal/external cleaning b. The repair of damage to the facility and other improvements as may be necessary from time to time c. Health & Safety regulations and requirements 	<p>Village Hall Committee within budget</p> <p>Council for everything without budgetary allocation.</p> <p>Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council</p>
3	To monitor and ensure the essential supplies are available for staff, PCSO, and Hall hirers	<p>Parish Clerk within budget</p> <p>Parish Clerk for emergency works without budgetary allocation (up to £500), in line with Finance Regulation, subject to reporting justification to next Council</p>
4	To monitor and manage the relationship between Shavington-cum-Gresty Parish Council and	Village Hall Committee within budget

⁷ Approved xxxx
 Planned review date xxxx



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	Shavington Primary School with regards to the shared used of the Shavington Primary School's Car park (main road).	Parish Clerk for routine management
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



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		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
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

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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Report Statement

Meeting: Parish Council, 02.03.2022

Report Purpose: To provide costs to re-paint the main hall in the Shavington-cum-Gresty Village Hall

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Members with costs to re-paint the main hall of Shavington-cum-Gresty Hall.

2. Background

On December 2021, Members agreed to remove all WW1 posters displayed in the main Hall of the Village Hall. As a consequences part of the wall painting get damaged, with peeling paint and wall chipping which makes the room not looking its best.

3. Position

On the February Village Hall Committee meeting, Members agreed to volunteer to re-paint the walls.

The Clerk was asked to schedule a "Paint the Village Hall" day with the help of Cllr K Gibbs and McIntyre and to purchase paints and roller kits to progress with the job.

In annex 1 the quote.

As there is no budgetary provision for this, the Clerk is seeking for authorisation to progress with the purchase of all material needed, and to code the expense under the cost centre Admin/Staff – Staff Expenses.

4. Sustainability Impact

Positive: regular maintenance will reduce the risk of high-cost intervention in the future. Also, a nicer room will attract more hirers

5. Community Impact

Positive: community will benefit from a refurbished main hall

6. Governance

Shavington-cum-Gresty Parish Council budget 2021/22



7. Financial Impact

£113.30

8. Resource Impact

Clerk time. Members' time.

9. Conclusions

Members are asked to note the report and:

- a. Authorise the Clerk to purchase the equipment needed, and to code expenses under cost centre Staff/Admin – Staff expenses
- b. Authorise the Clerk to purchase the equipment needed, but request the Clerk to wait until the forthcoming financial year so that the expenses can be coded under the cost centre Village Hall – General Maintenance
- c. Not authorise the Clerk to progress with the purchase of the equipment needed

10. Consideration Sought

That the Clerk is authorised to progress with the purchase of paints and rollers so that the hall can be painted as soon as possible.



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Appendices

[clearly insert appendices / additional information and include reference points in the main body of the report]

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Unit 2
 Crewe Trade Park
 Gateway
 Crewe
 CW1 6JT
 Tel: 01270256253
 Fax:
 To:
Consumer Cash - Crewe

Crewe

CW1 6JT

Quotation

Our reference **G036S / QO00249813**
 Date: **15-02-2022**
 Time: **14:49:59**
 Input by: **Derrick**
 Page **1 of 1**

 Account No. **P00042**
 Customer reference:

This quotation is valid until 17-03-2022

Item	description	Quantity	Unit Price	Total Value	VAT Code
5095047	Dulux TR V/Matt Tinted LIG 5L Primrose White	1	44.29	44.29	11
5095046	Dulux TR V/Matt Tinted LIG 2.5L MAGNOLIA	1	27.31	27.31	11
6317437	DDC Woven Poly Roller Kit 2 Sleeves 9"	2	11.41	22.82	11

The prices quoted are relevant for the specified quantities only

VAT Code	Net	V.A.T.	Gross	Sub-total	
11 - 20.00 %	94.42	18.88	113.30		94.42
Total	94.42	18.88	113.30	V.A.T.	18.88
				Total	113.30

This is not a VAT invoice

All goods supplied subject to the terms and conditions in force at the time.



Report Statement

Meeting: Parish Council 02.03.2022

Report Purpose: To provide draft Policies for consideration

Version Control: v1

Author: Clerk

1. Report Summary

This report provides draft policies for Members' consideration.

2. Position

Members are asked to consider the following policies:

- Shavington cum Gresty Parish Council Policy for Granting of the Honorary Freedom of the Parish
- Shavington cum Gresty Parish Council Safeguarding Policy
- Shavington cum Gresty Parish Council Transparency Policy
- Shavington-cum-Gresty Parish Council Sponsorship Policy
- Shavington cum Gresty Parish Council Appraisal Policy

3. Sustainability Impact

Environment: neutral as mainly digital

4. Financial Impact

Within budget

5. Resource Impact

Clerk time

6. Conclusions

Members are asked:

- a. Note the draft policies and approve them
- b. Note the draft policies, request some amendments to be made and approve them
- c. Note the draft policies and not approve them

7. Consideration Sought

That the policies are approved.





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POLICY FOR GRANTING OF THE HONORARY FREEDOM OF THE PARISH

From 12 January 2010, all local councils may exercise powers to confer the title of “honorary freeman” or “honorary freewoman” to persons of distinction and those who, in the council’s opinion, have rendered eminent services to the council’s area (section 249(5) and (6) of the 1972 Act).

From time to time, members of the community demonstrate outstanding commitment and contribution to the wellbeing of the Parish and it is recognised that their efforts should be acknowledged. The Council will do this, in special circumstances that meet the criteria of this policy, by awarding to an individual the title of ‘Honorary Freeman (or Honorary Freewoman) of the Parish of Shavington-cum-Gresty’. This honour will be awarded only on rare and exceptional occasions.

Granting the Freedom of the Parish

Granting the Freedom of the Parish is the highest honour that the Parish Council can bestow. Although it carries no powers, rights or privileges, those who receive the honour are able to use the title of Freeman or Freewomen.

As this is the highest honour that the Parish Council can grant it should be used sparingly and should not be given too often in order to preserve its status and value.

Service

The nominee may have given extensive and eminent service to the Parish of Shavington-cum-Gresty and its local community (e.g. service to other organisations and voluntary and community groups) in a largely voluntary capacity. The nominee must have made an outstanding contribution to the Parish such that the nominee’s contribution can be seen to stand above the contributions made by most other people.

Cost

Section 249 (9) of Local Government Act 1972 allows Councils to spend “such reasonable sum as it thinks fit” on presenting an address to a Honorary Freeman or Honorary Freewoman. A commemorative ‘scroll’ or certificate will be provided. Currently there is no budget provision for this but under the S137 of the Local Government Act 1972 the costs of the scroll and frame can be allocated.

Legislation

Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows the Council of a relevant authority (including a Parish Council) to admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority:

a. Persons of distinction, and



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b. Persons who have, in the opinion of the authority, rendered eminent service to that place or area.

A resolution must be passed:

a. At a meeting of the Parish Council that has been convened especially for the purpose and where notice of the object of the meeting to pass a motion relating to the granting of the award has been given; and

b. By not less than two-thirds of the members of the Council who vote on it.

Procedure for Granting of Freedom of Shavington-cum-Gresty

Any Parish Councillor may nominate to the Council individuals, who in their opinion, have rendered eminent services to the Parish and who should be considered to be granted the Freedom of the Parish.

A member of the public may petition any Parish Councillor to nominate an individual to the Council individuals for consideration.

Individuals who have profited from their service would not normally be eligible, however this is subject to the discretion of the Council.

The nomination for the Honorary title will be considered at the next Ordinary Meeting of the Council. The agenda item will be discussed in private, and the public and press will be excluded. The name(s) of the individual(s) must not appear in the agenda or minutes of the meeting. The following procedure shall be adopted:

1. The Chair shall open the agenda item and remind the Members of this Policy Document giving guidance on those criteria for suitable nominations.
2. The Chair shall invite the Member(s) ('the sponsor) to present the application for nomination. The Member(s) of the Council making a nomination for the Honorary title should be able to demonstrate to the Council that the nominee has given extensive and eminent service to the Parish of Shavington-cum-Gresty and its local community
3. The Chair shall invite all Members to discuss and debate the merits of the nomination.
4. The Chair shall then invite the Council to pass a resolution in support of convening a meeting especially for the purpose of passing a motion relating to the granting of the award.

The Chair (or another nominated Councillor) shall prior to the issuing of the meeting calling notice for the purpose of passing a motion relating to the granting of the award, informally enquire with the proposed individual as to:

1. whether or not they are prepared to accept such an award.
2. whether they are aware of any reason that their acceptance of the award may, or could be considered by a reasonable third-party, to bring the parish or the Parish Council into disrepute.

The Parish Council will convene a meeting of the Council especially for the purpose, and where notice of the object of the meeting to pass a motion relating to the granting of the award to a specific individual(s) has been given. The following procedure shall be adopted:

1. The Chair shall open the meeting and remind the Members of this Policy Document which gives guidance on the criteria for suitable nominations.



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2. The Chair shall invite the Member ('the sponsor) to present the application for nomination. The Member(s) of the Council making a nomination for the Honorary title should be able to demonstrate to the Council that the nominee has given extensive and eminent service to the Parish of Shavington-cum-Gresty and its local community
3. The Chair shall invite any members of the public who wish to speak in relation to the nomination to speak, subject to the following criteria:
 1. Council Standing Orders shall be followed
 2. each member of the public may speak for a maximum of 5 minutes, and whom may speak only once during the meeting
 3. members of Council may ask questions (with the agreement of the Chair), to the member of the public who is speaking, however, questions to the member of the public who is speaking, from other members of the public are not permitted.
4. The public and any press shall then be excluded from the meeting.
5. The Chair shall invite all Councillors present to discuss and debate the merits of the nomination.
6. The public and any press shall then be invited to return for the remainder of the meeting.
7. The Chair shall then invite the Council to pass a resolution granting the award, which should recite the particular grounds and details of the public services rendered by the potential recipient.
8. If the Council passes the resolution by no less than a 2/3rds majority then the resolution shall be recorded in the Council Minutes in the usual way.

If the motion is passed, the Chair in consultation with the Parish Clerk shall then make arrangements for the formal presentation of the 'Freedom' which will be marked by the giving of a framed certificate.



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

CHILD PROTECTION AND VULNERABLE PERSONS SAFEGUARDING POLICY

Overview

Shavington-cum-Gresty Parish Council is committed to ensuring that all employees, volunteers, service users, clients and visitors are safeguarded in line with the provisions of the Working Together 2014 of the Care Act 2014 and the Mental Capacity Act 2005 (**PHSA 3.1, 3.7**)

Safeguarding means protecting an individual's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that an individual's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

It must be recognised that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. People have complex lives and being safe is only one of the things they want for themselves.

Scope of the Policy and Procedure

The aim of this policy and procedure is to ensure:

- the safety of adults at risk by outlining clear procedures and
- that all employees, volunteers, service users, clients and visitors within Shavington-cum-Gresty Parish Council are clear about their responsibilities and are trained adequately
- service plans consider the need to safeguard adults at risk (**PHSA 2.4**)

Definition of Adult at Risk

An adult at risk is a person aged 18 or over; who:

- has needs for care and support (whether or not the local authority is meeting any of those needs), and
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

This may include a person who:

- is an older person who is frail due to ill health, physical disability or cognitive impairment;
- has a learning disability;
- has a physical disability and / or a sensory impairment / or communication difficulty i.e. autism;
- has mental health needs including dementia or a personality disorder;
- has a long-term illness/condition;
- misuses substances or alcohol;
- lacks capacity to make specific decisions to make particular decisions.



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Within the services provided by Shavington-cum-Gresty Parish Council, adults at risk could be present in any group or session, at any time so this safeguarding policy statement is applicable throughout all of Shavington-cum-Gresty Parish Council activities and provision.

In the case of suspected abuse initially staff, trustees or volunteers should raise an alert and submit this to the named Safeguarding Lead who will contact the Cheshire East Adult Social Care see below, and other authorities as applicable. (**PHSA 4.3**)

What is abuse?

Abuse of an adult can take many forms. Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a variety of forms and can be both overt and covert. The following list is not exhaustive, but is illustrative of the kinds of abuse that might be experienced:

- Physical (including Female Genital Mutilation and Honour Based Violence)
- Domestic Abuse
- Psychological
- Sexual abuse
- Financial or material abuse
- Modern Slavery and Human Trafficking
- Neglect and Acts of Omission
- Discrimination abuse
- Organisational abuse
- Self-Neglect
- Deprivation Of Liberty

Standards

Shavington-cum-Gresty Parish Council staff and contractors (**PHSA 2.3**) are required to:

- Where appropriate and required by regulations have a Disclosure and Barring Service (DBS) check when they commence employment. Where this has not been undertaken staff will not be allowed to work with adults unless supervised by a member of staff who has had a clear DBS check. (**PHSA 7.2**).
- Demonstrate respect for all service users as individuals in all matters.
- Reflect on their own approach and style, recognising the inherent power their position bestows.
- Undertake relevant training in safeguarding, disclosure and diversity matters. Ask a senior member of staff if they have any uncertainties about how to deal with a specific service user. (**PHSA 7.1**).
- Ensure that all service users experience a suitable and supportive environment to encourage service user disclosure of any issues which might affect the way in which they should be treated.
- Ensure all service users are aware of our Equality and Diversity policy and that they know how to complain if they become victims of harassment bullying, unfair treatment or harassment.
- Ensure a diverse range of services and training that is sensitive to difference.
- Invite and encourage constructive feedback from service users about standards and styles of behaviour and promote an open and honest culture of respect for diversity.
- Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures.



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- Ensure that all persons working for or providing services to Shavington-cum-Gresty Parish Council are provided with a briefing on these safeguarding policies and procedures before any work is undertaken or any services delivered.
- Report any incidents immediately to any relevant partners or commissioners.

Service users, clients, volunteers and visitors are required to:

- Help prevent inappropriate behaviour by challenging and reporting behaviour that appears to be causing distress to others.
- Support an open, constructive environment within which diversity is valued positively.
- Dealing with claims of abuse perpetrated by internal members of staff

This Policy makes it clear how staff are expected to perform when dealing with all service users including adults at risk. It specifically ensures that claims made of abuse by internal staff will be investigated and dealt with.

Safeguarding Lead

The details of the named contact for Shavington-cum-Gresty Parish Council is the Parish Clerk.

The named person will have full awareness of the policy and procedures guidelines and have attended training on safeguarding endorsed by the local Safeguarding Board.

The named contact will be a single point of contact for the organisation in relation to:

- Child Sexual Exploitation
- Female Genital Mutilation
- Prevent
- Domestic Abuse
- Honour Based Violence
- Forced Marriage
- Mental Capacity Act
- Deprivation of Liberty Safeguards
- Trafficking / Modern Slavery

Safeguarding Procedure

First Steps

If you think abuse has or may have occurred act immediately. It is the responsibility of the person first becoming aware of a situation where there may be an adult subject to, or at risk of, abuse to make safe and deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.



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Do NOT discuss concerns or disclosures with other members of staff other than the safeguarding lead. (*PHSA 3.2*)

If the allegation is about a staff member or volunteer of any organisation, ensure that the allegation is properly managed.

Contact the police if it is thought a crime has just been committed. Telephone 101 or 999 if an emergency.

Record details of the allegation as soon as possible somewhere that can be kept secure. Include:

- The allegation or concerns, including the date and time of the incident,
- What the adult at risk said about the abuse and how it occurred or what has been reported to you.
- The appearance and behaviour of the victim.
- Any injuries observed.
- Whether any dependants are also at risk (*PHSA 4.4*) (*PHSA 1.3*)

If the allegation is against a member of staff a volunteer or a service user of Shavington-cum-Gresty Parish Council (*PHSA 3.6*)

Shavington-cum-Gresty Parish Council will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that the vulnerable adult is safe and away from the person against whom the allegation is made.
- The named person for safeguarding should be informed immediately.
- In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a committee member, director or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).
- The named person should contact the local authority social services team for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and / or in the event of an emergency situation arising, the police.
- The individual who first received / witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident / receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and / or social services.
- Regardless of whether a police and / or social services investigation follows, Shavington-cum-Gresty Parish Council will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.
- Whistle blowing will not prejudice the position or prospects of Shavington-cum-Gresty Parish Council staff or volunteers (*PHSA 3.3*)

Bring the concern to the attention of your Safeguarding Lead



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It is the responsibility of the Safeguarding Lead to:

- Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.
- Deal with any immediate needs:
 - Ensure that the victim of the alleged abuse is safe
 - Ensure that any necessary emergency medical treatment is arranged
 - Ensure that no forensic evidence is lost
 - If the alleged perpetrator is also an adult at risk, ensure that another member of staff / manager is allocated to attend to their needs and ensure that other service users are not put at risk.
- Clarify the facts stated by the member of staff but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.
- Check that the circumstances fall within the safeguarding adult's procedure i.e. meeting the definition of abuse as defined in this Policy and Procedure.
- Address issues of consent and confidentiality, taking care to not promise confidentiality
- A formal referral must be made on the same day as the alert is raised when:
 - A crime has been, could have been, or yet could be committed.
 - There is a suspicion that an abuse has taken place.
 - The allegation involves a child
 - The alleged perpetrator is themselves an adult at risk.
 - They are unsure if abuse has taken place
- Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer.
- All incidents, allegations of abuse and complaints must be recorded, monitored and available for internal and external audit. (*PHSA 2.1, 2.2*)

The Referral Stage

This involves bringing the concern regarding alleged abuse or potential abuse formally to the attention of the following authorities as appropriate:

- All referrals should be made to: **Cheshire East Adult Social Care**. The following number should be called **0300 123 5010** or **0300 123 5500**
- The police if you think a crime may have been committed – Telephone **101** and specify it is a safeguarding issue (**999** in an emergency).
- If a child is also at risk contact **Cheshire East Children's Services**. The following number should be called **0300 123 5012** or **0300 123 5500**
- Outside normal office hours, or on weekends or Bank Holidays, contact should be made for children's and adults on the **out of hours** number **0300 123 5022** or **0300 123 5500**

The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:

- The name of the adult



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- Date of birth and age
- Address and telephone number
- Why the adult is considered to be at risk
- Whether consent has been obtained for the referral, and if not the reasons e.g. the adult lacks mental capacity or there is an over-riding public interest (e.g. where other adults or children are at risk)
- What the person involved has said they want to happen next (the referral needs to be made, with details of those involved even if the person has not given consent, but this needs to be included in the information given)
- Whether there are any concerns or doubts about the mental capacity of the adult at risk
- Whether the police are aware of the allegation, and whether a police investigation is underway
- If possible, use the Cheshire East Safeguarding referral form (Appendix 2)

What happens next?

The designated lead should receive acknowledgement of the referral from the relevant agency, and be given feedback about what happens next. This will not always be appropriate to pass on to the person completing the first account report.



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APPENDIX 1 SAFEGUARDING ACTION PLAN

<u>Action</u>	<u>Responsible person</u>	<u>Date to be completed by</u>	<u>Date completed</u>	<u>Evidence</u>
Incidents, allegations and complaints are monitored and lessons learnt are fed into planning				
All staff and volunteers are trained on safeguarding [including who the lead is, how to act, Mental Capacity and Deprivation of Liberty] through induction training and mandatory refresher courses (PSA 1.2, 1.3, 8.2)				
Service developments are informed by the views of adults and carers (PHSA 4.1, 4.2)				
Staff and volunteers working with children and adults at risk receive regular support and supervision (PHSA 8.3)				
All staff understand the practical implications of the safeguarding policy and procedure				
Safer Recruitment policy for both staff and volunteers is in place				

Appendix 2
Cheshire East Council Adult Safeguarding Referral Form



ADULT SAFEGUARDING FIRST ACCOUNT REPORT

To be filled in by the person who heard, saw or suspects that abuse has happened.

Crewe: Creweandnantwichadultsocialcareteam@cheshireeast.gov.uk

Congleton: Congletonandsandbachadultsocialcareteam@cheshireeast.gov.uk

Wilmslow: Wilmslowandknutsfordadultsocialcareteam@cheshireeast.gov.uk

Macclesfield: Macclesfieldadultsocialcareteam@cheshireeast.gov.uk

CMHT Macc: MentalhealthMaccAdmin@cheshireeast.gov.uk – 01625 505696

CMHT Crewe: MentalhealthCreweAdmin@cheshireeast.gov.uk – 01270 655287

For people already open to CMHT

Macclesfield Hospital Social Work Team / Leighton Hospital Social Work Team:

Macclesfield.hospital@cheshireeast.gov.uk

Leightonsocialworkteamadmin@cheshireeast.gov.uk

For people in hospital

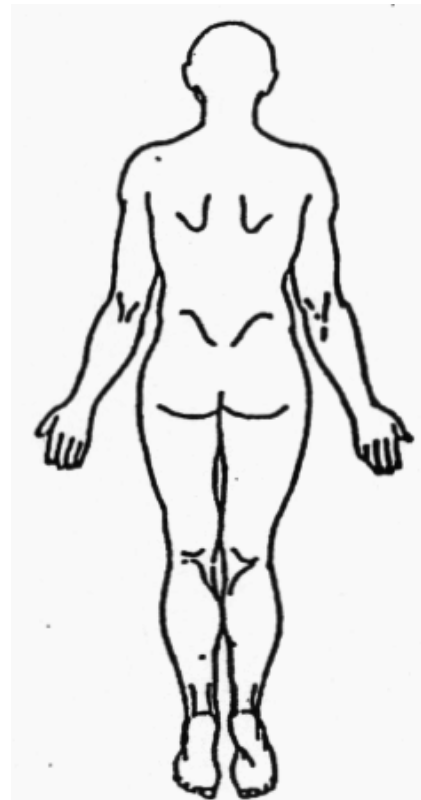
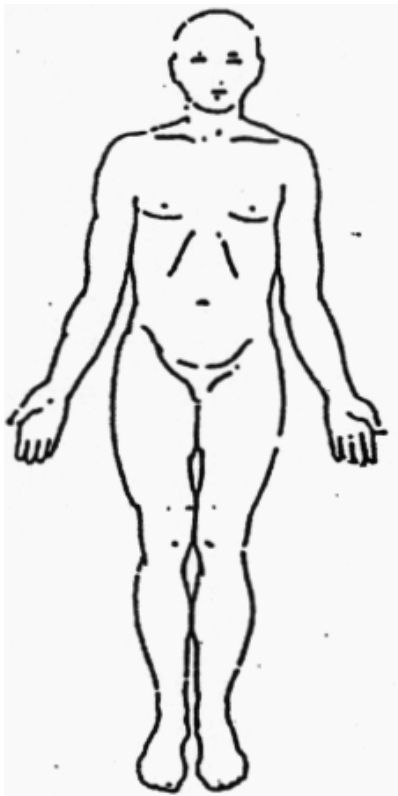
DATE :	TIME:
NAME OF ADULT AT RISK:	
D.O.B:	
PARIS ID:	
ADDRESS:	
POSTCODE:	

NAME OF GP:
ADDRESS:
POSTCODE:

PERSON REPORTING THE INCIDENT:
NAME TEL
RELATIONSHIP TO ALLEGED PERSON AT RISK:
Account Please write below a factual account of what you saw or heard. Please continue on further sheets as required, number them, and sign and date the statement as it may be used in evidence. Suggestions for inclusion in the account:
<i>What happened? (tell me, describe to me, explain to me)</i> <i>When did it happen? Who is involved? Where did it happen? (continue on extra sheets if required)</i>

Continued...

Continued.....



Office use only:

Action taken by receiving team:

S42 Enquiry Non S42 Complaint Quality of Care issue

Needs assessment / Carers assessment



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TRANSPARENCY POLICY

Introduction

The Local Government Transparency Code 2015 was issued by the Secretary of State for Communities and Local Government to define the publication of information by local authorities about the discharge of their functions.

The code applies to local authorities that meet certain criteria, including Parish Councils that have an annual income exceeding £200,000

Local Government Transparency in England Briefing Paper issued May 2016 states - "Parish councils with a 'turnover' of between £25,000 and £200,000 will be expected to follow the Local Government Transparency Code 2015" for authorities with a turnover over £200,000

Shavington-cum-Gresty Parish Council is committed to being open and transparent and will adhere to the Local Government Transparency Code guidelines.

Why we publish data

Improved governance – enabling the public to understand how the council spends its money on services and community improvements within the Parish.

Promote accountability – demonstrating the council's commitment to being open on its expenditure.

Principles

a. Open data by default

The council will:

- Publish data openly unless there are legitimate reasons why some data cannot be released, in particular pertaining to intellectual property, commercial sensitivity, personally identifiable data and sensitive data.
- Publish data on a single web page so it can be found easily, in one place and is easy to access.
- Ensure that all data processing is compliant with any legal and contractual requirements including the Data Protection Act 2018.

b. Quality and Quantity

The council will:

- Release open data that is timely, comprehensive and accurate. Where practical, the data will be in the original and unmodified form.
- Release data as early as possible

c. Usable by all



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The council will:

Wherever possible, release data in accessible format to make the data as widely available as possible to the widest range of users.

d. What data do we publish

Data we publish:

- Expenditure over £500
- Employees
- Contract and tenders
- Public Land, Property and Car Parking owned by the Council
- Policies and Governance Documents
- Internal and External Auditor report
- Annual Governance and Accountability Return
- Council and Committee minutes
- Parish Council Budget

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SPONSORSHIP POLICY

Introduction

Shavington-cum-Gresty Parish Council has a policy on sponsorship in order to:

- Uphold the Council's reputation and brand identity
- Further the Council's strategic vision and support its priorities (by facilitating communication messages)
- Secure best value for money and maximise income
- Provide a framework and control measures
- Establish a corporate approach and standards (including best practice)
- Ensure compliance with legislation, advertising industry codes and other Council policies
- Support development of commercial partnerships with the private sector
- Safeguard the image of the Council

Definition

To sponsor something is to support an event, activity, person, or organisation financially or by providing products or services. It should be mutually beneficial.

Sponsorship should not be confused with other types of funding which the Council administers e.g. Shavington-cum-Gresty Parish Council Grant Scheme.

Sponsorship is a business relationship between a provider of funds, resources or services and an individual, event or organisation which offers in return rights and association that may be used for commercial advantage in return for the sponsorship investment.

Sponsorship policy

Sponsorship is not a way for any company or organisation to be viewed favourably by the Council in any other business arrangements they might be a party to.

Organisations that will not be considered or approved for sponsorship opportunities include, but are not limited to, those which represent a conflict of interest or are connected directly or indirectly with the following:

- Advocacy of, or opposition to, any politically, environmentally or socially controversial subjects or issues
- Disparagement or promotion of any person or class of persons
- Promotion or incitement of illegal, violent or socially undesirable acts
- Promotion or availability of tobacco products, weapons, gambling or illegal drugs
- Financial organisations and loan advancers with punitive interest rates
- Promotion or availability of adult or sexually orientated entertainment materials

Any organisation wishing to sponsor a Council owned product or service must adhere to this policy and the Council's Terms and Conditions for Sponsors.



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A sponsorship briefing form must be completed to define any sponsorship opportunity for a potential sponsor.

All sponsorship deals will be subject to a signed agreement between the Council and the sponsoring organisation. For smaller projects this might be in the form of the Council's standard Terms and Conditions for Sponsors; for larger or more complex arrangements, a document may be drawn up relating specifically to that project.

The Council must ensure a return on investment when it is a sponsor. The appropriate lead Officer must consult the C&E Committee before deciding whether the Council should be a sponsor or whether sponsorship of a Council product/service is the best marketing communications method.

Publicity and media coverage will be arranged by the Council for all appropriate sponsorship deals.

The use of branding and logos of any sponsoring company must not interfere with the Council's Corporate Identity or Brand Guidelines.

The size and positioning of sponsors' logos on any promotional material, goods or signage must be considered by the appropriate lead Officer in conjunction with the Council's Community Manger.



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APPRAISAL POLICY

Purpose of appraisal:

To provide an opportunity for the employees and one or more members of the Parish Council to discuss performance against agreed objectives and support the personal development of the Parish Council employees consistently with the needs of the organisation.

The appraisal cycle:

The appraisal cycle will be annually and from the date of the last appraisal date. In the case of a new officer being appointed, a six-month review will be held. Appraisal will normally be held at the start of the calendar year.

Identifying the appraiser(s):

The appraisal cycle will be managed by the Staffing Committee. The appraisal will be conducted by the Clerk or by three councillors in case of the Parish Clerk: Chair and Vice-Chair of the Parish Council and Chair of the Staffing Committee.

Preparation for the appraisal meeting:

The appraisers will invite all councillors to provide feedback on performance and development needs prior to the appraisal meeting.

The appraisers and appraisee will set a date for the formal appraisal meeting.

To assist the process, the appraisee should consider questions listed at Annex 1 under "Preparation for Appraisal: appraisee". This is intended to support the process and will not form part of the finished appraisal documentation. The appraiser will similarly prepare for the appraisal by considering the questions under "Preparation for Appraisal: appraiser" to which the Clerk or other Councillors can have an input before the appraisal meeting (gathering evidence, above). This is also intended to support the process and will not form part of the finished appraisal documentation.

Appraisal meeting:

A constructive, open, two-way discussion on performance and development needs is the core of the appraisal. The following will be key features of the appraisal meeting:

- Review of previous year's objectives
- Discussion of achievements and concerns
- Agreeing objectives for the next year (no set number but all need to be SMART)
- Summary and agreement

The results of the appraisal process will be recorded on the Appraisal form, which is at Annex 2. This record should cover the key points of discussion between appraiser and appraisee, objectives for the next year, and identified training/development needs.



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A copy of the form will be kept securely by both appraiser and appraisee.

Confidentiality and GDPR:

Discussions, notes and records arising from the appraisal process shall be regarded as confidential. All Parish Council discussions shall take place in the absence of members of the public as provided for in the Standing Orders.

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ANNEX 1

Preparation for appraisal form (Appraisee)

Name:	Job title:
<p>Please agree with your manager how you will use this preparation form and whether you will be forwarding it to him/her before the date of your appraisal meeting.</p> <p>Your meeting is appointed for [time] on [date] and will take place in [meeting room].</p>	
<p>1. Are you clear about what is required of you in your job and how this contributes to the organisation's goals? Please use your job description and previously agreed objectives to help you consider this question.</p>	
<p>2. Are there any particular areas of your job in which you feel that you have particular strengths?</p>	
<p>3. Are there any areas of your job in which you feel that you would like additional support to be able to do the work more effectively?</p>	



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4. What training and development would you like to access to help you to do your job well or to develop into another role within the organisation?

5. Are there any other areas of work within the organisation that interest you?

6. Are there any other points that you would like to raise?



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Preparation for appraisal form (Appraisers)

Name:	Job title:
Note: all councillors, not just those carrying out the appraisal, could contribute to these answers which are intended to inform the discussion at the appraisal meeting.	
1. What are the Council's main requirements of the xxx role? (needs to align with the Job Description)	
2. What are the employee's strengths/accomplishments in relation to this role?	
3. Are there any problems/difficulties? (be prepared to cite examples and evaluate performance against objectives)	
4. What are the main objectives of the Council for the next year?	



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5. How do you think the xxx role help the Council to achieve these objectives?

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ANNEX 2

Appraisal Form

Employee's name:	
Job title:	
Date of engagement:	
Manager:	
Date of meeting:	
Current performance	
This section should be used to record discussion on the key areas of the job, and include a summary of achievement in any objectives that have been previously agreed.	
Development summary	
This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.	
Development and training	
This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work.	



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Career planning	
This section should record any areas of the department or organisation in which the employee has expressed a specific interest.	
Other areas of discussion	
This section should record any other points raised at the appraisal meeting.	
Employee's signature:	
Appraiser's signature:	
Date:	
Reviewing manager's signature:	
Date:	
One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.	



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Form for action plan following appraisal

Employee's name:	
Job title:	
Department:	
Date of engagement:	
Date of appointment to current role:	
Manager:	
Date of performance appraisal meeting:	

The following objectives have been agreed for the coming year to address developmental and departmental needs.

Objective agreed	Action required to implement	Target date
1.		
2.		
3.		
4.		
5.		

Employee's signature:	
Appraiser's signature:	
Date:	



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Reviewing manager's signature:	
Date:	
One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.	

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Report Statement

Meeting: Parish Council, 02.03.2022

Report Purpose: To consider implications on whether to apply for HS2 Community Grant scheme to support #QueenBees project

Version Control: v2

Author: Clerk

1. Report Summary

The report aims to provide Members with necessary information with regards to the HS2 Community & Environment Grant Scheme.

2. Background

On 8 December 2021, the C&E Committee approved in principle the #QueenBee project and instructed the Community Manager to define the budget, detail the activities, and investigate funding opportunities.

3. Position

The Community Manager identified the HS2 Community & Environment Fund Scheme as a suitable grant scheme for the project and had been liaising with the Grant Officer to check all elements of it.

The feedback from the Funding Officer has been extremely positive and did highlight good matching between the goals set by the funder and the #QueenBee project.

However, the HS2 Community & Environment Fund Scheme is not the only funding opportunity launched by HS2. The CEF Strategic is another interesting pot (up to £250k) which can be used to fund strategic project. Such 140, Main Road.

Applying for the HS2 Community & Environment Fund scheme **doesn't exclude the Council from apply to the Strategic**. However, organisations can only have one open application at a time. After that the organisation would have to wait 6 months after the final completion forms were returned before applying again. Additionally, if an organisation has already applied for a project, then it might not be prioritised over organisations who have not yet been awarded funding, which might lower the chances of success.

Members are asked to consider whether they wish to submit a proposal to the HS2 Community & Environment Funding (£10k) or not in the understanding that:



- a. 140 Main road project is still at the very beginning and currently we don't know exactly how -and if- the project will develop
- b. There might be other organisations (such YMCA Crewe) that might be able to apply for the HS2 Strategic Fund, but this might not be possible
- c. Being successful with the #QueenBee doesn't exclude the Council from apply to the Strategic However, we currently don't know if and when the Council will be in a position to apply for the Strategic Fund.

4. Community Impact

#QueenBee project could have a positive green impact in the community, and could allow the Council to replace all flower beds and to create #Bee trails in the Parish

5. Governance

Shavington cum Gresty budget 2021-22 and 2022/23

6. Financial Impact

Within budget

7. Resource Impact

Clerk time

8. Conclusions

Members are asked to consider the following:

- a. Note the report, agree to apply to HS2 Community & Environment Fund to support the #QueenBee project, aware of all implications
- b. Note the report, and not agree to apply to the HS2 Community & Environment Fund to support the #QueenBee project



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Report Statement

Meeting: Parish Council, 02.03.2022

Report Purpose: To consider an update with regards to the Commemorative Trail in the Village

Version Control: v1

Author: Clerk

1. Report Summary

The report provides an update with regard to a Commemorative Trail.

2. Background

On May, 5th 2021 the Parish Council agreed to arrange the purchase of a commemorative bench for former Councillor Jones, in the agreement that the Councillor family will sponsor it.

On July 7th 2021, the Parish Council agreed to support a Commemorative Trail project in the Village and delegated the Environment and Recreational committee to manage it.

On September 1st, 2021 the Parish Council agreed to arrange the purchase of a commemorative bench for the Andrews family, in the agreement that the Andrews will sponsor the bench.

On October 20th, 2021 E&R Recommended to full Council to adopt a Bench Sponsorship Agreement.

On December 1st 2021, the Parish Council approved the Bench Sponsorship Agreement.

3. Position

To progress with the project the Parish Council needs to apply for a licence to Highways with an approval fee of £106. A locations plan of the benches has to be submitted at the same time.

It is worth noting:

- Benches will have to be covered under the Parish Council PLI
- The installation of benches needs to be done by qualified suppliers with licence/permit to work on the highway. The Clerk will request a quote to Highway for the installation
- Once the application is agreed it will be sent to CEC legal team who will provide a quote for their cost involved in producing the licence

A mail has been circulated with Members asking for suggestions on where to install the benches. Comments have been collected and the Clerk is working with Cllr B Gibbs and



Ferguson to draft a location plan. In doing so, attention will be given to the following elements:

- a. Benches owned by the Parish Council that need to be replaced
- b. Walking routes
- c. Emotional locations

Priority will be given to areas that are owned by CEC.

To speed the process, Members are asked to consider delegating the Clerk to work with Cllr B Gibbs and Ferguson to complete and submit the Licence Application Form (with the location map in it), with the clause that the location map will have to be circulated with Members prior to its submission to CEC.

4. Community Impact

Positive: the project will strengthen the sense of pride of the community

5. Sustainability Impact

Environment: the environment impact will be kept as neutral as possible

Financial: break even on the short term. Medium-long term financial implication will need to be considered.

6. Governance

Parish Council financial regulation

7. Financial Impact

£170 (budget General Amenities – Environment and Recreation)
CEC legal team cost still unknown

8. Resource Impact

Clerk time

9. Conclusion

Members are asked to note the update and to:

- a. Agree to delegate the Clerk to work with Cllr B Gibbs and Ferguson to complete and submit the Licence Application Form (with the location map in it), with the clause that the location map will have to be circulated with Members prior to its submission to CEC.
- b. Agree to delegate the Clerk to work with Cllr B Gibbs and Ferguson to complete the draft location plan, to be discussed on the next PC meeting prior to its submission to CEC
- c. Agree not to proceed any further with the Commemorative Bench Trail project



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Report Statement

Meeting: Parish Council, 02.03.2022

Report Purpose: To provide info with regards to the Queen's Green Canopy initiative

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Members with information about the Queen Green Canopy (QGC) initiative.

2. Background

The Queen's Green Canopy (QGC) is a tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to **"Plant a Tree for the Jubilee."**

Everyone from individuals to Scout and Girlguiding groups, villages, cities, counties, schools and corporates are encouraged to play their part to enhance the environment by planting trees during the official planting season between October to March. Tree planting will commence again in October 2022, through to the end of the Jubilee year.

With a focus on planting sustainably, the QGC encourages planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations.

3. Position

Villages, parishes, towns and counties are encouraged to get involved in Planting a Tree for the Platinum Jubilee in celebration of The Queen's 70 years of Service to the Nation.

The planting season 2021-2022 runs from October 21 to March 22, and the following one will start in October 22.

Parish Council may wish to mark the occasion with a commemorative plaque. The QGC is offering a **physical**, as well as a **virtual** commemorative plaque option, in keeping with an environmental initiative.

More info: <https://queensgreencanopy.org/>

Councils are also invited to lead campaign to encourage the community involvement: everyone is invited to plant a tree, and to register it with virtual commemorative plaque.



Members are asked to consider if they wish to plant a tree as part of the Jubilee initiative, that could be planted either in the Village Hall Garden or on Vine Tree Play Area. A physical plaque can be purchased from the RBL website at a cost of £144.99 (plaque with stakes).

Cost of tree might vary, depending on size and species.

There is no budget provision, but Members might consider using the Community Grant budget for this.

4. Sustainability Impact

Environmental: positive.

5. Community Impact

Environmental: positive

6. Governance

Shavington-cum-Gresty Finance Regulation
Shavington-cum-Gresty budget 2021/22

7. Financial Impact

From £200

8. Resource Impact

Clerk and Members time

9. Conclusions

Members are asked to note the report and to:

- a. Agree to join the QCG initiative, allocate a budget of up to £500 from the Small Grant Scheme, agree on a location for the tree to be planted, and instructed the Clerk to progress with the project
- b. Agree to join the QCG initiative, ear mark a budget of up to £500 from this year Small Grant Scheme, and delegate a committee to take the lead of the project and to plant a tree from October 2022
- c. Agree not to join the QCG scheme.



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Report Statement

Meeting: Parish Council, 02.03.2022

Report Purpose: To consider to become an Employer in the Cheshire Pension Fund

Version Control: v1

Author: Clerk

1. Report Summary

The purpose of this report is to give Members an overview with regards to the Cheshire Pension Fund.

2. Background

On December 2021, the Parish Council approved the budget 2022/23 with a cost code for Staff Pension Contribution. The budget was calculated based on the Cheshire Pension Fund.

On February 19, the Staffing committee recommended the Full Council to consider becoming an Employer in the Cheshire Pension Fund and to nominate for the scheme the Parish Clerk and the Community Manager.

3. Position

Currently both the Clerk and the Community Manager are enrolled on the NEST scheme.

Members are asked to consider whether to become an Employer in the Cheshire Pension Fund and whether to nominate for the scheme the Parish Clerk and the Community Manger.

More info about the scheme are detailed in Annex 1.

Employer contribution is 22.6%

The budget agreed for 2022/23 is £12k which would cover the Council's pension contribution if it joins the Cheshire Scheme.

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation
Shavington-cum-Gresty Parish Council Budget 2022/23

5. Financial Impact

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



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6. Wards Affected

Staffing Committee

7. Conclusion

Members are asked to note the report and the Staffing Committee recommendation and to:

- a. Agree to become an Employer in the Cheshire Pension Fund from 1 April 2022, and instruct the Clerk to progress with the enrolment. And agree to nominate for the scheme the Parish Clerk and the Community Manger
- b. Instruct the Clerk to provide more detail before considering the item
- c. Agree not to become and Employer in the Cheshire Pension Fund and to stay with the NEST scheme



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ANNEX 1

Local Government Pension Scheme (LGPS)

Town and parish councils can decide which individuals or positions are eligible for the Local Government Pension Scheme (LGPS). These are called designating bodies. They are able to use the LGPS as a pension scheme for their employees, but they don't have to do so.

Employees of a designating body can only join the LGPS if their employer nominates that member of staff or their role as eligible for membership of the scheme.

There must be a majority agreement at a meeting of the council to elect to become an employer in Cheshire Pension Fund. Following this we will require a copy of the minutes of the meeting including the name, class of employees or roles of employees designated to join.

Cheshire Pension Fund operates a pooling of town and parish councils for contribution rates. Should a resolution be passed to join, we'll provide you with details of the rate payable as a new LGPS employer. This pooled contribution rate is subject to a triennial valuation when the rate is reviewed and set for the following 3 years.

How much does it cost?

Employers' Contributions

A Parish or Town Council in the LGPS is required to pay pension contributions to the Pension Fund. The contribution will be a percentage of pensionable pay. The Cheshire Pension Fund operates a grouping of employers for contribution rates and should a Parish or Town Council decide to pass a resolution to join, the rate payable to Cheshire Pension Fund is currently 22.6%.

The Parish or Town Council must pay over both the employers and employees contributions to the Pension Fund each month and Cheshire Pension Fund will provide full details of how to do this once employers are admitted to the Fund.

Employee's Contributions

Employees in the LGPS (known as active members) pay a rate of contribution based on their salary. Contributions are also paid on non contractual overtime and additional hours. The banding rates will increase in line with the prices index each April.

<https://www.cheshirepensionfund.org/employers/prospective-employers/parish-town-councils/>



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Report Statement

Meeting: Parish Council, 02.03.2022

Report Purpose: To provide costs for a grass cutting service for Vine Tree Play area

Version Control: v1

Author: Clerk

1. Report Summary

The report provides Members with information about Vine Tree play area and costs for an extra grass cutting service to be done before the start of the Ground Maintenance contract (starting 1 April 2022)

2. Background

On 2 February 2022, Parish Council agreed to sign a contract with Green Living Horticultural Ltd for the management of the Parish green areas. The contract is due to start on 1 April 2022.

3. Position

Vine Tree Park grass need to be cut. The last time this was done was in November 2021.

The Council can decide to leave this until April 2022, to avoid any additional costs and have this covered under the yearly Ground Maintenance contract.

However, it is advice of the Clerk that at that point the grass will be quite high, and a grass cut service before then might be beneficial to keep the play area clean and accessible.

Green Living Horticultural Ltd gave a quote for the job of £220 (to be under Cost centre Environment and Recreation – Ground maintenance).

Members are asked to consider how they wish to progress.

4. Sustainability Impact

Positive: regular service improves the quality and accessibility of the green areas

5. Community Impact

Positive: community will benefit from a clean and well-maintained park

6. Governance

Shavington cum Gresty Finance Regulation



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Shavington cum Gresty Budget 2022/23

7. Financial Impact

£220 within budget

8. Resource Impact

Clerk time

9. Conclusions

Members are asked to note the report and to:

- a. Accept the Green Living Horticultural Ltd quote, and authorise the extra grass cutting (£220)
- b. Not accept the quote, and agree to postpone the grass cutting to April and have it done as part of the yearly ground maintenance contract



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Appendices

[clearly insert appendices / additional information and include reference points in the main body of the report]

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