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

Main Road,  
Shavington, Crewe  
CW2 5DP

[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

31 March 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 **8:00PM** on **Wednesday 6 April** 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 March 2022 ( <b>attached</b> )
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 ( <b>to follow</b> )
6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC) ( <b>attached</b> )

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 March or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee (<b>Minutes attached</b>)  <u>Chair:</u> Councillor K Gibbs  Meeting held 16 March 2022  Items for consideration:</p> <p>i. that the members support in principle the idea of a commemoration project to Covid with a suggestion of a commemorative bench. The Community Manager was instructed by members to work with the chairs of the Community &amp; Engagement Committee and Environment &amp; Recreation Committee chairs to draft a project to be presented to the Parish Council for consideration.</p> <p><u>Committee:</u> Village Hall Committee  <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee  <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance Committee (<b>Minutes attached</b>)  <u>Chair:</u> Cllr Wain  Meeting held 9 March 2022  Items for consideration:</p> <p>ii. That the revised version of Finance Regulation is approved – subject to the amendment to s. 4.1 being made – and that the Regulation is recommended to Full Council for adoption</p> <p><u>Committee:</u> Staffing Committee  <u>Chair:</u> Councillor Buchanan</p>
8	<p>To note and approve payments since the previous meeting (<b>attached</b>)</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 sewer system (<i>invoice to follow</i>)</p>
9	<p>To consider approving the next round of payments (<b>attached</b>)</p>
10	<p>To receive and consider the followings (<b>attached</b>)</p> <ul style="list-style-type: none"> <li>- The list of all payments made from 01.04.2021 to 31.03.2022 (Parish Council bank account and Village Hall bank account)</li> </ul>

	<ul style="list-style-type: none"> <li>- The list of all receipts from 01.04.2021 to 31.03.2022 (Parish Council bank account and Village Hall bank account)</li> <li>- The list of all Clerk/Members expenses from 01.04.2021 to 31.03.2022</li> <li>- The Council's Fixed Asset register (updated at 31.03.2022)</li> <li>- The list of Clerk's salary payments from 01.04.2021 to 31.03.2022</li> <li>- The list of payments made under s.137 from 01.04.2021 to 31.03.2022</li> </ul>
11	To note and consider the YTD Parish Council finance position at 31.03.2022 and the bank reconciliations <b>(attached)</b>
12	To consider a quote from JDH Business Service Ltd to undertake in the Council's Internal Audit for 2021/22 <b>(attached)</b>
13	To receive an update with regards to Cheshire East Community Governance Review
14	To consider the Parish Council DRAFT Business and Work Delivery plan 2022/23 <b>(attached)</b>
15	To consider making a response to the following planning applications:
	<p><b>a. Application: 22/0742N</b>  <b>Proposal:</b> Variation of condition on approved application P95/0140 - Conversion of garage to habitable room  <b>Location:</b> 308, NEWCASTLE ROAD, SHAVINGTON, CW2 5EA  <b>National Grid Ref:</b> 369509.12 351278.7301</p> <p><b>b. Application: 22/0860N</b>  <b>Proposal:</b> Proposed rear extension, front porch and alterations  <b>Location:</b> 321 , Newcastle Road, Shavington, CW2 5EA  <b>National Grid Ref:</b> 369514.6547 351332.1186</p> <p><b>c. Application: 22/0443N</b>  <b>Proposal:</b> remove the rear porch wall, extend the wall of the utility room and the kitchen diner, existing flat roof of the utility room will be replaced by a double hipped sloping roof, which will extend over to the newly extended kitchen.  <b>Location:</b> 272, NEWCASTLE ROAD, BLAKELOW, CHESHIRE, CW5 7ET  <b>National Grid Ref:</b> 369182.3975 351249.0203</p> <p><b>d. Application: 22/0963N</b>  <b>Proposal:</b> Proposed first floor side extension and rear dormer to form larger bedroom with ensuite  <b>Location:</b> 15, LORDS MILL ROAD, SHAVINGTON, CW2 5ET  <b>National Grid Ref:</b> 369762.5109 351690.743</p> <p><b>e. Application: 22/1019N</b></p>

	<p><b>Proposal:</b> Two storey side extension.  <b>Location:</b> Puseydale Farm, MAIN ROAD, SHAVINGTON, CW2 5DY  <b>National Grid Ref:</b> 369373.7525 351496.1006</p> <p><b>f. Application:</b> 22/0651N  <b>Proposal:</b> Single storey rear extension and garage conversion  <b>Location:</b> 12 , Charlcote Crescent, Crewe, CW2 6UH  <b>National Grid Ref:</b> 370212.5817 353632.0644</p> <p><b>g. Application:</b> 22/0462N  <b>Proposal:</b> Erection of timber frame and clad outdoor cat houses with exterior exercise areas  <b>Location:</b> 35, WESTON LANE, SHAVINGTON, CHESHIRE, CW2 5AN  <b>National Grid Ref:</b> 370827.1705 352223.37</p>
<b>16</b>	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
<b>17</b>	<p>To consider to adopt the following policy:</p> <ul style="list-style-type: none"> <li>- Shavington-cum-Gresty Financial Regulation (<b>attached</b>)</li> </ul> <p>And to consider to authorise the dual level payment approval on all online banking payments</p>
<b>18</b>	To note and consider an update with regard to 140 Main Road ( <b>to follow</b> )
<b>19</b>	To consider to donate at least n.1 raised beds currently located in the Village Hall car park to the Shavington Academy to support the #QueenBee project
<b>20</b>	To consider a proposal to review the Village Hall booking fees for 2022/23 and to note the revised booking form ( <b>attached</b> )
<b>21</b>	To note the date of the next Council Meeting – <b>4 May 2022, 7pm</b>

**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 March 2022**

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

<b>ScG/21/16/1</b>	<b>To receive and consider apologies for absence</b> Apologies were received and accepted from Cllr Buchanan.
<b>ScG/21/16/2</b>	<b>To note declarations of Members' interests</b> No declaration of interest was raised.
<b>ScG/21/16/3</b>	<b>To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on 2 February 2022</b> <b>RESOLVED:</b> That the Minutes of the previous meetings are approved and signed as an accurate record.
<b>ScG/21/16/4</b>	<b>Public Participation</b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i> A member of the public shared his concerns with regards to planning application 22/0496N. Members <b>NOTED</b> comments made.
<b>ScG/21/16/5</b>	<b>To receive a report from the Village Beat Manager</b> The Clerk informed Members that the report from the Village Beat Manger hadn't been received and will be circulated with Members as soon as possible.
<b>ScG/21/16/6</b>	<b>To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC)</b> Members <b>NOTED</b> the report.
<b>ScG/21/16/7</b>	<b>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:</b>

Committee: Community and Engagement Committee

Chair: Councillor K Gibbs

Committee: Village Hall Committee

Chair: Cllr McIntyre

Meeting held 9 February 2022

Items for consideration:

- 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.

Committee: Environment and Recreation Committee

Chair: Councillor Ferguson

Committee: Finance Committee

Chair: Cllr Wain

Committee: Staffing Committee

Chair: Councillor Buchanan

Meeting held 16 February 2022

Items for consideration:

- i. that the Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for adoption
- 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
- 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)
- 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.

Members **NOTED** the update.

**RESOLVED:** that subscription for n.1 user to LinkedIn In-LEARNING platform (£240) and cost for the CiLCA qualification (£410) as part of the shared development plan for the Community Manager are approved and that the Clerk is instructed to proceed with those (starting from 1 April 2022)

**RESOLVED:** that the Clerk pay increase to SCP 31 starting from 1 June 2022 is agreed in principle, subject to Clerk's Annual Appraisal Report being shared with Full Council for consideration.

	<b>RESOLVED:</b> that the Community Manager pay review will be carried on or before the 1 September, in accordance with Council's Term of References
<b>ScG/21/16/8</b>	<b>To note and approve payments since the previous meeting</b>  <b>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</b>
	Members <b>NOTED</b> the updates.  <b>RESOLVED:</b> that payments made by the Clerk under the delegation scheme and listed in item 8.4 are approved  <b>RESOLVED:</b> that the payments made under s.4.5 for the service of the replacement of n.3 lights tube in the Village Hall kitchen is approved
<b>ScG/21/16/9</b>	<b>To consider approving the next round of payments</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that payments listed in item 9.2 are approved and the Clerk is authorised to process the payments
<b>ScG/21/16/10</b>	<b>To note the YTD Parish Council finance position and to note the approved budget for 2022/23</b>
	Members <b>NOTED</b> the report.
<b>ScG/21/16/11</b>	<b>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</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the Direct Debit Mandate to British Gas is retrospectively approved and authorised.
<b>ScG/21/16/12</b>	<b>To note and consider a Council's structure optimisation proposal to be implemented in the forthcoming Council year</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the revised Term of References are reported back to the May Parish Council meeting for consideration
<b>ScG/21/16/13</b>	<b>To consider a proposal to re-paint the Main Hall in the Village Hall</b>
	Members <b>NOTED</b> the reports.  <b>RESOLVED:</b> that the Clerk to purchase the equipment needed (up to £250), and to code expenses under cost centre Staff/Admin – Staff expenses

	<p><b>RESOLVED:</b> that the Clerk, in consultation with the Chair of the Village Hall Committee, is authorised to close the Village Hall for one weekend to re-paint of the Main Hall.</p>
<p><b>ScG/21/16/14</b></p>	<p><b>To note and consider the adoption of the following policies:</b></p> <ul style="list-style-type: none"> <li>- <b>Shavington-cum-Gresty Parish Council Policy for Granting of the Honorary Freedom of the Parish</b></li> <li>- <b>Shavington-cum-Gresty Parish Council Safeguarding Policy</b></li> <li>- <b>Shavington-cum-Gresty Parish Council Transparency Policy</b></li> <li>- <b>Shavington-cum-Gresty Parish Council Sponsorship Policy</b></li> <li>- <b>Shavington-cum-Gresty Parish Council Appraisal Policy</b></li> </ul>
	<p><b>RESOLVED:</b> that the following policies are approved:</p> <ul style="list-style-type: none"> <li>- Shavington-cum-Gresty Parish Council Policy for Granting of the Honorary Freedom of the Parish</li> <li>- Shavington-cum-Gresty Parish Council Safeguarding Policy</li> <li>- Shavington-cum-Gresty Parish Council Transparency Policy</li> <li>- Shavington-cum-Gresty Parish Council Sponsorship Policy</li> <li>- Shavington-cum-Gresty Parish Council Appraisal Policy</li> </ul>
<p><b>ScG/21/16/15</b></p>	<p><b>To consider making a response to the following planning applications</b></p>
	<p><b>a. Application: 22/0264N</b>  <b>Proposal:</b> Pitched roof to existing dormer window  <b>Location:</b> 7, MAIN ROAD, SHAVINGTON, CW2 5DY  <b>National Grid Ref:</b> 369368.4521 351346.6448</p> <p><b>RESOLVED:</b> No comments</p> <p><b>b. Application: 22/0496N</b>  <b>Proposal:</b> Detached single dwelling  <b>Location:</b> 27, CREWE ROAD, SHAVINGTON, CW2 5JE  <b>National Grid Ref:</b> 370235.0382 351488.356</p> <p><b>RESOLVED:</b> Concerns were raised about the drainage of the property (Policy 9.1.4 of Shavington-cum-Gresty Neighbourhood plan): the water should be drained into the drainage system due to the presence of a water course is within short distance.  Overall, the application form needs to be reviewed to correct inaccurate or misleading information.</p> <p><b>c. Application: 22/0264N</b>  <b>Proposal:</b> Pitched roof to existing dormer window  <b>Location:</b> 7, MAIN ROAD, SHAVINGTON, CW2 5DY  <b>National Grid Ref:</b> 369368.4521 351346.6448</p>

	<b>RESOLVED:</b> No comments
<b>ScG/21/16/16</b>	<b>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</b>
	<p><b>d. Application:</b> 22/0444N  <b>Proposal:</b> Presently the property has no outside storage facilities. The proposal is to build a wooden barn allowing undercover storage to a car, general storage and log store.  <b>Location:</b> 272, NEWCASTLE ROAD, BLAKELOW, CHESHIRE, CW5 7ET  <b>National Grid Ref:</b> 369182.3975 351249.0203</p> <p><b>RESOLVED:</b> No comments</p>
<b>ScG/21/16/17</b>	<b>To consider implications to apply for the HS2 Community Fund grant to support #QueenBees project and whether to instruct the Community Manager to apply</b>
	<p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the Community Manager is authorised to submit a proposal to HS2 Community &amp; Environment Fund to support the #QueenBee project</p> <p>Cllr Edgar abstained from the vote.</p>
<b>ScG/21/16/18</b>	<b>To note an update with regard to 140 Main Road</b>
	<p>Cllr B Gibbs and the Clerk briefed Members with regards to progress on the 140 Main Road project.</p> <p>Members <b>NOTED</b> the update.</p>
<b>ScG/21/16/19</b>	<b>To receive and consider an update with regards to the Parish Council Commemorative Bench Trail</b>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Clerk, in accordance with Cllr B Gibbs and Cllr Ferguson, is delegated 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. And that the application fee of £106 is paid under the Environment and Recreation cost centre – General Amenities budget</p>
<b>ScG/21/16/20</b>	<b>To consider a proposal to take part to “The Queen’s Tree Canopy (QGC)”</b>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Council agreed to join the QGC initiative, and delegate the</p>

	Environment and Recreation Committee to progress with that and to submit a budget proposal for Council to consider
<b>ScG/21/16/21</b>	<b>To consider delegate the Parish Clerk to negotiate and sign a new fixed contract with an electricity provide for the Village Hall</b>
	briefed Members with regards to the item.  Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that the Clerk is authorised to negotiate and sign a new fixed contract with and electricity provider for the Village Hall on behalf of the Parish Council.
<b>ScG/21/16/22</b>	<b>To consider become an Employer in the Cheshire Pension Fund and to nominate for the scheme the Parish Clerk and the Community Manager.</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the Council agreed to become an Employer in the Cheshire Pension Fund from 1 April 2022 and instruct the Clerk to progress with the enrolment. And that the Parish Clerk and the Community Manger are nominated employees to join the scheme.
<b>ScG/21/16/23</b>	<b>To consider authorise grass cutting in Vine Tree Playarea</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the Clerk is not authorised to progress with the extra-ordinary grass cutting in Vine Tree Playarea with a budget up to £220 as this will be covered as business as usual under the ground maintenance contract
<b>ScG/21/16/24</b>	<b>To receive and consider an update with regard to the Shavington Primary School car park</b>
	The Clerk updated Members with regards to the item.  Members <b>NOTED</b> the update
<b>ScG/21/16/25</b>	<b>To note the date of the next Council Meeting – 6 April 2022, 8:00PM</b>
	Members <b>NOTED</b> the date of the next Parish Council meeting.

Meeting Closed at 2142 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)

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### **Shavington Parish Council April 2022**

#### **Platinum Jubilee 2022**

Cheshire East Council has announced plans for the extended Platinum Jubilee bank holiday celebrations to mark Her Majesty The Queen's 70-year reign.

Her Majesty The Queen is the first British monarch in history to celebrate a platinum jubilee, having acceded to the throne on 6 February 1952 after the death of her father King George VI, when just 25 years old.

To help with the celebrations across the borough, Cheshire East Council is providing a community fund to allow residents to apply for up to £120 for street parties or similar community events.

More information and how to apply for the Queen's Jubilee community fund can be found on the council's website at: [www.cheshireeast.gov.uk/queensjubilee](http://www.cheshireeast.gov.uk/queensjubilee) along with guidance on managing events safely.

Confirmed events taking place across the borough so far include:

Queens Park (Crewe) Jubilee Event, Friday 3 June 2022. The Friends of Queens Park will be presenting a free event for the local community to celebrate the Jubilee.

Organised by Lady Redmond MBE, Her Majesty's Lord-Lieutenant of Cheshire, CEC has been invited to play a role in a service of commemoration being held at Chester Cathedral on Thursday 2 June.

Applications for a Queen's Jubilee street party road closure are free of charge and must be received by Friday 8 April 2022. Apply via the Cheshire East Council website at: [http://www.cheshireeast.gov.uk/.../eve.../road\\_closures.aspx](http://www.cheshireeast.gov.uk/.../eve.../road_closures.aspx)

Residents can stay updated with the latest news by signing up to the council's Platinum Jubilee newsletter which can be accessed via the email newsletter sign up form, by selecting the Queen's Platinum Jubilee topic. This newsletter will provide all the latest local and national events taking place, alongside volunteering opportunities and other celebratory activities being held.

#### **CEC has been working with young people to shout out sexual harassment in schools and colleges**

Cheshire East Council has worked with young people, schools and specialist services to develop and launch a campaign to tackle sexual harassment.

The campaign called SHOUT – Sexual Harassment, together we can stamp it OUT – aims to set out what is and isn't acceptable behaviour, support teaching staff and help young people to know what to do if it happens to them or a friend.



The campaign is targeted at all secondary aged children and young people aged between 11 and 18 as well as parents, carers, schools, colleges and other frontline professionals who work with young people. The council's website [www.cheshireeast.gov.uk/SHOUT](http://www.cheshireeast.gov.uk/SHOUT) features advice on how to spot the signs, who to tell, and where to go for help.

The campaign has also just won a British Youth Council Star award, which celebrates the breadth and diversity of youth voice work across England and Wales and recognises the young people, who champion projects to address local and national issues.

Working with the Cheshire East Youth Council, more than 2,600 young people across the borough responded to an online survey on the topic during September last year. The results showed:

41 per cent of respondents knew a friend who had received an inappropriate image.

44 per cent wanted schools to tackle the topic of sexual harassment in lessons or assembly.

46 per cent were angry or wanted things to change/improve; and

19 per cent of respondents did not feel safe either when on their own or with a group of friends.

Nationally, children and young people across the country told the national regulator, Ofsted, in a report last year, that sexual harassment occurs so frequently that it has become 'commonplace'. For example, 92 per cent of girls, and 74 per cent of boys, said sexist name-calling happens a lot to them or their friends. The frequency of these harmful sexual behaviours means that some children and young people consider them normal.

Ofsted's definition of harmful behaviours include:

Sexist name-calling.

Rumours about a person's sex life.

Upskirting (taking a picture under a person's clothing without them knowing);

Sexting (sending sexually explicit photos via a mobile phone).

Being photographed or filmed without consent.

Unwanted touching; and

Sexual assault of any kind.

Help and advice is available for young people, parents and carers and professionals who work with young people at [www.cheshireeast.gov.uk/SHOUT](http://www.cheshireeast.gov.uk/SHOUT)

### **Council support for Ukrainian evacuees**

National government has recently announced schemes to support Ukrainian nationals escaping the war in Ukraine. There are two main schemes – the Ukrainian Family Scheme and Homes for Ukraine.

The Ukraine Family Scheme is open to allow Ukrainians to join family members in the UK or to extend their stay in the UK.

People applying under this visa route must be applying to join/accompany a UK-based family member, be a Ukrainian national (or the immediate family member of a Ukrainian national applying to the scheme) and have been residing in Ukraine on or immediately before 1 January 2022.

The Homes for Ukraine scheme is a sponsorship route to allow Ukrainians to join named sponsors in the UK. While, in the first phase of the scheme, the Ukrainian refugee and sponsor must be known



each other, they do not have to be family members (family members are covered by the Ukrainian Family scheme). They could be friends, work colleagues, pen pals, or have been introduced via a charity or other organisation.

CEC is currently reviewing in detail the responsibilities that government is passing to local councils to support Ukrainian refugees and their sponsors.

This includes safeguarding and housing standards, providing welcome information, securing school places, referring to other local public services (including health), signposting to benefits and work opportunities, supporting community integration and arranging certain payments to both refugees and sponsors.

The Council does not know at this stage how many Ukrainian refugees we can expect under these schemes.

### **Great British Railways (GBR)**

Is a planned public body that, from 2023, will oversee rail transport in Great Britain.

The organisation will replace Network Rail as the operator of rail infrastructure, and will also control the contracting of train operations, the setting of timetables and fares, and the collection of fare revenue in the majority of England.

- Operationally, Great British Railways will be structured with five regional divisions - responsible for day-to-day delivery on routes of the network, integrated across track and train, and bringing together infrastructure, customer service, station management and train operations into one team, in partnership with operators.

The National Headquarters is expected to be home primarily to corporate functions, a number of network-wide capabilities, and meeting and collaboration spaces that enable people from across the regions and industry to come together

- The Headquarters is expected to house a modest number of staff to undertake these activities and needs to be in place by the time Great British Railways is established in the coming years.

The competition for Headquarters

- On 4 October 2021, the Secretary for State for Transport announced that a competition will take place to find a location for the headquarters outside of London.

- Towns and cities outside of London would have the opportunity to participate in the Great British Railways national headquarters selection process, which was to be run by the Great British Railways Transition Team (GBRTT) on behalf of the Department for Transport (DfT).

- The Competition announcement was finally made on Saturday, 5th February 2022.

- The Announcement invited local authorities of towns or cities taking part in the competition to submit an Expression of Interest (EoI) as the first step of the selection process.

- A public consultation vote on a shortlist of places will then be conducted as part of the competition to test public support. However, details of how the public vote will be conducted have not been made public.

### **Selection Process**

#### **Stage 1**

Expression of Interest: Applicants for the Great British Railways national headquarters competition will need to express their interest, explaining why they are best suited to meet a set of criteria for the national headquarters.



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The deadline for submitting the Expression of Interest was the 16 March 2022.

### **Stage 2**

Short-listing: GBR will assess the EOIs and will shortlist locations that most effectively demonstrate the selection criteria. The shortlisted towns or cities will be considered in the subsequent stage.

The shortlist will be announced in May 2022.

### **Stage 3**

Visiting the short-list: Government Ministers and GBR representatives will visit each of the shortlisted towns and cities to gain a greater understanding of prospective locations' intentions for the headquarters and to engage local communities ahead of a public vote.

Public vote: GBR will host a non-binding, online vote which will give the public the opportunity to support and vote for their preferred location from the shortlist. The result of this vote will be used to measure the level of public support for each location and will be considered as part of final decision making.

The visits and public consultation vote will take place in parallel in May 2022

Crewe has submitted a bid to become the home of Great British Railways and bring a range of levelling up opportunities to the town.

Who else is competing?

- Doncaster
- Darlington
- Derby
- Barrow
- Penrith
- Stockton
- Birmingham
- Southampton
- Eastleigh
- York
- Great Manchester
- Peterborough

What can residents do to support the bid? Vote!

A specialist PR agency, Social, has been commissioned to support the council with its bid and an integrated campaign is being developed to reach local, regional and national audiences and stakeholders.

These are the three top line key messages to highlight Crewe's strengths when it comes to a bid for the GBR HQ:

- A proud rail heritage – rail is in the blood of people in Crewe. The town was born out of the railway, and its long rail heritage has given it a strong local rail industry and skilled workforce unmatched by anywhere else in Britain
- Creating future opportunity – bringing the GBR HQ to Crewe would be a spark to help level up the town and drive its rail-led rebirth, ahead of its key role at the heart of Britain's future high-speed rail network
- For the whole of Britain – Crewe's strategic location at the heart of Britain's rail network and as the gateway to the North, Midlands and Wales, will enable GBR to have a positive ripple effect across the whole country



Residents across Cheshire East will be eligible to vote for the HQ's location. Alongside this, if anyone has stories of rail families or workers that could be shared as part of the campaign or can identify people who may be able to support the Council's bid, they should be encouraged to share the details with CEC's Rhiannon Hilton on Rhiannon.Hilton@cheshireeast.gov.uk

Council's speed management consultation

The council put the draft document before the public during an eight-week consultation between 1 December and 31 January 2022.

The response was 704 completed questionnaires and 148 further emailed comments.

The draft strategy arguably aims to provide a safer road environment for everyone by setting out how speed will be managed on the borough's roads.

By providing clearer guidance on speed management, the strategy is supposed to ensure that the principles are consistently applied across the road network, with support from our partner agencies.

An important factor in shaping the strategy has been the adoption of Cheshire East's local transport plan in 2019, which placed greater emphasis on considering the needs of vulnerable road users, such as pedestrians and cyclists.

The strategy includes guidance on the way the council manages speed, while also considering changing attitudes towards means of travel, particularly since the pandemic, as the Council says people's habits and priorities changed. The strategy supports the council's 'active travel' priority, which aims to encourage more walking and cycling to help deliver on the authority's carbon neutral targets.

An analysis of the sizable volume of feedback from the consultation is now under way and, once completed, the insight provided will be considered in the finalisation of the council's speed management strategy.

The revised document will be brought back to Cheshire East Council's highways and transport committee for further consideration. This is provisionally set for the late summer/autumn of 2022.

I have warned all CEC Councillors that they should pay particular attention to paragraphs 5.5 to 5.8 of the draft (which doesn't seem accessible any more) especially if they have fixed or portable SIDs in their wards. My interpretation is that once this strategy is approved, very many SIDs, if not most, will be removed.

### **Cheshire East has announced a nature friendly trial to managing green spaces**

As part of their plans to protect and enhance the natural environment, Cheshire East Council is to trial a new way of managing green spaces.

For many years, the council's countryside ranger service has been managing the countryside to promote biodiversity. From the start of this mowing season, the council will be trialling a similar approach to the way it manages the grass areas in some major parks.

In some of the council's larger parks, which are managed by its wholly-owned company Ansa Environmental Services, grass areas that show promise to enable nature and wildlife to thrive, will be mown less. This new approach will be taken in consultation with the Friends of the Parks groups to ensure their support.

The council will continue to mow areas where there is a need to do so, for example to maintain formal areas, to ensure the visibility and safety of others or where the space is currently used for recreational activities such as sports fields or picnic areas. Paths and trails will continue to be maintained to ensure safe usage. These areas will carry signage to highlight the natural bee friendly benefits.

Following successful trials in open spaces, along with requests and conversations with local residents, there will be further trials to increase the use of wildflower mix in South Park, Macclesfield



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and Nantwich Riverside. This will create an opportunity for excellent natural habitats for birds and butterflies that will be relatively low maintenance once established.

In some areas, there will be increased planting of perennials, reducing waste from the removal and replacement of annual bedding plants. Perennials provide structure and form to areas and as some plants are nectar-rich or provide food for birds, they will help to attract wildlife. Other plans include allowing hedges in rural and open spaces to grow and flower between maintenance.

The council is also trialling the use of electrical tools in place of traditional petrol-powered ones such as mowers – reducing localised emissions.

Long grass areas create pretty wildflower meadows, which are really beneficial for wildlife and nature conservation. They are great for butterflies, bees and other pollinators too.

Hedgerows, when allowed to grow and flower, provide key habitat and resources for wildlife – including food and breeding sites. They also provide a safe way for our wildlife to move around and provide a home for pollinators adjacent to crops.

For more information on the council's environment strategy, visit: [cheshireeast.gov.uk/environment](http://cheshireeast.gov.uk/environment).

To understand more about what the council is doing to become carbon neutral by 2025, visit: [cheshireeast.gov.uk/carbonneutral](http://cheshireeast.gov.uk/carbonneutral).

### **CHESHIRE EAST BOROUGH COUNCIL (VARIOUS ROADS) (SPEED LIMIT) (CONSOLIDATION) ORDER 2022**

#### Effect

The effect of the proposed Order will be to revoke all speed limit Orders that have previously been made under section 84 of the 1984 Act and then to re-enact the provisions of those Orders under the proposed Order, consolidating the provisions into one Order.

#### Reasons

Currently details for all Speed Limit Orders (SLO) throughout the Cheshire East area are stored as paper copies. Under current legislation, Cheshire East Council not only has an obligation to introduce Speed limits in order to ensure the safe and efficient movement of road users on its highway network, but it should also ensure that its Speed Limit Orders (SLO's) are systematically reviewed and maintained so that they conform to current legislation.

With the advancement of digital and online technology, this system of record keeping has become outdated and due to the large quantity of SLO's which have been made over a number of years, it can also be time consuming to locate relevant orders which are either current or have at some point been superseded.

In view of these difficulties, the decision has recently been taken to produce a new SLO for Speed limits on the Cheshire East road network, which will effectively consolidate all existing restrictions as one new SLO. This process will provide the foundations for creating a base SLO which can be placed on a computer software programme, specially developed for creating map-based information for current and proposed restrictions, along with details of previous restrictions which have subsequently been replaced or removed. It should be noted that there are no proposed changes to current restrictions in this new SLO, it is just a consolidation of existing Speed limits which are already in place on the road network.

Having access to SLO information through this map-based system will also provide the additional benefit of enabling members of the public and the police, who are responsible for the enforcement of speed limits to access up-to-date information, via the internet, on all existing and proposed restrictions. This will be a particular benefit as Police have sometimes had difficulties in locating

historic Speed Limit Order information, which has led to enforcement issues. Some concerning roads around Shavington cannot be found.

### **CEC new Dementia Strategy**

Cheshire East Council has opened a public consultation to help shape a new Cheshire East Dementia Strategy.

This strategy was developed by the council in partnership with the people who use services, their family and carers, local providers, and NHS Cheshire Clinical Commissioning Group (Cheshire CCG).

Utilising the NHS England Well Pathway for Dementia, the strategy consultation aims to ensure the voices of people with dementia, and their carers, shape how resources are used most effectively to enable good quality of life for people with dementia, and to ensure dementia services are accessible to everyone who needs them.

The Council say they want to hear from as many residents as possible, including those with dementia and their carers or relatives, about what services work well, but also if there are gaps in the range of support which could be improved, so the wellbeing and quality of life for every person with dementia is the best it can be.

Other stakeholders involved in developing the strategy included: dementia friendly community members, individuals living with dementia and their carers, Body Positive, care community members, local health and social care providers, and voluntary organisations.

Residents can take part in the dementia strategy consultation or find out more about it on the council consultations web page:

<https://surveys.cheshireeast.gov.uk/s/Dementiaconsultation/>

There is also an easy read version of the consultation available:

<https://surveys.cheshireeast.gov.uk/s/EasyReadDementiaPlan/>

The dementia strategy consultation closes on: 15 June 2022.

### **Cheshire East Council seeks to 'quality assure' future road repairs**

New quality assurance officers will be recruited to inspect work carried out on the borough's roads as part of the council's commitment to ensuring value for money.

This will help the authority drive up the quality of highways repairs and ensure value for money in the work done.

Cheshire East Council recently approved a new budget, which includes a £19m capital investment in planned highways maintenance over the next three years.

However, this investment by Cheshire East Council is set against the backdrop of a £3m cut in government funding for highways maintenance in 2020/21, and a freeze in government funding for the next three years.

For many years, funding for highways maintenance has been below the level necessary to prevent deterioration of the highways network. The council is now seeking to ensure that these limited funds are spent in the most cost-effective way possible.

Nearly all of us are frustrated when we see the deterioration in the condition of the highway so this investment in quality assurance will go some way towards addressing that.

The additional investment is having to be funded by borrowing, which although necessary in the short term, isn't a sustainable position in the long term. The only real positive from this settlement is that CEC at least has funding certainty for the next three years so it can better plan ahead, looking at how it can use the financial surety to generate better value for money.



Unfortunately, the frozen level of government funding does not take into account inflation, which is running, year on year, at a 30-year high – so we are looking, in real-terms, at a cut in government funding each year.

In addition to the additional investment in the road repairs programme this year, the council is also planning to increase spending on highways inspections, responding to emergencies, hedge/tree maintenance and managing flood risk, including gully emptying.

Cheshire East is though, a large semi-rural authority with a complex and extensive highways network. Assessment by CEC's strategic highways team shows that the Council needs to invest close to £30m each year to keep the roads in their current state and this level of funding has not been achieved for many years. This means that we are now facing a backlog of repair works totalling well over £100m, which remains unfunded. This was the case when CEC was born, following years of neglect by Cheshire County Council.

The council is to initially recruit one quality assurance officer. The council's head of highways also has a newly expanded quality assurance role.

### **Wheelie bin liability**

I have been querying who is liable for accidents caused by wheelie bins that have been left on the public footpath (instead of inside the curtilage of the property) by the refuse collectors.

These are my questions:

I'd like to know what the Council's responsibility is for any damage or injury caused by wheelie bins that might blow into the road or onto people or wheelchairs caused by gusts of wind where the Council's employees have left those wheelie bins on the public footpath after they have emptied the bins, whilst having every opportunity to have left the bins in the property curtilage?

I'm also wondering what the Council's responsibility is for any damage to the actual wheelie bin when they are blown over by gusts of wind where Council employees have left those wheelie bins on the public footpath after they have emptied the bins whilst having every opportunity to have left the bins in the property curtilage.

Can the Council, legally, and deliberately obstruct the passage of wheelchair users and pushchairs and prams?

The point is a Council employee will have left the bin somewhere, not the resident and then an accident happens which may well be because of where the employee left the bin. I personally believe instructing residents and employees to leave bins at the kerbside is foolish but that isn't my point.

I rejected the Council's first response and insisted on a response from a lawyer. CEC's lawyer's view is:

ANSA have a contractual duty to the Council (and thereby the taxpayers) to collect bins from the kerbside, empty them and return them to the kerbside.

They cannot be said to owe an additional duty of care in law to anyone to return the bin onto the curtilage of the property.

They would have a contractual duty to do this if the contract provided for that additional service. If that were the case the agreed fee for the work would inevitably be significantly more to the taxpayer. This is because it would have to factor in:



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the additional time (and difficulty in retrieving bins from difficult locations on a property) to go onto the property to get the bin.

time spent in navigating vehicles or other obstacles on the property,

the risk of a claim from the householder that the ANSA employee caused damage (e.g., scraping a bin down a vehicle) and

the additional risk ANSA staff may be exposed to such as personal injury from a hazard on the premises.

It is the responsibility of the householder to retrieve the bin from the kerbside once ANSA have performed their duty.

If, because of a failure by the householder to retrieve their bin, an injury or damage occurred, the issue of whether liability will attach to the householder will depend on the facts of the accident. No liability can attach to ANSA because of a failure by the householder to discharge their duty.

No two cases are the same. Councillor Marren appears to be concerned about the impact of a strong wind blowing a wheelie bin into a road. The concept of 'inevitable accident' exists in law. This is legal shorthand for the court finding that no one is to blame. 'Act of God' is an expression frequently used in insurance policies to sum up the same thing.

That is not the same position as perhaps a householder who regularly forgets to take his bin in, has been warned about it (and is therefore put on notice that he is creating a 'hazard') and somehow an injury eventuates. Much would depend on how the accident happened – but the injured person might be able to claim that the householder bore some responsibility – although there is every chance the injured person may have to accept a significant degree of contributory negligence (depending on the facts). To use the wheelchair user as an extreme example, the householder (or his insurer) would undoubtedly argue that if the weather was so extreme as to cast wheelie bins around the street, then to venture along the road (on foot or) in a wheelchair was failing to have regard for their own safety and so they must accept some responsibility for their injury.

Damage to the bin itself, because of it being blown over by strong winds, either on or off the householder's property, would be a matter between the Council and the householder. Alternatively, for public policy reasons it may choose to offer a replacement.

I'm not automatically accepting the lawyer's view and have asked APSE (Association of Public Service Excellence) who have sought the views of other authorities.

### **Audit and Governance Committee**

This Committee met on the 10th March with one of the main reports being the findings of the investigation of the conduct of particular Handforth Parish Councillors, one of whom is a recent Mayor of Cheshire East Council. The Committee noted the content of the public report and requested that the Audit & Governance Committee Working Group (of which I'm a member) consider any consequential amendments to the Code of Conduct and associated process arising from this report. (Shavington PC and all other parishes will be invited to adopt the code after its adoption by CEC).

Additionally, the committee agreed publication of the Handforth investigation reports, referred to in the committee report, following appropriate redaction, but within 14 days of the meeting.



**Corporate Policy Committee, Thursday, 3rd March, 2022.**

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:

- | No. | Item   |
|-----|--|
| 79  | Declarations of Interest   |
| 80  | Public Speaking/Open Session                                     |
| 81  | Minutes of Previous Meeting                                      |
| 82  | ARAP/ACRS Bridging Hotel and Resettlement Scheme Report          |
| 83  | Review of the Emergency Assistance Scheme                        |
| 84  | Cheshire East Digital Strategy                                   |
| 85  | Cyber Security Update  |
| 86  | Equality, Diversity and Inclusion Strategy - Progress Review     |
| 87  | Update on Workforce Efficiencies and Terms and Conditions Review |
| 88  | Health and Safety Update Quarter 3                               |
| 89  | Work Programme   |
| 90  | Reporting of Urgent Decisions                                    |

**Finance Sub-Committee, Wednesday, 2nd March, 2022, 2.00 pm**

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:

- | No. | Item  |
|-----|---|
| 50  | Declarations of Interest  |
| 51  | Public Speaking/Open Session  |
| 52  | Minutes of Previous Meeting   |
| 53  | Aligning the Medium-Term Financial Strategy (MTFS) to the Committee Structure |
| 54  | Business Rates Briefing   |
| 55  | Work Programme  |
| 56  | Procurement Pipeline  |
| 57  | Exclusion of the Press and Public   |
| 58  | Procurement Pipeline  |
| 59  | Extra Care Housing PFI Schemes  |
| 60  | Proposed Shareholder Resolution   |



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**Highways and Transport Committee, Wednesday, 2nd March, 2022,  
10.30 am**

To see the publicly available information, follow the link: Minutes details on public web site

The following items are included in the minutes:

No. Item

- 53 Apologies for Absence
- 54 Declarations of Interest
- 55 Minutes of Previous Meeting
- 56 Public Speaking/Open Session
- 57 Referral of Notice of Motion: Second Winter Gritting Consultation
- 58 Highway Winter Service Mid-Season Review
- 59 Local Transport Delivery Plan - Tranche 1
- 60 National Bus Strategy - Enhanced Partnership Plan and Scheme(s)
- 61 Highways and Transport 2022-23 Programmes
- 62 Request by Councillor L Gilbert for an item to be included on the work programme in relation to idling vehicle engines
- 63 Work Programme

**A sample of resident Issues I've been dealing with or still am.**

**Weston Lane - RE: 22/0462N**

Following contact by residents I have submitted a request that this application be heard by the Southern Planning Committee. I don't yet know if it will be.

S106 footpath between Crewe Road and Willowbrook Grange

Soon after I was elected in 2019 I enquired about the limited progress being made on providing a walkway between Crewe Road and the new estate of Jack Mills Way. I did find out that finance for it was in place. The provision of the link from the Taylor Wimpey site (13/0336) to Crewe Rd (Hunter Avenue) has £100,000 of funding secured against its provision from the footpath and cycleway s106 contribution. Cheshire East Highways (CEH) were commissioned to take forward the footpath/cycleway obligations contained within the s106 agreement inc. the link to Crewe Road commencing with an initial feasibility study that would finish some time in 2020. Covid has slowed everything down, but I've asked again about progress and when will it be constructed?

**Worn out road signs, Newcastle Road Shavington**

I asked about the worn-out road signs in February and was told that my request was being passed to the traffic team. Having received a non-committal response last month, I am chasing it up again.

**S278 Crewe Road Pedestrian Crossing**

I've been chasing this as it is later than promised. Concerns and the holdup had arisen re the design and pavement width and whether highway standards were being met. This has now been resolved though I still haven't got a completion date.



### **Zzoomm Complaint from a resident on Park Estate**

I have built a very positive working relationship with Darren Scott, the Regional Director who has made direct contact with a complainant and resolved issues. I wish other companies working on our highways were as attentive as Darren.

### **Pedestrian Safety Gate between Needhams Grange and Crewe Road**

Following a traffic safety concern a resident has requested the installation of a gate at the end of the pathway that leads to the park on the Needhams Grange estate from Crewe Road.

This is another unanswered enquiry of the Council but I suspect the land where the resident would want the gate isn't owned by the council but by the developer and that it has been left open for future access by mowing equipment or the occasional vehicle maybe involved in playground repairs.

Parish Councillors may wish to acquaint themselves with this issue and if supportive of the concern consider financing the installation.

### **Pedestrian Crossing, junction of Crewe Rd and Newcastle Rd,**

A resident has fairly pointed out that children crossing at traffic lights at the junction of Crewe Road and Newcastle Road can easily face crossing difficulties which, in itself, provides parental motivation to taxi children rather than encourage them to walk. Walking is of course personally healthier and from a climate change perspective helps us all. The Council regularly receives requests for new controlled crossings to be introduced or amended. These requests can be difficult to deliver due to resource or funding pressures. To manage this difficulty an approach has been developed to deliver an annual programme of pedestrian improvement measures each financial year.

The Council does prioritise all requests primarily on road safety and accessibility improvement, in line with the aims of the Local Transport Plan (LTP), to ensure new measures are introduced at those locations where the most benefit will be achieved.

In view of the above, CEC has confirmed that my request will be assessed and prioritised accordingly for possible funding from a future works programme.

This is another improvement that the Parish Council could finance if it wanted to guarantee a safer crossing point being provided.



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**Shavington-cum-Gresty Council**  
**Community and Engagement Committee Meeting**  
 Main Road,  
 Shavington, Crewe  
 CW2 5DP



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

In attendance: Cllr K Gibbs, Cllr B Gibbs, Cllr G McIntyre, Cllr Moore  
 J McIntyre

<b>ScG CE/21/4/1</b>	<b>To receive apologies for absence</b>
	Apologies were received and accepted from Cllr Jones.
<b>ScG CE/21/4/2</b>	<b>To note declarations of Members' interests</b>
	No declaration was made.
<b>ScG CE/21/4/3</b>	<b>To confirm and sign the minutes of the Community and Engagement Committee Meeting hold on 8 December 2021</b>
	<b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG CE/21/4/4</b>	<b>Public Participation</b>
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
<b>ScG CE/21/4/5</b>	<b>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</b>
	No comment was made.
<b>ScG CE/21/4/6</b>	<b>To receive an update with regard to Village Festival Committee Queens Platinum Jubilee events.</b>
	Members received an Update from the Shavington Village Festival Committee representative. Members <b>NOTED</b> the update

<b>ScG CE/21/4/7</b>	<b>To receive and consider invitation from Village Festival Committee with regards to Saturday 4<sup>th</sup> June Village Festival event.</b>
	Members <b>NOTED</b> the invitation. <b>RESOLVED</b> that the Parish Council will have a stand at the village festival event. The Community Manager is instructed to plan activities for the day in line with #Queenbee.
<b>ScG CE/21/4/8</b>	<b>To consider relevant subjects to be promoted on the Parish Council's social media channels</b>
	Members <b>NOTED</b> the report.  The following subjects were suggested: <ul style="list-style-type: none"> <li>• Reaching out on Village Groups</li> <li>• Strategic Community Governance Review updates</li> <li>• Road closures</li> <li>• Any information from CEC that affects Shavington</li> <li>• Cheshire East Council Planning applications</li> <li>• Historical posts</li> <li>• Jubilee advertising</li> </ul>
<b>ScG CE/21/4/9</b>	<b>To receive and consider a proposal for Shavington Online Website content</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED</b> that the website change in structure is agreed and that the Community Manager is instructed to implement it as and when appropriate. Members resolved not to approve the proposed design review.
<b>ScG CE/21/4/10</b>	<b>To receive and consider a proposal for a Covid memorial tree</b>
	The Community Manager updated Members about a proposal for a covid memorial tree.  Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that the members support in principle the idea of a commemoration project to Covid with a suggestion of a commemorative bench. The Community Manager was instructed by members to work with the chairs of the Community & Engagement Committee and Environment & Recreation Committee chairs to draft a project to be presented to the Parish Council for consideration.
<b>ScG CE/21/4/11</b>	<b>To consider relevant subjects to be included in the next Parish Council newsletter and date for June edition</b>
	<b>RESOLVED:</b> that the date of the next Parish Council Newsletter is moved earlier to May 16th and the following subjects are included:

	<p>Platinum Jubilee edition</p> <ul style="list-style-type: none"> <li>• Jubilee celebrations Section</li> <li>• What was the village like at the time of the coronation</li> <li>• Parish council at the time minutes</li> <li>• Budget of the PC 2022-23</li> <li>• CGR response</li> <li>• Usual PC items</li> <li>• Queen image on the front.</li> </ul>
<b>ScG CE/21/4/12</b>	<b>To receive and consider an update concerning the distribution of the newsletter</b>
	<p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that members agreed to keep with the current delivery team but review at a future date if necessary.</p>
<b>ScG CE/21/4/13</b>	<b>To receive and consider an update regard #Queenbee.</b>
	<p>The Community Manager updated Members about #Queenbee project Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the Community Manager is instructed to continue to proceed with planning.</p>
<b>ScG CE/21/4/14</b>	<b>To receive and consider an update with regard to the Carol's at Christmas event.</b>
	<p>The Community Manager updated Members about the Community Christmas in Shavington-cum-Gresty 2022.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the Community Manager is instructed to proceed with planning.</p>
<b>ScG CE/21/4/15</b>	<b>To receive an update on the Parish Remembrance Service 2022.</b>
	Members <b>NOTED</b> the update.
<b>ScG CE/21/4/16</b>	<b>To receive and consider a review of the current Shavington Online Community group rules and administrator/moderator access rights.</b>
	Members <b>NOTED</b> the report.

	<p><b>RESOLVED:</b> that the administration rights are reviewed as recommended in the Community Manager report circulated and that these amendments apply to all social media platforms going forward.</p> <p>That the review of the rules was not agreed as in the Community Manager report but the Community Manager is instructed to work with members to review all rules and present them back to the committee for consideration.</p>
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Meeting Closed at 2248 hrs

Chair: K Gibbs

Clerk: S Randle

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



## **MINUTES of the meeting held on** **Wednesday 9 March 2022**

In attendance: Cllr Ferguson, K Gibbs, B Gibbs, Wain

ScG FC/21/3/1	<b><i>To receive apologies for absence</i></b>
	Apologies were received and accepted from Cllr Hancock
ScG FC/21/3/2	<b><i>To confirm and sign the minutes of the Finance Committee Meeting hold on 17 November 2021</i></b>
	<b>RESOLVED:</b> That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG FC/21/3/3	<b><i>To note declarations of Members' interests</i></b>
	No declaration was raised.
ScG FC/21/3/4	<b><i>To review the year-to-date expenditure for the Council as a whole and to consider Month end reconciliation statement</i></b>
	Members <b>NOTED</b> the year-to-date expenditure for the Council as a whole. <b>RESOLVED:</b> that the Bank Reconciliations (Village Hall account) dated 31.01.2022 are signed as correct record of the Council account system
ScG FC/21/3/5	<b><i>To consider recommending to Full Council a revised version of Finance Regulation</i></b>
	Members <b>NOTED</b> the report. <b>RESOLVED:</b> that the revised version of Finance is approved – subject to the amendment to s4.1 being made-and that the Regulation is recommended to Full Council for adoption
ScG FC/21/3/6	<b><i>To undertake an internal audit check</i></b>
	Members undertook internal audit checks on the following areas:

	<ul style="list-style-type: none"><li>-BACS payment checks (payees details cross check)</li><li>- Payroll records and contract of employments</li><li>- VAT returns and supporting VAT records</li><li>- Minutes on website</li></ul> <p>No issue was raised from Members.</p>
<b>ScG FC/21/3/7</b>	<b><i>To note the approved budget for 2022/23</i></b>
	Members <b>NOTED</b> the report.
<b>ScG FC/21/3/8</b>	<b><i>To note and consider the lists of payments and receipts made by the Council since 1 April 2021</i></b>
	Members NOTED the list of payments and receipts

Meeting Closed at 2056 hrs

Chair: Cllr Wain

Clerk: S Garnero

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## Report Statement

Meeting: Parish Council Meeting

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

Version Control: v0

Author: Clerk

### 1. Report Summary

The report provides Members an update with regards to payments made by the Clerk since the 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 March 2022 to 6 April 2022 listed in Annex 1.

Members are asked to note the following payments made under Scheme of Delegation s.3c

- £40 refund for Village Hall hiring
- £1,000 purchase of water bowser
- £238.80 purchase of scanner for the office

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

- Emergency repair at Village Hall: unblock of sewer system (*invoice to follow*)

### 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 emergency repair at Village Hall
- 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.



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## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
374	02/03/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11423081	Electricity bill	Scottish Power	L	336.33	16.82	353.15
375	02/03/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11438470	Website	Brave Little Tank	S	175.00	35.00	210.00
389	02/03/2022		Parish Council Main A <sub>y</sub>	CARD	Refund	Attics Plus Limited	X	-13.00		-13.00
373	02/03/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11438381	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
377	02/03/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11423349	Payment for one PCSO	Cheshire Constabulary	X	8,320.00		8,320.00
378	02/03/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11438555	Platinum Jubilee Beacon (SVFC	21CC Group Ltd	S	490.00	98.00	588.00
405	03/03/2022		Parish Council Main A <sub>y</sub>	CARD	Plastic box	Amazon EU S.a r.l. UK Branci	S	15.65	3.13	18.78
407	07/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Microsoft Azure	S	10.40	2.07	12.47
406	07/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
376	08/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Gas	British Gas	L	129.81	6.49	136.30
385	10/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Call Minding Village Hall	Cymphony	S	89.30	17.86	107.16
408	15/03/2022		Parish Council Main A <sub>y</sub>	Cheque 501401	BT kiosk adoption	British Telecommunications p	X	1.00		1.00
387	16/03/2022		Parish Council Main A <sub>y</sub>	CARD	Scanner	HP Inc UK Limited	S	199.00	39.80	238.80
392	16/03/2022		Parish Council Main A <sub>y</sub>	11851088	Towable Water Bowser	Alan Sanderson	X	1,000.00		1,000.00
381	16/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.80	13.16	78.96
382	18/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Gas	British Gas	L	553.42	27.67	581.09
397	21/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	March Pension	NEST	X	242.18		242.18
398	22/03/2022		Parish Council Main A <sub>y</sub>	11858753	HMRC	HMRC	X	1,456.13		1,456.13
383	22/03/2022		Parish Council Main A <sub>y</sub>	11856663	Cleaning Village Hall	Crystal Clean	S	405.00	81.00	486.00
384	22/03/2022		Parish Council Main A <sub>y</sub>	11857192	Cleaning Village Hall	Crystal Clean	S	486.00	97.20	583.20
394	22/03/2022		Parish Council Main A <sub>y</sub>	11858036	Water	Water Plus	Z	170.23		170.23
391	22/03/2022		Parish Council Main A <sub>y</sub>	11857458	Printing newsletter	Solopress	Z	974.51		974.51
399	22/03/2022		Parish Council Main A <sub>y</sub>	11858895	March newsletter	The Leaflet Team	Z	299.00		299.00
380	22/03/2022		Parish Council Main A <sub>y</sub>	11856450	Staff training course	Cheshire Assoc Local Council	X	30.00		30.00
388	23/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall wi-fi	KCOM Group Ltd	S	56.50	11.30	67.80
401	25/03/2022		Parish Council Main A <sub>y</sub>	11962620	PCSO quarter 4	Cheshire Constabulary	X	8,320.00		8,320.00
386	25/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	24.50	4.89	29.39
409	25/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Skedda	X	22.65		22.65
400	25/03/2022		Parish Council Main A <sub>y</sub>	11962726	Cllr McIntyre refund	G McIntyre	X	14.30		14.30
403	28/03/2022		Parish Council Main A <sub>y</sub>	12067470	Painting kit Village Hall	Dulux Decorator Centre	S	138.12	27.62	165.74
390	28/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Strategy 365	S	74.20	14.84	89.04
395	28/03/2022		Parish Council Main A <sub>y</sub>	11858204	March Salary	S Randle	X	863.24		863.24
396	28/03/2022		Parish Council Main A <sub>y</sub>	11858605	March Salary	S Garnero	X	2,459.09		2,459.09
404	29/03/2022		Parish Council Main A <sub>y</sub>	12074084	Village Hall signs	Inprint Colour	S	102.00	20.40	122.40
<b>Total</b>								<b>28,418.68</b>	<b>698.91</b>	<b>29,117.59</b>



**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 (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4 Website subscription	06/04/2022		Parish Council Main A <sub>y</sub>		Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
3 Newsletter: design, printing ;	06/04/2022		Parish Council Main A <sub>y</sub>		Service Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
1 S.137 Grant- Car Park	06/04/2022		Parish Council Main A <sub>y</sub>		Car park contribution	Shavington Primary School	X	5,500.00		5,500.00
2 Hygine service	06/04/2022		Parish Council Main A <sub>y</sub>		Hygiene disposal	Dame Hygiene Services	S	527.66	105.53	633.19
<b>Total</b>								<b>7,102.66</b>	<b>320.53</b>	<b>7,423.19</b>



**SHAVINGTON**  
CUM  
**GRESTY**

## Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide Members lists of documents to be submitted to internal auditor

Version Control: v0

Author: Clerk

### 1. Report Summary

The report provides Members documents that will be submitted to the internal auditor as part of the year end process

### 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 and consider the following documents attached:

- List of all payments made from 01.04.2021 to 31.03.2022 (Parish Council and Village Hall Bank Account)
- The list of all receipts from 01.04.2021 to 31.03.2022 (Parish Council and Village Hall Bank Account)
- The list of all Clerk/Members expenses from 01.04.2021 to 31.03.2022
- The Council's Fixed Asset Register (updated at 31.03.2022)
- The list of Clerk's salary payments from 01.04.2021 to 31.03.2022
- The list of payments made under s.137 from 01.04.2021 to 31.03.2022

### 4. Conclusions

Members are asked to consider the following:

- a. Note the reports, and approve all documents in it as accurate records. And all payments are receipts are approved
- b. Note the reports, and not approve all documents in it as accurate records



**SHAVINGTON**  
CUM  
**GRESTY**

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**5. Consideration Sought**

That the report is noted, and all documents are approved as accurate records and all payments made are approved.

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
48	Website	01/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Website	Brave Little Tank	S	175.00	35.00	210.00
49	Newsletter: design, print and	01/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Creative retainer	Brave Little Tank	S	900.00	180.00	1,080.00
46	Supplies	01/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>		Cheshire East Council	Cheshire East Council	X			
53	ASH Waste collection	01/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	89.09	17.82	106.91
155	Zoom - for holding remote C	01/04/2021		Parish Council Main A <sub>y</sub>	VOID	VOIP	Zoom Video Communications	Z			
54	Adobe Creative Cloud	06/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
13	Cleaning of Hall	06/04/2021		Parish Council Main A <sub>y</sub>	BACS	Cleaning Village Hall	Crystal Clean	S	120.00	24.00	144.00
12	General Amenities	06/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	clean team	Archer Safety Signs	S	96.95	19.39	116.34
64	Newsletter: design, print and	08/04/2021	ScG/21/1/11.1	Parish Council Main A <sub>y</sub>	BACS	Design and marketing	Brave Little Tank	S	150.00	30.00	180.00
63	Neighbourhood Plan	08/04/2021	ScG/21/1/11.1	Parish Council Main A <sub>y</sub>	BACS	Design and marketing	Brave Little Tank	S	670.00	134.00	804.00
65	Internal, external audit ChAl	09/04/2021	ScG/21/1/11.1	Parish Council Main A <sub>y</sub>	BACS	Affiliation fee	Cheshire Assoc Local Council	X	1,380.00		1,380.00
34	Scottish Power	09/04/2021	ScG/21/3/435	Parish Council Main A <sub>y</sub>	439 693	Electric at Village Hall	Scottish Power	L	39.74	9.05	48.79
9	Staff Expenses	09/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	BACS	Stationery	Viking	S	115.02	23.00	138.02
92	Call-minding service(KBVO/C	16/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Cymphony	S	56.00	11.20	67.20
11	Cleaning of Hall	22/04/2021	ScG/21/3/435	Parish Council Main A <sub>y</sub>	4577364	Cleaning Village Hall	Crystal Clean	S	180.00	36.00	216.00
91	Wi-Fi Service	23/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
23	VOIP phone line/costs	26/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	15.59	3.12	18.71
90	Office 365 package	26/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
57	Staff Salary	28/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Salary	C Jones	X	1,037.47		1,037.47
58	Staff Salary	28/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Salary	T Dobson	X	1,037.27		1,037.27
185	Staff Salary	28/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	BACS	Credit note	T Dobson	X	-26.43		-26.43
89	Zoom - for holding remote C	30/04/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Virtual meetings	Zoom Video Communications	S	32.00	6.40	38.40
31	ASH Waste collection	04/05/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.60	13.12	78.72
88	Supplies	04/05/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Screwfix	ScrewFix Direct Ltd	S	47.08	9.41	56.49
51	Newsletter: design, print and	04/05/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
50	Website	04/05/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Website	Brave Little Tank	S	175.00	35.00	210.00
55	Adobe Creative Cloud	06/05/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
2	Staff Salary	10/05/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	4893574	HMRC	HMRC	X	2,413.69		2,413.69
5	Recreational Land research c	10/05/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	4893717	Consultant -recreational land	Meller Speakman	S	600.00	120.00	720.00
3	Cleaning of Hall	10/05/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	4893652	Cleaning Village Hall	Crystal Clean	S	150.00	30.00	180.00
87	Call-minding service(KBVO/C	12/05/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Cymphony	S	56.00	11.20	67.20
6	Recreational Land research c	19/05/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	5036911	Consultant -recreational land	Meller Speakman	S	403.00	80.60	483.60
8	Grounds Maintenance	19/05/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	5036854	Grounds Maintenance	Northwich Town Council	S	649.75	129.95	779.70
7	Grounds Maintenance	21/05/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	30627353	Tree surgery	AH Tree Surgeon	Z	665.00		665.00
18	ICT equipment	22/05/2021		Parish Council Main A <sub>y</sub>	VOID	Void	Microsoft Azure	S			
32	ICT equipment	22/05/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft	Microsoft Azure	S	112.80	22.56	135.36

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
86	Wi-Fi Service	24/05/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
35	VOIP phone line/costs	26/05/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	23.47	4.70	28.17
1	Newsletter: design, print and	28/05/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	5232131	Printing costs	Solopress	Z	878.20		878.20
10	Newsletter: design, print and	28/05/2021	ScG/21/3/435	Parish Council Main A <sub>y</sub>	5232449	Newsletter delivery	The Leaflet Team	Z	289.00		289.00
4	Payroll Service	28/05/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	4893773	Payroll Service	Beardmore Accountants	S	37.50	7.50	45.00
59	Staff Salary	28/05/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	BACS	Salary	C Jones	X	1,388.14		1,388.14
60	Staff Salary	28/05/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	Direct Debit	Salary	T Dobson	X	990.04		990.04
61	Staff Salary	28/05/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	BACS	Salary	S Garnero	X	1,067.36		1,067.36
22	Zoom - for holding remote C	01/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Virtual meetings	Zoom Video Communications	S	32.00	6.40	38.40
30	ASH Waste collection	01/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.80	13.16	78.96
62	Staff Salary	03/06/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	Direct Debit	NEST pension scheme	NEST	X	36.40		36.40
56	Adobe Creative Cloud	07/06/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
36	Staff Expenses	08/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Amazon EU S.a r.l. UK Branci	S	8.92	1.78	10.70
37	Staff Expenses	08/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Morgan's Direct Limited	S	4.96	0.99	5.95
24	Office 365 package	08/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Office 365 support	Strategy 365	S	74.20	14.84	89.04
40	Staff Expenses	08/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Amazon EU S.a r.l. UK Branci	S	17.00	3.39	20.39
41	Staff Expenses	08/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	E A Products Ltd	S	4.08	0.82	4.90
42	Staff Expenses	08/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Omnia-enterprises Limited	S	8.32	1.67	9.99
43	Staff Expenses	08/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Amazon EU S.a r.l. UK Branci	S	20.17	4.04	24.21
44	Staff Expenses	08/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Evergreen Goods Ltd	S	2.49	0.50	2.99
38	Staff Expenses	09/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Shop UK online Limited	X	11.35		11.35
39	Staff Expenses	09/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Amazon EU S.a r.l. UK Branci	S	0.77	0.15	0.92
78	Call-minding service(KBVO/C	09/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Cymphony	S	56.00	11.20	67.20
28	Water Plus	10/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5460332	Water	Water Plus	Z	611.27		611.27
29	ASH Waste collection	10/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.60	13.12	78.72
14	Staff Salary	10/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5460488	HMRC	HMRC	X	1,013.34		1,013.34
19	Event 1 - Village Festival	10/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5461537	Event sponsorship	Amberon	S	627.00	125.40	752.40
45	Staff Expenses	10/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	CARD	Stationery	FOI Industry Limited	X	17.99		17.99
21	ICT equipment	10/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	5507909	Refund staff	C Jones	X	418.80		418.80
15	Payroll Service	10/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5455244	Payroll Service	Beardmore Accountants	S	50.00	10.00	60.00
16	General Amenities	10/06/2021		Parish Council Main A <sub>y</sub>	Void	Void	Glasdon UK Limited	S			
33	General Amenities	10/06/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	5461353	Benches	Glasdon UK Limited	S	496.13	99.23	595.36
17	Newsletter: design, print and	10/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
25	Cleaning of Hall	10/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5456247	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
27	Gas Supply	10/06/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	CARD	Gas	British Gas	S	532.63	1.43	534.06
73	Office 365 package	12/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	Direct Debit	Office 365 support	Strategy 365	S	74.20	14.84	89.04
20	Staff Expenses	14/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	5507909	Refund staff	C Jones	X	18.00		18.00
52	Website	14/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Website	Brave Little Tank	S	175.00	35.00	210.00
76	General Parish Council design	17/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	CARD	Merchandising Village Festival	Camaloon	Z	241.19		241.19

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
74	Event 1 - Village Festival	17/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	CARD	Merchandising Village Festival	Camaloon	Z	151.11		151.11
75	Event 1 - Village Festival	17/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	CARD	Merchandising Village Festival	Camaloon	Z	33.87		33.87
83	Staff Expenses	21/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Amazon EU S.a r.l. UK Branc	S	1.28	0.26	1.54
79	Staff Salary	22/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	Direct Debit	Pension	NEST	X	235.76		235.76
82	Staff Expenses	23/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	CARD	Stationery	GHSL LTD	S	9.74	1.95	11.69
67	Wi-Fi Service	23/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
100	Staff Expenses	27/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Amazon EU S.a r.l. UK Branc	S	14.17	2.83	17.00
101	Staff Expenses	27/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Amazon EU S.a r.l. UK Branc	S	14.17	2.83	17.00
66	Dame Hygiene	28/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	6079395	Hygiene services	Dame Hygiene Services	S	481.87	96.37	578.24
70	Staff Salary	28/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5772275	HMRC	HMRC	X	1,201.22		1,201.22
71	Staff Salary	28/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5772765	Salary	T Dobson	X	1,348.53		1,348.53
72	Staff Salary	28/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5772860	Salary	S Garner	X	2,127.78		2,127.78
47	Supplies	28/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5784435	Councillor refund	Vivien Adams	Z	110.90		110.90
80	Grounds Maintenance	28/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5772112	Grounds Maintenance	Northwich Town Council	S	466.00	93.20	559.20
81	Newsletter: design, print and	28/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5772958	Printing costs	Solopress	Z	917.63		917.63
77	Payroll Service	28/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5772020	Payroll Service	Beardmore Accountants	S	142.50	28.50	171.00
68	VOIP phone line/costs	28/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	16.55	3.32	19.87
69	ICT equipment	28/06/2021	ScG/21/6/17	Parish Council Main A <sub>y</sub>	5784326	Parish Online	Parish Online	S	225.00	45.00	270.00
98	Staff Expenses	29/06/2021		Parish Council Main A <sub>y</sub>	VOID	Void	Amazon EU S.a r.l. UK Branc	S			
99	Staff Expenses	30/06/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Stationery	Amazon EU S.a r.l. UK Branc	S	6.50	1.30	7.80
93	General Parish Council design	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6072330	Banners	Inprint Colour	S	210.00	42.00	252.00
96	General Parish Council design	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Design and marketing	Brave Little Tank	S	264.00	52.80	316.80
84	Payroll Service	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6065392	Payroll Service	Beardmore Accountants	S	75.00	15.00	90.00
97	Website	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Website	Brave Little Tank	S	175.00	35.00	210.00
104	Newsletter: design, print and	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6065535	Delivery of newsletter	The Leaflet Team	Z	289.00		289.00
85	Scottish Power	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6065828	Electric at Village Hall	Scottish Power	L	101.00	5.05	106.05
102	Zoom - for holding remote C	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Virtual meetings	Zoom Video Communications	S	32.00	6.40	38.40
103	Event 1 - Village Festival	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6072277	Merchandising Village Festival	Design Office UK Ltd	S	89.00	17.80	106.80
108	Event 1 - Village Festival	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	CARD	Merchandising Village Festival	Amazon Services Europe S.a.	S	24.96	4.98	29.94
26	Staff Salary	08/07/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	6065670	Refund staff	C Jones	Z	635.77		635.77
379	Staff Expenses	08/07/2021	ScG/21/5/14	Parish Council Main A <sub>y</sub>	6065670	Refund staff	C Jones	Z	5.00		5.00
105	Staff Expenses	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Card	Stationery	Amazon EU S.a r.l. UK Branc	S	3.79	0.76	4.55
106	Staff Expenses	08/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	CARD	Stationery	Amazon EU S.a r.l. UK Branc	S	61.65	12.33	73.98
107	Staff Expenses	08/07/2021		Parish Council Main A <sub>y</sub>	VOID	Void	Amazon EU S.a r.l. UK Branc	S			
109	Staff Expenses	09/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	CARD	Stationery	Remora Electrical Ltd	S	3.00	0.60	3.60
110	Staff Expenses	09/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	CARD	Stationery	Amazon Services Europe S.a.	S	15.82	3.17	18.99
111	Staff Expenses	09/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	CARD	Merchandising Village Festival	Amazon Services Europe S.a.	S	29.98	6.00	35.98
112	Call-minding service(KBVO/C	09/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Cymphony	S	56.00	11.20	67.20
113	Adobe Creative Cloud	12/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
137	14/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	CARD	Locker	Amazon EU S.a r.l. UK Branci	S	17.46	3.49	20.95
123	15/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	CARD	Custom charges	Parcelforce Worldwide	X	154.50		154.50
130	16/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	CARD	VOIP	Morrison	Z	10.99		10.99
127	19/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Pension	NEST	X	160.67		160.67
133	22/07/2021		Parish Council Main A <sub>y</sub>	VOID	Void	Microsoft Azure	S			
119	23/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
121	26/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
128	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6368142	Photo and editing	Nicola Cooper Photography	E	480.00		480.00
129	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6403746	Professional affiliation	SLCC	Z	221.00		221.00
115	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6367529	Councillor refund	Matt Ferguson	X	5.00		5.00
120	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	12.52	2.51	15.03
132	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6368403	Water	Water Plus	Z	501.76		501.76
94	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.80	13.16	78.96
122	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6367827	HMRC	HMRC	X	407.40		407.40
125	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6367982	Salary	S Garnero	X	2,127.78		2,127.78
126	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6368087	HMRC	HMRC	X	882.37		882.37
131	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6368315	Gas	British Gas	L	74.42	3.72	78.14
117	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6367643	Cleaning Village Hall	Crystal Clean	S	360.00	72.00	432.00
114	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6367554	Audit	JDH Business Services	S	457.80	91.56	549.36
116	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6405583	Grounds Maintenance	Northwich Town Council	S	2,862.25	572.45	3,434.70
118	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6367712	Benches	Glasdon UK Limited	S	604.54	120.91	725.45
124	28/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6367887	Payroll Service	Beardmore Accountants	S	32.50	6.50	39.00
135	30/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Virtual meetings	Zoom Video Communications	S	32.00	6.40	38.40
95	31/07/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Design and marketing	Brave Little Tank	S	636.00	127.20	763.20
134	02/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft	Microsoft Azure	S	8.50	1.70	10.20
156	06/08/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
141	11/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Cymphony	S	56.24	11.24	67.48
143	24/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	14.66	2.93	17.59
150	24/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
144	24/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
148	24/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	Direct Debit	Pension	NEST	X	160.67		160.67
152	28/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6982782	Councillor refund	K Gibbs	X	75.99		75.99
154	28/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6983095	Gas	British Gas	L	48.99	2.44	51.43
139	28/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6983896	Payroll Service	Beardmore Accountants	S	32.50	6.50	39.00
145	28/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6983527	Grounds Maintenance	Northwich Town Council	S	796.25	159.25	955.50
151	28/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6982958	Newsletter delivery	Leaflet Team	Z	289.00		289.00
142	28/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6983799	Cleaning Village Hall	Crystal Clean	S	270.00	54.00	324.00
149	28/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6983217	Accountancy software	Scribe	S	584.00	116.80	700.80
146	28/08/2021	ScG/21/8/10	Parish Council Main A <sub>y</sub>	6983439	HMRC	HMRC	X	882.17		882.17

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
147 Staff Salary	28/08/2021	ScG/21/8/10	Parish Council Main A	6983690	Salary	S Garnero	X	2,127.98		2,127.98
140 General Parish Council design	31/08/2021	ScG/21/8/10	Parish Council Main A	Direct Debit	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
136 Website	31/08/2021	ScG/21/8/10	Parish Council Main A	Direct Debit	Website	Brave Little Tank	S	175.00	35.00	210.00
170 Zoom - for holding remote C	31/08/2021	ScG/21/16/8	Parish Council Main A	BACS	Virtual meetings	Zoom Video Communications	S	43.99	8.80	52.79
160 ASH Waste collection	01/09/2021	ScG/21/10/8	Parish Council Main A	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.60	13.12	78.72
168 ASH Waste collection	01/09/2021	ScG/21/10/8	Parish Council Main A	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	95.60	19.12	114.72
138 Office 365 package	02/09/2021	ScG/21/8/10	Parish Council Main A	Direct Debit	Microsoft	Microsoft Azure	S	10.25	2.04	12.29
169 Adobe Creative Cloud	06/09/2021	ScG/21/10/8	Parish Council Main A	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
177 Call-minding service(KBVO/C	10/09/2021	ScG/21/10/8	Parish Council Main A	Direct Debit	Village Hall booking service	Cymphony	S	77.51	15.50	93.01
158 Staff Expenses	10/09/2021	ScG/21/10/8	Parish Council Main A	CARD	Stationery	Sainsbury's	E	5.99		5.99
167 Newsletter: design, print and	13/09/2021	ScG/21/10/8	Parish Council Main A	CARD	Printing costs	Solopress	Z	807.51		807.51
165 VOIP phone line/costs	14/09/2021	ScG/21/10/8	Parish Council Main A	Direct Debit	VOIP	Gradwell Communications	S	16.85	3.37	20.22
166 Office 365 package	14/09/2021	ScG/21/10/8	Parish Council Main A	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
157 Hall Hire	17/09/2021	ScG/21/10/8	Village Hall A/C	7388764	Village Hall Refund	E.Jeffcote - Sing Up	E	56.25		56.25
159 Staff Training	17/09/2021	ScG/21/10/8	Parish Council Main A	BACS	Staff training course	SLCC	S	30.00	6.00	36.00
164 Grounds Maintenance	17/09/2021	ScG/21/10/8	Parish Council Main A	7389215	Grounds Maintenance	Northwich Town Council	S	747.75	149.55	897.30
161 Member Training	17/09/2021	ScG/21/10/8	Parish Council Main A	7388917	Councillor training course	Cheshire Assoc Local Council	E	25.00		25.00
162 Cleaning of Hall	17/09/2021	ScG/21/10/8	Parish Council Main A	7389038	Cleaning Village Hall	Crystal Clean	S	240.00	48.00	288.00
163 Internal, external audit ChAI	17/09/2021	ScG/21/10/8	Parish Council Main A	7389307	Insurance	Came & Company	E	2,648.25		2,648.25
175 Staff Salary	21/09/2021	ScG/21/10/8	Parish Council Main A	Direct Debit	Pension	NEST	X	160.67		160.67
186 Wi-Fi Service	23/09/2021	ScG/21/16/8	Parish Council Main A	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
187 On-line Booking Service	25/09/2021	ScG/21/16/8	Parish Council Main A	Direct Debit	Village Hall booking service	Skedda	Z	0.58		0.58
179 On-line Booking Service	25/09/2021	ScG/21/16/8	Parish Council Main A	Direct Debit	Village Hall booking service	Skedda	Z	21.24		21.24
176 Gas Supply	28/09/2021	ScG/21/10/8	Parish Council Main A	7589475	Gas	British Gas	L	38.35	1.91	40.26
178 Scottish Power	28/09/2021	ScG/21/10/8	Parish Council Main A	7589955	Scottish Power	Scottish Power	Z	33.64		33.64
171 Payroll Service	28/09/2021	ScG/21/10/8	Parish Council Main A	7589610	Payroll Service	Beardmore Accountants	S	50.00	10.00	60.00
173 Staff Salary	28/09/2021	ScG/21/10/8	Parish Council Main A	7589698	Salary	S Garnero	X	2,127.78		2,127.78
174 Staff Salary	28/09/2021	ScG/21/10/8	Parish Council Main A	7589824	HMRC	HMRC	X	1,178.07		1,178.07
172 Staff Salary	29/09/2021	ScG/21/10/8	Parish Council Main A	7623757	Salary	S Randle	X	828.13		828.13
153 Website	01/10/2021	ScG/21/8/10	Parish Council Main A	Direct Debit	Website	Brave Little Tank	S	175.00	35.00	210.00
219 Newsletter: design, print and	01/10/2021	ScG/21/16/8	Parish Council Main A	Direct Debit	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
183 Office 365 package	04/10/2021	ScG/21/16/8	Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.22	2.04	12.26
220 Office 365 package	07/10/2021	ScG/21/12/8	Parish Council Main A	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
181 S.137 Grants - car park	07/10/2021	ScG/21/12/8	Parish Council Main A	7843402	School car park	Shavington Primary School	X	5,500.00		5,500.00
182 PCSO	07/10/2021	ScG/21/12/8	Parish Council Main A	7842938	Payment for one PCSO	Cheshire Constabulary	X	8,320.00		8,320.00
184 Internal, external audit ChAI	07/10/2021	ScG/21/12/8	Parish Council Main A	7842704	External Auditor	PKF Littlejohn	S	400.00	80.00	480.00
210 Call-minding service(KBVO/C	11/10/2021	ScG/21/12/8	Parish Council Main A	Direct Debit	Village Hall booking service	Cymphony	S	121.47	24.29	145.76
192 Staff Expenses	12/10/2021	ScG/21/12/8	Parish Council Main A	CARD	Office furniture	Amazon Services Europe S.a.	S	59.81	11.97	71.78
193 Staff Expenses	12/10/2021	ScG/21/12/8	Parish Council Main A	CARD	Office furniture	Amazon Services Europe S.a.	S	59.80	11.97	71.77

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
194	ICT equipment	12/10/2021	ScG/21/12/8	Parish Council Main A	CARD	ICT dock	Shani Imaging Limited	S	203.33	40.67	244.00
196	ICT equipment	13/10/2021	ScG/21/12/8	Parish Council Main A	CARD	ICT office	CCL Computers Ltd	S	98.34	19.67	118.01
188	ICT equipment	15/10/2021	ScG/21/12/8	Parish Council Main A	BACS	Credit note	Insight	S	-239.99	-48.00	-287.99
201	Internal, external audit	ChAI 15/10/2021	ScG/21/12/8	Parish Council Main A	7982310	ICO fee	Information Commissioner's	X	40.00		40.00
195	ICT equipment	18/10/2021	ScG/21/12/8	Parish Council Main A	CARD	ICT office	Amazon EU S.a r.l. UK Branc	S	17.42	3.49	20.91
197	ICT equipment	18/10/2021	ScG/21/12/8	Parish Council Main A	CARD	ICT office	Amazon EU S.a r.l. UK Branc	S	77.99	15.60	93.59
273	Office 365 package	18/10/2021	ScG/21/16/8	Parish Council Main A	Direct Debit	Microsoft	Microsoft Ireland Operations	S	80.36	16.08	96.44
191	ICT equipment	18/10/2021	ScG/21/12/8	Parish Council Main A	CARD	USB cable	Amazon Services Europe S.a.	S	8.49	1.70	10.19
253	General Amenities	19/10/2021	ScG/21/16/8	Parish Council Main A	CARD	Hanging baskets	Petal Power	Z	40.00		40.00
190	Staff Salary	19/10/2021	ScG/21/12/8	Parish Council Main A	Direct Debit	Pension	NEST	X	160.67		160.67
237	Union flag	20/10/2021	ScG/21/16/8	Parish Council Main A	CARD	Union Flag	Harrison Flagpoles/Eds/Creat	S	150.00	30.00	180.00
238	Event 5 - Remembrance Sun	20/10/2021	ScG/21/16/8	Parish Council Main A	CARD	Union Flag	Harrison Flagpoles/Eds/Creat	S	87.49	17.50	104.99
213	H&S Village Hall	22/10/2021	ScG/21/12/8	Parish Council Main A	8117004	H&S package Village Hall	Rhino Safety	S	500.00	100.00	600.00
214	Boundary Marketing	22/10/2021	ScG/21/12/8	Parish Council Main A	8114886	Printing	Solopress	E	388.54		388.54
215	Boundary Marketing	22/10/2021	ScG/21/12/8	Parish Council Main A	8115002	Printing	Solopress	E	992.00		992.00
216	Boundary Marketing	22/10/2021	ScG/21/12/8	Parish Council Main A	8115072	Printing	Solopress	E	803.81		803.81
217	Boundary Marketing	22/10/2021	ScG/21/12/8	Parish Council Main A	8117170	Delivery of newsletter	The Leaflet Team	Z	430.00		430.00
218	Boundary Marketing	22/10/2021	ScG/21/12/8	Parish Council Main A	8116769	Banners	Inprint Colour	S	195.00	39.00	234.00
203	Staff Salary	22/10/2021	ScG/21/12/8	Parish Council Main A	8115424	HMRC	HMRC	X	1,219.42		1,219.42
204	Staff Salary	22/10/2021	ScG/21/12/8	Parish Council Main A	8115291	Salary	S Randle	X	888.91		888.91
205	Staff Salary	22/10/2021	ScG/21/12/8	Parish Council Main A	8117062	Salary	S Garnero	X	2,127.78		2,127.78
207	Event 2	22/10/2021	ScG/21/12/8	Parish Council Main A	8114602	Printing cost Pumpkin trail	Solopress	E	22.37		22.37
208	Event 2	22/10/2021	ScG/21/12/8	Parish Council Main A	8114735	Printing cost Pumpkin trail	Solopress	E	22.37		22.37
209	Event 2	22/10/2021	ScG/21/12/8	Parish Council Main A	8115133	Printing cost Pumpkin trail	Solopress	E	22.37		22.37
199	General Amenities	22/10/2021	ScG/21/12/8	Parish Council Main A	8115575	Benches	Glasdon UK Limited	S	638.56	127.71	766.27
206	Cleaning of Hall	22/10/2021	ScG/21/12/8	Parish Council Main A	8115217	Cleaning Village Hall	Crystal Clean	S	445.00	89.00	534.00
198	Small Grants Scheme	23/10/2021	ScG/21/12/8	Parish Council Main A	8137621	Environmental Award sponsor	Shavington Academy	X	50.00		50.00
211	Staff Expenses	23/10/2021	ScG/21/12/8	Parish Council Main A	8137603	Councillor refund	G McIntyre	X	8.50		8.50
212	General Maintenance	23/10/2021	ScG/21/12/8	Parish Council Main A	8137612	Plumber	Steele Heating & Plumbing Li	S	1,892.00	378.40	2,270.40
249	On-line Booking Service	25/10/2021	ScG/21/16/8	Parish Council Main A	Direct Debit	Village Hall booking service	Skedda	E	21.70		21.70
202	Wi-Fi Service	25/10/2021	ScG/21/12/8	Parish Council Main A	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
189	Office 365 package	26/10/2021	ScG/21/12/8	Parish Council Main A	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
200	VOIP phone line/costs	26/10/2021	ScG/21/12/8	Parish Council Main A	Direct Debit	VOIP	Gradwell Communications	S	29.85	5.97	35.82
255	ASH Waste collection	01/11/2021	ScG/21/13/8	Parish Council Main A	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	89.60	17.92	107.52
180	ASH Waste collection	01/11/2021	ScG/21/12/8	Parish Council Main A	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.80	13.16	78.96
256	Office 365 package	02/11/2021	ScG/21/16/8	Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Azure	S	10.07	2.01	12.08
222	Staff Expenses	02/11/2021	ScG/21/12/8	Parish Council Main A	CARD	Office equipment	Repark Ltd	S	6.66	1.33	7.99
223	Supplies	03/11/2021	ScG/21/12/8	Parish Council Main A	CARD	Village Hall equipment	Flintoft Ironmongers Limited	S	11.66	2.33	13.99
224	Supplies	03/11/2021	ScG/21/12/8	Parish Council Main A	CARD	Village Hall equipment	Amazon Services Europe S.a.	S	16.66	3.33	19.99

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
221 Supplies	04/11/2021	ScG/21/12/8	Parish Council Main A <sub>y</sub>	CARD	Village Hall equipment	Amazon Services Europe S.a.	S	26.98	5.40	32.38
225 Event 5 - Remembrance Sun	04/11/2021	ScG/21/12/8	Parish Council Main A <sub>y</sub>	CARD	Remembrance Service	WORLD BARGAINS LIMITED	S	43.28	8.68	51.96
226 Zoom - for holding remote C	05/11/2021	ScG/21/12/8	Parish Council Main A <sub>y</sub>	CARD	Virtual meetings	Zoom Video Communications	S	75.99	15.20	91.19
227 Adobe Creative Cloud	08/11/2021	ScG/21/12/8	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
236 Call-minding service(KBVO/C	09/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Call-handling	Cymphony	S	88.82	17.76	106.58
254 ICT equipment	09/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	CARD	Office equipment	Amazon Services Europe S.a.	S	99.99	20.00	119.99
303 Staff Expenses	11/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Card	Office material	Amazon Services Europe S.a.	Z	38.79		38.79
304 Staff Expenses	11/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Office material	Amazon EU S.a r.l. UK Branc	S	5.75	1.15	6.90
305 Staff Expenses	18/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Office material	Amazon EU S.a r.l. UK Branc	S	13.33	2.67	16.00
306 Staff Expenses	18/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Office material	Amazon EU S.a r.l. UK Branc	S	7.04	1.41	8.45
233 Staff Training	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8784503	Staff training course	Cheshire Assoc Local Council	X	60.00		60.00
243 Hall Hire	18/11/2021	ScG/21/13/8	Village Hall A/C	8782764	Village Hall Refund	Mrs JE Pitwell	E	157.50		157.50
244 Hall Hire	18/11/2021	ScG/21/13/8	Village Hall A/C	8784443	Village Hall Refund	E E Randle	X	15.00		15.00
232 Gas Supply	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8783207	Gas	British Gas	L	58.52	2.92	61.44
234 Cleaning of Hall	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8783595	Cleaning Village Hall	Crystal Clean	S	320.00	64.00	384.00
235 Cleaning of Hall	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8783595	Cleaning Village Hall	Crystal Clean	S	86.88	17.38	104.26
275 Supplies	18/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Battery	Sainsbury's	X	8.50		8.50
250 Newsletter: design, print and	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8783885	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
257 Grounds Maintenance	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8784266	Grounds Maintenance	Green Living Horticultural ltd	Z	1,690.00		1,690.00
251 Website	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8784385	Website	Brave Little Tank	S	175.00	35.00	210.00
241 Payroll Service	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8783684	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
228 Event 5 - Remembrance Sun	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8783407	Remembrance Service	Brave Little Tank	S	250.00	50.00	300.00
229 Boundary Marketing	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8783497	Boundary campaign	Brave Little Tank	S	350.00	70.00	420.00
230 Boundary Marketing	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8784001	Boundary campaign	Brave Little Tank	S	320.01	64.00	384.01
231 Event 2	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8784056	Pumpkin Trail	Brave Little Tank	S	100.00	20.00	120.00
239 Event 5 - Remembrance Sun	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8783798	Remembrance Sunday	Inprint Colour	S	156.00	31.20	187.20
240 Event 5 - Remembrance Sun	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8783946	Remembrance Service	Inprint Colour	S	132.00	26.40	158.40
242 Event 5 - Remembrance Sun	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8784566	Remembrance Service	The Leaflet Team	Z	289.00		289.00
245 Event 5 - Remembrance Sun	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8782926	Remembrance Sunday	Royal British Legion	E	175.00		175.00
246 Event 5 - Remembrance Sun	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8783306	Remembrance Sunday	Royal British Legion	E	25.00		25.00
247 Water Plus	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8784177	Water	Water Plus	Z	686.40		686.40
248 Event 5 - Remembrance Sun	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8784337	Remembrance Sunday	Solopress	Z	479.60		479.60
252 Boundary Marketing	18/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8784804	Boundary campaign	Solopress	Z	55.98		55.98
301 Marketing	22/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Village Hall board	Viking	S	81.49	16.30	97.79
262 VOIP phone line/costs	23/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	20.30	4.07	24.37
268 Staff Salary	23/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	Direct Debit	Pension	NEST	X	160.67		160.67
263 Wi-Fi Service	23/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
270 Office 365 package	23/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
302 On-line Booking Service	25/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Skedda	X	22.36		22.36

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
271	Hall Hire	28/11/2021		Village Hall A/C	VOID	Void	Mrs Joanne Lenihan	X			
258	Newsletter: design, print and	28/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8940357	Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
259	Website	28/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8940443	Website	Brave Little Tank	S	175.00	35.00	210.00
269	Event 5 - Remembrance Sun	28/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8941530	Remembrance Sunday	Steer Tec Ltd	S	960.00	192.00	1,152.00
260	Event 5 - Remembrance Sun	28/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8940631	Remembrance Sunday	Nicola Cooper Photography	Z	200.00		200.00
261	Event 5 - Remembrance Sun	28/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8940816	Remembrance Sunday	Flowers by Alison	E	200.00		200.00
264	Event 5 - Remembrance Sun	28/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8940895	Remembrance Sunday	The Leaflet Team	E	289.00		289.00
265	Staff Salary	28/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8941174	HMRC	HMRC	X	1,219.42		1,219.42
266	Staff Salary	28/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8941435	Salary	S Randle	X	888.91		888.91
267	Staff Salary	28/11/2021	ScG/21/13/8	Parish Council Main A <sub>y</sub>	8941313	Salary	S Garnero	X	2,127.78		2,127.78
285	Staff Expenses	30/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Office material	Marquee Media Ltd T/A Spee	S	112.20	22.44	134.64
280	Staff Expenses	30/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Office material	Amazon Services Europe S.a.	S	3.07	0.61	3.68
307	Staff Expenses	30/11/2021	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Office material	Photobox	S	10.16	2.03	12.19
281	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	Executive Retail Ltd	S	6.66	1.33	7.99
282	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	Executive Retail Ltd	S	6.66	1.33	7.99
283	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	Amazon EU S.a r.l. UK Branci	S	31.68	6.34	38.02
284	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	Paintings Frames Etc Limited	S	27.76	5.56	33.32
286	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	JK Commerce Ltd	S	2.49	0.50	2.99
287	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	Amazon Services Europe S.a.	S	16.62	3.33	19.95
276	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	Amazon Services Europe S.a.	S	8.70	1.74	10.44
277	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	Executive Retail Ltd	S	24.96	4.99	29.95
278	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	Cheerful Bargains Ltd	S	7.49	1.50	8.99
279	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	Houseware Ltd	S	16.58	3.32	19.90
320	Staff Expenses	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office material	Amazon Services Europe S.a.	S	12.49	2.50	14.99
272	Event 5 - Remembrance Sun	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9276841	Remembrance Sunday	Blue Arrow Traffic Managem	S	495.00	99.00	594.00
288	ASH Waste collection	01/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	76.55	15.31	91.86
335	Office 365 package	03/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.29	2.05	12.34
274	Scottish Power	06/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9240080	Electricity bill	Scottish Power	L	224.62	11.23	235.85
336	Adobe Creative Cloud	06/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
333	ICT equipment	07/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Office equipment	Prestek Computing Limited	S	6.50	1.30	7.80
308	ICT equipment	08/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Photocamera	Attics Plus Limited	S	271.67	54.33	326.00
309	ICT equipment	08/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	CARD	Photocamera	Greenwayz ltd	S	13.32	2.67	15.99
293	Call-minding service(KBVO/C	09/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Call-handling	Cymphony	S	62.12	12.42	74.54
297	GDPR	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9444482	Data Protection Compliance Se	JDH Business Services	S	900.00	180.00	1,080.00
300	Event 5 - Remembrance Sun	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9444624	Donation Bugler Remembranc	Shavington Academy	X	50.00		50.00
290	Event 4 - Christmas/Winter	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9443991	Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
310	Staff Salary	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9444432	HMRC	HMRC	X	1,219.22		1,219.22
311	Staff Salary	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9444205	Salary	S Garnero	X	2,127.78		2,127.78
312	Staff Salary	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9444247	Salary	S Randle	X	863.24		863.24

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
292	Gas Supply	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9444056	Gas	British Gas	L	180.48	5.95	186.43
298	Fire Equipment	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9444554	Annual check fire extinguisher	North Staffs Fire	S	145.39	29.07	174.46
299	PCSO	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9444302	Payment for one PCSO	Cheshire Constabulary	X	8,320.00		8,320.00
291	Website	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9444099	Website	Brave Little Tank	S	175.00	35.00	210.00
289	Payroll Service	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9443948	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
296	Allotment Fees	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9447872	Hedge cutting Gresty Lane	Chris Dodd- Rope Green Farr	S	175.00	35.00	210.00
294	Allotment Fees	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9447840	Hedge cutting Gresty Lane	Chris Dodd- Rope Green Farr	S	80.00	16.00	96.00
295	Allotment Fees	13/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9447858	Hedge cutting Gresty Lane	Chris Dodd- Rope Green Farr	S	105.00	21.00	126.00
314	Gas Supply	15/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9503457	Gas	British Gas	X	444.07		444.07
316	Cleaning of Hall	15/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9503665	Cleaning Village Hall	Crystal Clean	S	474.75	94.95	569.70
315	Staff Training	15/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	9503527	Staff training course	Cheshire Assoc Local Council	X	30.00		30.00
313	Staff Salary	15/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Pension	NEST	X	205.95		205.95
318	Wi-Fi Service	23/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
317	VOIP phone line/costs	24/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	24.31	4.86	29.17
319	Office 365 package	29/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
334	On-line Booking Service	29/12/2021	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Skedda	E	22.29		22.29
351	Office 365 package	04/01/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Microsoft Azure	S	10.03	2.00	12.03
327	Cleaning of Hall	06/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	VOID	Void	Crystal Clean	S			
337	Adobe Creative Cloud	06/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
328	Call-minding service(KBVO/C	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Cymphony	S	56.48	11.29	67.77
330	PPS/PRS	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>		PPL PRS 2019-2020	PPL PRS United for Music	S			
331	Event 2	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10130234	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
332	Event 2	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10130682	Marketing material distribution	The Leaflet Team	Z	289.00		289.00
321	Fire Equipment	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10130070	Emergency Lights Service Villa	North Staffs Fire	S	180.00	36.00	216.00
322	Payroll Service	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10130125	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
323	Newsletter: design, print and	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10130606	Newsletter	Solopress	Z	526.39		526.39
325	Website	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10130332	Website	Brave Little Tank	S	175.00	35.00	210.00
324	General Parish Council design	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10130606	Newsletter	Solopress	Z	405.00		405.00
326	Staff Training	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10130524	Staff training course	Cheshire Assoc Local Council	X	30.00		30.00
329	General Maintenance	12/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10130392	Fire alarm system service and	North Staffs Fire	S	495.01	99.00	594.01
344	Wi-Fi Service	24/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
352	Adobe Creative Cloud	24/01/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Creative Cloud All App yearly s	Adobe	S	496.94	99.39	596.33
353	On-line Booking Service	25/01/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Skedda	X	22.17		22.17
349	Office 365 package	26/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Strategy 365	S	74.20	14.84	89.04
354	Cleaning of Hall	26/01/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	CARD	Village Hall equipment	Viking	S	57.61	11.52	69.13
343	VOIP phone line/costs	26/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	17.01	3.39	20.40
345	Staff Salary	28/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10536807	HMRC	HMRC	X	1,219.42		1,219.42
346	Staff Salary	28/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10537351	Salary	S Randle	X	863.04		863.04
347	Staff Salary	28/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10537239	Salary	S Garner	X	2,127.78		2,127.78

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
348 Staff Salary	28/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	Direct Debit	Pension	NEST	X	205.95		205.95
350 Water Plus	28/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10537506	Water	Water Plus	Z	421.88		421.88
339 Marketing	28/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10536483	Marketing support	Brave Little Tank	S	900.00	180.00	1,080.00
341 Gas Supply	28/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10536663	Gas	British Gas	L	262.25	13.11	275.36
342 Member Training	28/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10537052	Training course - Councillor	Cheshire Assoc Local Council	X	60.00		60.00
340 Website	28/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10536938	Website	Brave Little Tank	S	175.00	35.00	210.00
338 Payroll Service	28/01/2022	ScG/21/15/9	Parish Council Main A <sub>y</sub>	10536299	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
358 ASH Waste collection	01/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	114.35	22.87	137.22
371 Adobe Creative Cloud	07/02/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
361 Call-minding service(KBVO/C	10/02/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Cymphony	S	63.09	12.61	75.70
357 ASH Waste collection	15/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.20	13.04	78.24
369 Staff Salary	18/02/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Pension	NEST	X	205.95		205.95
355 Office 365 package	22/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Microsoft Azure	S	10.24	2.04	12.28
363 Wi-Fi Service	23/02/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
393 Supplies	23/02/2022		Parish Council Main A <sub>y</sub>	CARD	VH supplies	Viking	S	78.54	15.71	94.25
402 On-line Booking Service	25/02/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Skedda	X	22.46		22.46
362 VOIP phone line/costs	25/02/2022		Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	18.71	3.74	22.45
365 Event 1 - Village Festival	28/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11305424	Sponsorship Village Festival Ev	Shav Vill Festival Committee	X	97.20		97.20
366 Staff Salary	28/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11305530	Salary	S Randle	X	863.04		863.04
367 Staff Salary	28/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11306124	Salary	S Garnero	X	2,127.78		2,127.78
370 Staff Salary	28/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11306353	HMRC	HMRC	X	1,219.42		1,219.42
356 Water Plus	28/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11306006	Water	Water Plus	Z	188.58		188.58
364 Office 365 package	28/02/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
372 General Maintenance	28/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11305804	Lights replacement VH kitchen	Mick Ascroft	S	188.00	37.60	225.60
359 Cleaning of Hall	28/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11305173	Cleaning Village Hall	Crystal Clean	S	360.00	72.00	432.00
360 Cleaning of Hall	28/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11305285	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
368 Payroll Service	28/02/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11305653	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
375 Website	02/03/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11438470	Website	Brave Little Tank	S	175.00	35.00	210.00
374 Scottish Power	02/03/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11423081	Electricity bill	Scottish Power	L	336.33	16.82	353.15
377 PCSO	02/03/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11423349	Payment for one PCSO	Cheshire Constabulary	X	8,320.00		8,320.00
389 ICT equipment	02/03/2022		Parish Council Main A <sub>y</sub>	CARD	Refund	Attics Plus Limited	X	-13.00		-13.00
373 Event 3	02/03/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11438381	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
378 Event 3	02/03/2022	ScG/21/16/8	Parish Council Main A <sub>y</sub>	11438555	Platinum Jubilee Beacon (SVFC	21CC Group Ltd	S	490.00	98.00	588.00
405 Supplies	03/03/2022		Parish Council Main A <sub>y</sub>	CARD	Plastic box	Amazon EU S.a r.l. UK Branc	S	15.65	3.13	18.78
407 Office 365 package	07/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Microsoft Azure	S	10.40	2.07	12.47
406 Adobe Creative Cloud	07/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
376 Gas Supply	08/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Gas	British Gas	L	129.81	6.49	136.30
385 Call-minding service(KBVO/C	10/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Call Minding Village Hall	Cymphony	S	89.30	17.86	107.16
408 Staff Expenses	15/03/2022		Parish Council Main A <sub>y</sub>	Cheque 501401	BT kiosk adoption	British Telecommunications p	X	1.00		1.00

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
387 ICT equipment	16/03/2022		Parish Council Main A <sub>y</sub>	CARD	Scanner	HP Inc UK Limited	S	199.00	39.80	238.80
392 General Amenities	16/03/2022		Parish Council Main A <sub>y</sub>	11851088	Towable Water Bowser	Alan Sanderson	X	1,000.00		1,000.00
381 ASH Waste collection	16/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.80	13.16	78.96
382 Gas Supply	18/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Gas	British Gas	L	553.42	27.67	581.09
397 Staff Salary	21/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	March Pension	NEST	X	242.18		242.18
398 Staff Salary	22/03/2022		Parish Council Main A <sub>y</sub>	11858753	HMRC	HMRC	X	1,456.13		1,456.13
394 Water Plus	22/03/2022		Parish Council Main A <sub>y</sub>	11858036	Water	Water Plus	Z	170.23		170.23
383 Cleaning of Hall	22/03/2022		Parish Council Main A <sub>y</sub>	11856663	Cleaning Village Hall	Crystal Clean	S	405.00	81.00	486.00
384 Cleaning of Hall	22/03/2022		Parish Council Main A <sub>y</sub>	11857192	Cleaning Village Hall	Crystal Clean	S	486.00	97.20	583.20
391 Newsletter: design, print and	22/03/2022		Parish Council Main A <sub>y</sub>	11857458	Printing newsletter	Solopress	Z	974.51		974.51
399 Newsletter: design, print and	22/03/2022		Parish Council Main A <sub>y</sub>	11858895	March newsletter	The Leaflet Team	Z	299.00		299.00
380 Staff Training	22/03/2022		Parish Council Main A <sub>y</sub>	11856450	Staff training course	Cheshire Assoc Local Council	X	30.00		30.00
388 Wi-Fi Service	23/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall wi-fi	KCOM Group Ltd	S	56.50	11.30	67.80
409 On-line Booking Service	25/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Skedda	X	22.65		22.65
400 Staff Expenses	25/03/2022		Parish Council Main A <sub>y</sub>	11962726	Cllr McIntyre refund	G McIntyre	X	14.30		14.30
401 PCSO	25/03/2022		Parish Council Main A <sub>y</sub>	11962620	PCSO quarter 4	Cheshire Constabulary	X	8,320.00		8,320.00
386 VOIP phone line/costs	25/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	24.50	4.89	29.39
395 Staff Salary	28/03/2022		Parish Council Main A <sub>y</sub>	11858204	March Salary	S Randle	X	863.24		863.24
396 Staff Salary	28/03/2022		Parish Council Main A <sub>y</sub>	11858605	March Salary	S Garnero	X	2,459.09		2,459.09
390 Office 365 package	28/03/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Strategy 365	S	74.20	14.84	89.04
403 Staff Expenses	28/03/2022		Parish Council Main A <sub>y</sub>	12067470	Painting kit Village Hall	Dulux Decorator Centre	S	138.12	27.62	165.74
404 Marketing	29/03/2022		Parish Council Main A <sub>y</sub>	12074084	Village Hall signs	Inprint Colour	S	102.00	20.40	122.40
<b>Total</b>								<b>163,511.12</b>	<b>9,271.98</b>	<b>172,783.10</b>

## Shavington-cum-Gresty Parish Council

### RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Precept	09/04/2021		Parish Council Main A <sub>y</sub>	BACS	Precept	Cheshire East Council	X	71,270.00		71,270.00
17 Hall Hire	27/04/2021		Village Hall A/C		Shavington-cum-Gresty Village	Rachel Capper(Dance) - X Ac	X	160.00		160.00
18 Hall Hire	30/04/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Rachel Capper(Dance) - X Ac	X	40.00		40.00
12 Hall Hire	04/05/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Lynne Scott	X	20.00		20.00
13 Hall Hire	10/05/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Lynne Scott	X	20.00		20.00
24 Hall Hire	11/05/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Nantwich Bridge Club	X	240.00		240.00
14 Hall Hire	25/05/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Alison Proudlove	X	20.00		20.00
15 Hall Hire	28/05/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Claudia Johnson - Lotus Yoga	X	180.00		180.00
16 Hall Hire	18/06/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Julie Harris Dance	X	540.00		540.00
19 Other Income	24/06/2021		Village Hall A/C	BACS	Bank	The Co-operative bank	X	45.36		45.36
2 Allotment Fees	28/06/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Mr R Done	X	25.00		25.00
3 Allotment Fees	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Mr D Lewis	X	25.00		25.00
4 Allotment Fees	28/06/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Nick Barry	X			
5 Allotment Fees	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Nick Barry	X	50.00		50.00
6 Allotment Fees	28/06/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Dylan Walters	X	50.00		50.00
7 Allotment Fees	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Barbara Barlow	X	50.00		50.00
8 Allotment Fees	28/06/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Pam Vickery	X	50.00		50.00
20 Hall Hire	09/07/2021		Village Hall A/C	cheque	Shavington-cum-Gresty Village	Shavington Bridge	X	240.00		240.00
21 Hall Hire	09/07/2021		Village Hall A/C	cheque	Shavington-cum-Gresty Village	Paul Burkinshaw	X	40.00		40.00
22 Hall Hire	09/07/2021		Village Hall A/C	cheque	Shavington-cum-Gresty Village	u3a (Bridge)	X	380.00		380.00
23 Hall Hire	09/07/2021		Village Hall A/C	cheque	Shavington-cum-Gresty Village	u3a (Pilates)	X	120.00		120.00
9 Allotment Fees	12/07/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Gary Hulme	X	50.00		50.00
10 Allotment Fees	12/07/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Ashley Foster	X	50.00		50.00
11 Allotment Fees	12/07/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Mr W Kynnersley	X	50.00		50.00
25 Allotment Fees	02/08/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Mrs Charlesworth	X	25.00		25.00
26 Allotment Fees	02/08/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Mr E Davies	X	50.00		50.00
27 Allotment Fees	02/08/2021		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Garrick Rouse	X	25.00		25.00
28 Allotment Fees	02/08/2021		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Chris Topham	X	50.00		50.00
31 Hall Hire	03/08/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Evans C & R Rachel Kirkham	X	20.00		20.00
32 Hall Hire	05/08/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	A Lewis-White	X	40.00		40.00
33 Hall Hire	09/08/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Clowes N & A N Clowes	X	40.00		40.00
34 Hall Hire	11/08/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	C Blake	X	20.00		20.00
35 Hall Hire	12/08/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	ARTventurers Crewe	X	480.00		480.00
36 Hall Hire	17/08/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Harris J SDA	X	20.00		20.00
37 Hall Hire	18/08/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Robottom Laura	X	20.00		20.00
38 Hall Hire	20/08/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	S Alcock	X	40.00		40.00

## Shavington-cum-Gresty Parish Council

### RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
39	Hall Hire	24/08/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Capper R XAPA	X	160.00		160.00
40	Hall Hire	31/08/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	A Lewis-White	X	40.00		40.00
30	Staff Salary	01/09/2021		Parish Council Main A/		Salary refund	T Dobson	E			
41	Hall Hire	03/09/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	ARTventurers Crewe	X	20.00		20.00
42	Hall Hire	06/09/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Claudia Johnson - Lotus Yoga	X	240.00		240.00
29	Precept	07/09/2021		Parish Council Main A/	BACS	Precept	Cheshire East Council	E	71,270.00		71,270.00
43	Hall Hire	08/09/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	RSPCA Crewe	X	40.00		40.00
44	Hall Hire	10/09/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	T Korkus	X	45.00		45.00
45	Hall Hire	14/09/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Victoria Nadin	X	20.00		20.00
49	Hall Hire	14/09/2021		Village Hall A/C		Shavington-cum-Gresty Village	D Korbas - Mariola Marciniak	X	95.00		95.00
50	Hall Hire	15/09/2021		Village Hall A/C		Shavington-cum-Gresty Village	Jefcoate Erica ALL SING UP	X	80.00		80.00
46	General Amenities	15/09/2021		Parish Council Main A/		Support for Shavington-cum-G	Russell Jones	Z	605.00		605.00
51	Hall Hire	16/09/2021		Village Hall A/C		Shavington-cum-Gresty Village	Kristina Dalazena	X	45.00		45.00
52	Hall Hire	20/09/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Gemma Horton	X	20.00		20.00
53	Hall Hire	20/09/2021		Village Hall A/C		Shavington-cum-Gresty Village	Amanda Hendrie	X	40.00		40.00
54	Hall Hire	20/09/2021		Village Hall A/C		Shavington-cum-Gresty Village	Ivana Kokyova	X	45.00		45.00
55	Hall Hire	22/09/2021		Village Hall A/C		Shavington-cum-Gresty Village	Nassim Ahmed	X	75.00		75.00
56	Hall Hire	28/09/2021		Village Hall A/C		Shavington-cum-Gresty Village	Alexander White	X	40.00		40.00
57	Hall Hire	28/09/2021		Village Hall A/C		Shavington-cum-Gresty Village	Adam Goode	X	45.00		45.00
47	VAT Reclaim	07/10/2021		Parish Council Main A/	BACS	VAT refund	HMRC	R		4,007.02	4,007.02
48	VAT Reclaim	12/10/2021		Parish Council Main A/	BACS	VAT refund	HMRC	R		10,848.55	10,848.55
60	Hall Hire	31/10/2021		Village Hall A/C		Shavington-cum-Gresty Village	Katka Antusova	X	40.00		40.00
61	Hall Hire	31/10/2021		Village Hall A/C		Shavington-cum-Gresty Village	Harris J SDA	X	540.00		540.00
62	Hall Hire	31/10/2021		Village Hall A/C		Shavington-cum-Gresty Village	Sarah Mellor	X	240.00		240.00
63	Hall Hire	31/10/2021		Village Hall A/C		Shavington-cum-Gresty Village	All Sign Up	X	240.00		240.00
64	Hall Hire	31/10/2021		Village Hall A/C		Shavington-cum-Gresty Village	Sarah Wilkinson	X	20.00		20.00
65	Hall Hire	31/10/2021		Village Hall A/C		Shavington-cum-Gresty Village	Gemma Nash	X	20.00		20.00
75	Hall Hire	02/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Alexia Eden	X	240.00		240.00
76	Hall Hire	02/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Nantwich Bridge Club	X	240.00		240.00
77	Hall Hire	03/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Kerry Athorn	X	20.00		20.00
78	Hall Hire	03/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Maryanne Robinson	X	20.00		20.00
79	Hall Hire	08/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Becky Ashley	X	20.00		20.00
80	Hall Hire	08/11/2021		Village Hall A/C	cheque	Shavington-cum-Gresty Village	Cheshire East Council - Elect	X	80.00		80.00
81	Hall Hire	09/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Abigail Maccioni	X	40.00		40.00
82	Hall Hire	10/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Freya Coppenhall	X	20.00		20.00
83	Hall Hire	11/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Abigail Maccioni	X	20.00		20.00
84	Hall Hire	15/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	J Lenihan	X	20.00		20.00
86	Hall Hire	15/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Abigail Maccioni	X	20.00		20.00
59	Hall Hire	15/11/2021		Village Hall A/C		Shavington-cum-Gresty Village	Mrs Joanne Lenihan	X			

## Shavington-cum-Gresty Parish Council

### RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
87	Hall Hire	16/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Neha Sawant	X	40.00		40.00
58	Other Income	17/11/2021		Parish Council Main A <sub>y</sub>		Parish Compact	Cheshire East Council	X	1,150.00		1,150.00
88	Hall Hire	22/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Amanda Hendrie	X	40.00		40.00
85	Hall Hire	30/11/2021		Village Hall A/C	BACS	Refund VH booking	J Lenihan	X			
89	Hall Hire	30/11/2021		Village Hall A/C	BACS	Refund VH booking	J Lenihan	X	-20.00		-20.00
67	Allotment Fees	02/12/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Mrs S Jones	X	50.00		50.00
68	Allotment Fees	02/12/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Mrs S Jones	X	50.00		50.00
90	Hall Hire	03/12/2021		Village Hall A/C	BACS	Village Hall booking service	Shavington Bridge Club	X	240.00		240.00
69	Allotment Fees	13/12/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Erica Jefcoate	X	50.00		50.00
70	Allotment Fees	13/12/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Pam Vickery	X	50.00		50.00
91	Hall Hire	14/12/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Lucy Sharp	X	40.00		40.00
71	General Amenities	14/12/2021		Parish Council Main A <sub>y</sub>		Support for Shavington-cum-G	Martin Andrews	X	639.00		639.00
92	Hall Hire	17/12/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Sophie Steventon	X	40.00		40.00
72	Allotment Fees	17/12/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Mrs Charlesworth	X	25.00		25.00
73	Allotment Fees	31/12/2021		Parish Council Main A <sub>y</sub>		Allotment Fees	Ashley Foster	X	50.00		50.00
66	VAT Reclaim	31/12/2021		Parish Council Main A <sub>y</sub>		HMRC VAT refund	HMRC	R		2,679.38	2,679.38
74	Allotment Fees	04/01/2022		Parish Council Main A <sub>y</sub>		Allotment Fees	Garrick Rouse	X	25.00		25.00
105	Hall Hire	04/01/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Emma Cotteril	X	20.00		20.00
106	Hall Hire	04/01/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Ewa Awand	X	20.00		20.00
107	Hall Hire	07/01/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Miroslava Kovansa	X	45.00		45.00
108	Hall Hire	10/01/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Claudia Johnson - Lotus Yoga	X	80.00		80.00
109	Hall Hire	10/01/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	ARTventurers Crewe	X	20.00		20.00
93	Allotment Fees	10/01/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Mr W Kynnersley	X	50.00		50.00
94	Allotment Fees	10/01/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Barbara Barlow	X	50.00		50.00
95	Allotment Fees	12/01/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Mr J Ankers	X	50.00		50.00
96	Allotment Fees	14/01/2022		Parish Council Main A <sub>y</sub>		Allotment Fees	Gary Hulme	X	50.00		50.00
110	Hall Hire	17/01/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Jordan Drayton	X	40.00		40.00
111	Hall Hire	20/01/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	ARTventurers Crewe	X	320.00		320.00
97	Allotment Fees	20/01/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Mr R Done	X	50.00		50.00
98	Allotment Fees	20/01/2022		Parish Council Main A <sub>y</sub>		Allotment refund	Mr R Done	X	-25.00		-25.00
99	Allotment Fees	21/01/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Mr E Davies	X	25.00		25.00
100	Allotment Fees	21/01/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Mr D Lewis	X	25.00		25.00
101	Allotment Fees	24/01/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Nick Barry	X	50.00		50.00
112	Hall Hire	25/01/2022		Village Hall A/C	cheque	Shavington-cum-Gresty Village	C&N u3a	X	240.00		240.00
113	Hall Hire	25/01/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Harris J SDA	X	540.00		540.00
114	Hall Hire	27/01/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Alexia Eden	X	140.00		140.00
102	Allotment Fees	28/01/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Dylan Walters	X	50.00		50.00
103	Allotment Fees	31/01/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Tina Cracknell	X	25.00		25.00
104	Allotment Fees	31/01/2022		Parish Council Main A <sub>y</sub>	BACS	Allotment Fees	Tina Cracknell	X	25.00		25.00

## Shavington-cum-Gresty Parish Council

### RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
115	Hall Hire	31/01/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Lucy Edwards	X	20.00		20.00
119	Hall Hire	01/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Claudia Johnson - Lotus Yoga	X	80.00		80.00
120	Hall Hire	02/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Ewa Awand	X	40.00		40.00
121	Hall Hire	02/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Erica Jefcoate	X	80.00		80.00
122	Hall Hire	03/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Leon Antus	X	40.00		40.00
123	Hall Hire	07/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	S Randle	X	20.00		20.00
124	Hall Hire	07/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Lauren Berry	X	40.00		40.00
125	Hall Hire	08/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Sandra Langley	X	40.00		40.00
126	Hall Hire	08/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Nantwich Bridge Club	X	240.00		240.00
127	Hall Hire	14/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Kim Fowles	X	20.00		20.00
128	Hall Hire	15/02/2022		Village Hall A/C	000011 600623 31884	Shavington-cum-Gresty Village	Caroline Williams	X	65.00		65.00
130	Hall Hire	15/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Nantwich Bridge Club	X	240.00		240.00
129	Hall Hire	15/02/2022		Village Hall A/C	BACS	Village Hall booking service	Louise McKillop	X	40.00		40.00
131	Hall Hire	17/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Cassie Morgan	X	20.00		20.00
132	Hall Hire	18/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Shavington Bridge Club	X	440.00		440.00
133	Hall Hire	21/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Shavington Bridge Club	X	40.00		40.00
134	Hall Hire	24/02/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Josh Herring	X	20.00		20.00
136	Hall Hire	02/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Charlotte Blake	X	20.00		20.00
116	Other Income	02/03/2022		Village Hall A/C		Error payment	Lindsay Scott	X	50.00		50.00
137	Hall Hire	03/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Evelyne Vanci	X	45.00		45.00
138	Hall Hire	04/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Brionie Rowland	X	65.00		65.00
139	Hall Hire	07/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Kimberly Peberdy	X	20.00		20.00
141	Hall Hire	07/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Sally Martin	X	20.00		20.00
142	Hall Hire	08/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Steve Lee	X	20.00		20.00
143	Hall Hire	08/03/2022		Village Hall A/C	BACS	Cleaning Village Hall	Evelyne Vanci	X	30.00		30.00
144	Hall Hire	09/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Cassie Morgan	X	20.00		20.00
145	Hall Hire	10/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Kerry Mellor	X	20.00		20.00
146	Hall Hire	10/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Benjamin Gibbs	X	45.00		45.00
147	Hall Hire	14/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Caroline Clarke	X	20.00		20.00
148	Hall Hire	15/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Marek Didop	X	40.00		40.00
117	Other Income	16/03/2022		Village Hall A/C	11855614	Refund error payment	Lindsay Scott	X	-50.00		-50.00
118	Hall Hire	16/03/2022		Village Hall A/C	11855837	Refund VH booking	Louise McKillop	X	-40.00		-40.00
149	Hall Hire	21/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Amy Small	X	20.00		20.00
150	Hall Hire	21/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Charlotte Blake	X	40.00		40.00
151	Hall Hire	28/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Sarah Mellor	X	260.00		260.00
135	Allotment Fees	29/03/2022		Parish Council Main A		Allotment Fees	Laura Jane Pickup	X			
140	Allotment Fees	29/03/2022		Parish Council Main A	VOID	Allotment Fees	Erica Jefcoate	X			
152	Hall Hire	31/03/2022		Village Hall A/C		Shavington-cum-Gresty Village	Kate Heywood	X	5.00		5.00
153	Hall Hire	31/03/2022		Village Hall A/C		Shavington-cum-Gresty Village	Marion Buckley	X	20.00		20.00

**Shavington-cum-Gresty Parish Council****RECEIPTS LIST**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Minute</b>	<b>Bank</b>	<b>Receipt No</b>	<b>Description</b>	<b>Supplier</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
154	Hall Hire	31/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Francesca Cain	X	200.00		200.00
155	Hall Hire	31/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	K Gibbs	X	45.00		45.00
156	Hall Hire	31/03/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Harris J SDA	X	540.00		540.00
								<b>Total</b>	<b>156,609.36</b>	<b>17,534.95</b>	<b>174,144.31</b>

**Annex**

- The list of Members Expenses from 01.04.2021 to 31.03.2022



**Shavington-cum-Gresty Parish Council**  
**Payments to Supplier**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
<b>G McIntyre</b>										
211	Staff Expenses	23/10/2021	ScG/21/12/8	Parish Council Main A/C	8137603	Councillor refund	X	8.50		8.50
400	Staff Expenses	25/03/2022		Parish Council Main A/C	11962726	Clr McIntyre refund	X	14.30		14.30
<b>G McIntyre totals</b>								<b>22.80</b>		<b>22.80</b>
<b>Total</b>								<b>22.80</b>		<b>22.80</b>

**Shavington-cum-Gresty Parish Council**  
**Payments to Supplier**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
<b>K Gibbs</b>										
152	Supplies	28/08/2021	ScG/21/8/10	Parish Council Main A/C	6982782	Councillor refund	X	75.99		75.99
<b>K Gibbs totals</b>								<b>75.99</b>		<b>75.99</b>
							<b>Total</b>	<b>75.99</b>		<b>75.99</b>

**Shavington-cum-Gresty Parish Council**  
**Payments to Supplier**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
<b>Matt Ferguson</b>										
115	Staff Expenses	28/07/2021	ScG/21/8/10	Parish Council Main A/C	6367529	Councillor refund	X	5.00		5.00
<b>Matt Ferguson totals</b>								<b>5.00</b>		<b>5.00</b>
							<b>Total</b>	<b>5.00</b>		<b>5.00</b>

**Shavington-cum-Gresty Parish Council**  
**Payments to Supplier**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
<b>Vivien Adams</b>										
47	Supplies	28/06/2021	ScG/21/6/17	Parish Council Main A/C	5784435	Councillor refund	Z	110.90		110.90
<b>Vivien Adams totals</b>								<b>110.90</b>		<b>110.90</b>
							<b>Total</b>	<b>110.90</b>		<b>110.90</b>

**Annex**

- The Council's Fixed Asset register (updated at 31.03.2022)



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

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
Bench - 1 Rope Lane	2012	473.00		ScG PC			
Bench - Andrews family (Village Hall)	2021	767.00		ScG PC			
Bench - Former Cllr Jones (Village Hall)	2021	726.00		ScG PC			
Bench - Goodall's Corner	2019	473.00		ScG PC			
Bench - NewCastle Road	2021	596.00		ScG PC			
BT Kiosk Crewe Road (Near Hickory's pub)	2021	1.00		ScG PC			
Cameron Avenue - small portion only	NA	1.00		ScG PC			
Canon EOS 4000D Camera and EF-S 18-55mm	2021	326.00		ScG PC			
Defibrillator and cabinet - outside Village Hall	2018	1,070.00		ScG PC			
Gates and Fences	NA	19,200.00		ScG PC			
General contents (including stock)	NA	19,300.00		Officers/Members			
HP laser printer	2016	200.00		ScG PC			
HP OfficeJet Pro 9022e A	2022	238.80		ScG PC			
Laminator Morpilot A3 Thermal machine	21	38.00		ScG PC			
Lenovo laptop	2020	1,870.00		ScG PC			
Litz IQ Slim Home Office Cross Cut Paper Shredder	2021	94.00		ScG PC			
Logitech MK330 Wireless Keyboard and mouse	2021	21.00		ScG PC			
Microsoft Surface Dock 2	2021	244.00		ScG PC			
N. 2 benches Vine Tre Play Area	NA	500.00		ScG PC			
n.2 LG Monitors 24MK400H	2021	240.00		ScG PC			
n.2 logitech cameras	2020	593.00		ScG PC			
N.2 Songmics Office Chairs	2021	140.00		ScG PC			
Notice board (n.5)	2015	5,000.00		ScG PC			
Office content	NA	2,100.00		Officers			
Playground equipment	NA	23,700.00		ScG PC			
Shavington Village Hall	1986	635,510.00				Shavington cum Gresty Pa	

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

<b>Asset Description</b>	<b>Date Acquired</b>	<b>Purchase Value</b>	<b>Current Value</b>	<b>Location /Responsibility</b>	<b>Estimated Life</b>	<b>Usage/Capacity</b>	<b>Charges</b>
Storage Shed	NA	2,475.00		Keeper SVFC			
Street Furniture	NA	38,920.00		ScG PC			
Surface laptop	2020	1,583.00		ScG PC			
Vehicle speed display unit (located on Crewe R	2017	4,180.00		ScG PC			
Village Hall Notice board	2021	98.00		ScG PC			
War Memorial	NA	18,500.00		ScG PC			
Water Bowser	22.03.2022	1,000.00		ScG PC			
		<b>780,177.80</b>					
<b>Grand Total:</b>		<b>780,177.80</b>					

**Annex**

- The list of Clerk's salary payments from 01.04.2021 to 31.03.2022



**Shavington-cum-Gresty Parish Council**  
**Payments to Supplier**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
<b>C Jones</b>										
20	Staff Expenses	14/06/2021	ScG/21/16/8	Parish Council Main A/C	5507909	Refund staff	X	18.00		18.00
21	ICT equipment	10/06/2021	ScG/21/16/8	Parish Council Main A/C	5507909	Refund staff	X	418.80		418.80
26	Staff Salary	08/07/2021	ScG/21/5/14	Parish Council Main A/C	6065670	Refund staff	Z	635.77		635.77
57	Staff Salary	28/04/2021	ScG/21/16/8	Parish Council Main A/C	Direct Debit	Salary	X	1,037.47		1,037.47
59	Staff Salary	28/05/2021	ScG/21/5/14	Parish Council Main A/C	BACS	Salary	X	1,388.14		1,388.14
379	Staff Expenses	08/07/2021	ScG/21/5/14	Parish Council Main A/C	6065670	Refund staff	Z	5.00		5.00
<b>C Jones totals</b>								<b>3,503.18</b>		<b>3,503.18</b>
<b>Total</b>								<b>3,503.18</b>		<b>3,503.18</b>

**Shavington-cum-Gresty Parish Council**  
**Payments to Supplier**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
<b>S Garnero</b>										
61	Staff Salary	28/05/2021	ScG/21/5/14	Parish Council Main A/C	BACS	Salary	X	1,067.36		1,067.36
72	Staff Salary	28/06/2021	ScG/21/6/17	Parish Council Main A/C	5772860	Salary	X	2,127.78		2,127.78
125	Staff Salary	28/07/2021	ScG/21/8/10	Parish Council Main A/C	6367982	Salary	X	2,127.78		2,127.78
147	Staff Salary	28/08/2021	ScG/21/8/10	Parish Council Main A/C	6983690	Salary	X	2,127.98		2,127.98
173	Staff Salary	28/09/2021	ScG/21/10/8	Parish Council Main A/C	7589698	Salary	X	2,127.78		2,127.78
205	Staff Salary	22/10/2021	ScG/21/12/8	Parish Council Main A/C	8117062	Salary	X	2,127.78		2,127.78
267	Staff Salary	28/11/2021	ScG/21/13/8	Parish Council Main A/C	8941313	Salary	X	2,127.78		2,127.78
311	Staff Salary	13/12/2021	ScG/21/15/9	Parish Council Main A/C	9444205	Salary	X	2,127.78		2,127.78
347	Staff Salary	28/01/2022	ScG/21/15/9	Parish Council Main A/C	10537239	Salary	X	2,127.78		2,127.78
367	Staff Salary	28/02/2022	ScG/21/16/8	Parish Council Main A/C	11306124	Salary	X	2,127.78		2,127.78
396	Staff Salary	28/03/2022		Parish Council Main A/C	11858605	March Salary	X	2,459.09		2,459.09
<b>S Garnero totals</b>								<b>22,676.67</b>		<b>22,676.67</b>
<b>Total</b>								<b>22,676.67</b>		<b>22,676.67</b>



**Annex**

- The list of payments made under s.137 from 01.04.2021 to 31.03.2022

**SHAVINGTON**  
CUM  
**GRESTY**

**Shavington-cum-Gresty Parish Council**  
**PAYMENTS - S.137 Entries**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
181	S.137 Grants - car park	07/10/2021	ScG/21/12/8	Parish Council Main A/C	7843402	School car park	X	5,500.00		5,500.00
							<b>Total</b>	<b>5,500.00</b>		<b>5,500.00</b>



**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.

Members are asked to note the following cost codes that exceeded the allocated budget for 2021/22:

- 9 Payroll Service: extra costs due to staff rotations
- 89 Neighbourhood Plan: cost from the previous financial year, but paid in the current one
- 49 Supplies: plastic boxes bought to store donated cushions, plus other elements needed for the village hall (such: clock, mop, rug,..)
- 53 Gas Supply: unexpected and uncontrolled increase of utilities bills
- 57 Fire equipment: cost of services not budgeted
- 92 Waste Plus: ongoing issue with supplier for – what we think- it is a not correct band to be billed
- 93 ASH Waste Collection: increase in prices, plus increased used of VH which leads to a bigger amount of waste being produced

### 3. Conclusions

Members are asked to consider the following:

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

### 4. Consideration Sought

That the YTD Council financial position and report are noted and approved.

# Shavington-cum-Gresty Parish Council

31 March 2022 (2021 - 2022)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

### Admin / Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Salary				63,354.00	52,612.80	10,741.20	10,741.20 (16%)
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	1,200.28	49.72	49.72 (3%)
71	Accountancy software				650.00	584.00	66.00	66.00 (10%)
72	ICT equipment				2,000.00	1,499.66	500.34	500.34 (25%)
73	Staff Training				500.00	401.00	99.00	99.00 (19%)
74	General Parish Council design a				2,500.00	2,500.19	-0.19	-0.19 (-0%)
<b>SUB TOTAL</b>					<b>70,754.00</b>	<b>59,430.43</b>	<b>11,323.57</b>	<b>11,323.57 (16%)</b>

### 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)
<b>SUB TOTAL</b>								<b>(N/A)</b>

### 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	10,820.24	-420.24	-420.24 (-4%)
21	Emails / Dedicated Phone Line							(N/A)
22	Photography Contract							(N/A)
23	Communications - Miscellaneous							(N/A)
75	Office 365 package				1,500.00	1,059.08	440.92	440.92 (29%)
76	VOIP phone line/costs				400.00	245.31	154.69	154.69 (38%)
77	Adobe Creative Cloud				600.00	588.46	11.54	11.54 (1%)
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%)
<b>SUB TOTAL</b>					<b>19,450.00</b>	<b>18,596.41</b>	<b>853.59</b>	<b>853.59 (4%)</b>

### 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	2,893.64	-1,093.64	150.36 (8%)

# Shavington-cum-Gresty Parish Council

31 March 2022 (2021 - 2022)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

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%)		
<b>SUB TOTAL</b>		<b>1,244.00</b>	<b>1,244.00</b>	<b>25,400.00</b>	<b>11,773.64</b>	<b>13,626.36</b>	<b>14,870.36 (58%)</b>

### 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	1,390.00	110.00	110.00 (7%)
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%)
<b>SUB TOTAL</b>					<b>10,800.00</b>	<b>9,136.62</b>	<b>1,663.38</b>	<b>1,663.38 (15%)</b>

### 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 Acade							(N/A)
29	Youth Club							(N/A)
30	S.137 Grants - car park				5,500.00	5,500.00		(0%)
<b>SUB TOTAL</b>					<b>6,600.00</b>	<b>5,550.00</b>	<b>1,050.00</b>	<b>1,050.00 (15%)</b>

### 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		10,355.00	10,355.00		228.75	-228.75	10,126.25 (N/A)
<b>SUB TOTAL</b>		<b>142,540.00</b>	<b>155,365.36</b>	<b>12,825.36</b>		<b>588.75</b>	<b>-588.75</b>	<b>12,236.61 (8%)</b>

### 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

31 March 2022 (2021 - 2022)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

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%)
<b>SUB TOTAL</b>	<b>6,200.00</b>	<b>6,326.05</b>	<b>-126.05</b>	<b>-126.05</b>	<b>(-2%)</b>

### 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%)
<b>SUB TOTAL</b>				<b>500.00</b>	<b>85.00</b>	<b>415.00</b>	<b>415.00 (83%)</b>

### Miscellaneous

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

### 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%)
<b>SUB TOTAL</b>				<b>500.00</b>	<b>670.00</b>	<b>-170.00</b>	<b>-170.00 (-34%)</b>

### Police

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39 PCSO				33,300.00	33,280.00	20.00	20.00 (0%)
90 Police Car PCSO use				1,800.00		1,800.00	1,800.00 (100%)
<b>SUB TOTAL</b>				<b>35,100.00</b>	<b>33,280.00</b>	<b>1,820.00</b>	<b>1,820.00 (5%)</b>

### 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 31/03/2022)

SUB TOTAL								(N/A)
<b>Unallocated Reserves</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Unallocated Reserves							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>
<b>Village Hall</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	Hygiene Equipment							(N/A)
49	Supplies				300.00	391.96	-91.96	-91.96 (-30%)
50	Cleaning of Hall				6,000.00	4,765.24	1,234.76	1,234.76 (20%)
51	Window Cleaning							(N/A)
52	British Gas Careplan							(N/A)
53	Gas Supply				1,600.00	2,322.94	-722.94	-722.94 (-45%)
54	Scottish Power				800.00	735.33	64.67	64.67 (8%)
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	678.00	122.00	122.00 (15%)
60	Call-minding Service							(N/A)
61	Keys for Village Hall							(N/A)
62	On-line Booking Service				240.00	155.45	84.55	84.55 (35%)
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	2,580.12	-1,080.12	-1,080.12 (-72%)
93	ASH Waste collection				800.00	990.39	-190.39	-190.39 (-23%)
94	PPS/PRS				250.00		250.00	250.00 (100%)
95	Call-minding service(KBVO/Cym				800.00	839.03	-39.03	-39.03 (-4%)
96	Marketing				2,000.00	1,083.49	916.51	916.51 (45%)
<b>SUB TOTAL</b>					<b>18,640.00</b>	<b>17,924.22</b>	<b>715.78</b>	<b>715.78 (3%)</b>
<b>Vine Tree Play Area</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
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)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**Summary of Receipts and Payments**

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

**Summary**

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<b>NET TOTAL</b>	<b>142,540.00</b>	<b>156,609.36</b>	<b>14,069.36</b>	<b>194,094.00</b>	<b>163,511.12</b>	<b>30,582.88</b>	<b>44,652.24 (13%)</b>
<b>V.A.T.</b>		17,534.95			9,271.98		
<b>GROSS TOTAL</b>		<b>174,144.31</b>			<b>172,783.10</b>		

**Shavington-cum-Gresty Parish Council**  
**RECONCILIATION - Parish Council Main A/C**

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From Accounts . . . . .	£59,404.61
Payments not cashed . . . . . Add . . . . .	£78.96
Receipts not entered . . . . . Subtract . . . . .	
<b>Statement should be . . . . .</b>	<b>£59,483.57</b>

**Shavington-cum-Gresty Parish Council**  
**RECONCILIATION - Village Hall A/C**

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From Accounts . . . . .	£26,217.47
Payments not cashed . . . . . Add . . . . .	
Receipts not entered . . . . . Subtract . . . . .	£25.00
<hr/>	
<b>Statement should be . . . . .</b>	<b>£26,192.47</b>

**Calculations to inform the budget for 2022-23**


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**A CALCULATION OF LIKELY BALANCE ON 1 APRIL 2022**

	Balance at bank on 31 March 2022 (Parish Council main a/c)	£59,483.00
	Balance at bank on 31 March 2022 (Village Hall account)	£26,192.00
	Total combined balance	<b><u>£85,675.00</u></b>
LESS	Forecast Spend to 31 March 2022	£0.00
	<b><u>Expected balance available on 1 April 2022</u></b>	<b><u>£85,675.00</u></b>
	<b><u>Expected balance available on 1 April 2022 used on budget calculation</u></b>	£78,184.06
	<b><u>Delta</u></b>	£7,490.94

**B CALCULATION OF PRECEPT REQUIREMENT 2021-22**

	Budget Proposals (rounded)	£191,470.00
LESS	Expected balance on 1 April 2022 - reserves needed	<b><u>£78,184.06</u></b>
PLUS	reserves needed	£47,867.50
	Precept Requirement (rounded)	<b><u>£161,153.44</u></b>



## Report Statement

Meeting: Parish Council, 06.04.2022

Report Purpose: To provide a quote to undertake the Council's Internal Audit for the financial year 2021/22

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to provide a quote to undertake the Council's Internal Audit for the financial year 2021/22.

### 2. Background

The Account and Audit Regulation 2015 requires smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

Each year, the Council has to appoint an internal auditor, that acts independently and on the basis of an assessment risk, to carry out a selective assessment of compliance with relevant procedures and controls to be in operation during the previous financial year.

### 3. Position

JDH Business Services Ltd provided a quote to undertake the internal audit for 2021/22 for £472.50 + VAT

Members are asked to consider the quote and to consider to appoint JDH Business Service to undertake the Council internal audit for 2021/22

### 4. Sustainability Impact

Environment: neutral. The audit will be done remotely

### 5. Community Impact

Positive: the independent review will strengthen the community confidence on how the council uses public money

### 6. Governance

Account and Audit Regulation 2015  
Shavington-cum-Gresty Parish Council Finance Regulation

### 7. Financial Impact



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£472.50 + VAT. Within budget

#### **8. Resource Impact**

Clerk/RFO time

#### **9. Conclusions**

Members are asked to note the quote and:

- a. To appoint JDH Business Services Ltd to undertake the internal audit for 2021/22 and to instruct the clerk to proceed with signing the contract and to provide the auditor with all information needed to progress with the audit
- b. Not to appoint JDH Business Service Ltd to undertake the internal audit for 2021/22

#### **10. Consideration Sought**

That JDH Business Services Lts is appointed to undertake the Council internal audit for 2021/22 and the Clerk is instructed to sign the contract and to provide the auditor with all information needed to progress with the audit



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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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## Report Statement

Meeting: Parish Council, 06.04.2022

Report Purpose: To provide a business and work delivery plan for 2022/23 based on the approved budget

Version Control: v1

Author: Clerk

### 1. Report Summary

To ensure effective and efficient delivery of the council's services, this report sets out the delivery plan based on the approved budget for 2022/23 and direction from committees.

Once approved, the business delivery plan will enable the council to progress agreed work, with clear reporting and ongoing direction from Council and committees.

### 2. Background

The 2022/23 budget setting process began in July 2021 with council approving a schedule for member engagement and committees informing the draft budget based on the 2021/22 budget.

The schedule provided the draft budget for individual members to inform as well as committee agreement and onward recommendation to council.

The 2022/23 budget was approved by council on 1 December 2021 and Cheshire East Council informed of the associated precept requirement.



### **3. Position**

The budget for Shavington-cum-Gresty Parish Council for 2022/23 is £205,870, which equates to £67.53 per annum contribution to council tax for a Band D property.

### **4. Equality Impact**

Services will be delivered across the community

### **5. Sustainability Impact**

The business and delivery plan ensures clarity of work schedule, transparency on Council projects and resources and provides the maximum amount of time to facilitate delivery

### **6. Community Impact**

Approval of the business delivery plan allow for efficient delivery of projects and events to the Community

### **7. Governance**

Shavington-cum-Gresty Parish Council Financial Regulation  
Shavington-cum-Gresty Parish Council Financial Risk Assessment  
Localism Act 2011 s.1-6

### **8. Financial Impact**

The business delivery plan allows for the delivery of services within the approved budget.  
Unallocated sums will be returned to council or delegated committee for approval once defined and agreed.



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The below table displays the budget headings, committees associated and a description of the delivery costs. Some costs are as yet undefined and will be required to be returned to council or the delegated committee for later approval once defined.

	<b>BUDGET HEADING</b>	<b>VALUE (£)</b>	<b>DESCRIPTION</b>	<b>DEFINED SPEND ALLOCATION (£)</b>
<b>Community &amp; Engagement Committee</b>				
20	Newsletter: design, printing and distribution	£11,000	Design, printing and distribution costs of external suppliers for n.4 Parish Council's newsletters to be distributed to all household in the Parish	£11,000
21	General Parish Council design and artwork	£3,500	Ad hoc design and printing requirements	£3,500
22	Social Media Marketing	£500	Social media paid campaign to support and promote PC events and activities, such: #QueenBee, Jubilee Event, Christmas Event, Bench Trail, Adopt a defibrillator campaign	£500
23	Village Festival	£3,000	Sponsorship to SVFC for the delivery of the Queen Jubilee calendar of events	£3,000
24	Christmas/Winter Event	£1,600	For the delivery of a Shavington-cum-Gresty Christmas Community event, managed and delivered by ScG Parish Council	£1,600



## SHAVINGTON CUM GRETTY

25	Remembrance Service	£4,500	For the delivery of the annual Acts of Remembrance carried out in partnership with St Marks and Methodist Church. The event is live streamed	£4,500
26	Community Events	£3,000	For the delivery of the #QueenBee programme of activities	£2,000  Undefined as yet - £1,000 May require future approval subject to details and costs within financial regulations
49	Small Grant Scheme	£100	Provision for grant award to Shavington Academy	£50  Undefined as yet: £50 May require future approval subject to details and costs within financial regulations
<b>Environment &amp; Recreation Committee</b>				
27	Ground Maintenance – General amenities	£2,000	Not defined as yet. To be allocated for consumable materials and replacement tool parts (for benches, playarea and green spaces owned by the PC)	Consumables: £2,000



## SHAVINGTON CUM GRESTD

28	Ground Maintenance - supplier	£15,000	External contractor for the provision of the floral scheme and maintenance of all green spaces owned or managed by the PC	Ground Maintenance contract £11,580 Watering: £3,150
29	Vine Tree Play Area - maintenance	£1,000	Not defined as yet. To be allocated for consumable materials, replacement or fixing of broken parts	£1,000
30	Vine Tree Play Area – inspection	£400	External contractor. Cost of yearly play area inspection	£400
32	Allotment Maintenance cost		Not defined as yet. To be allocated for consumable materials and replacement tool parts (for benches, playarea and green spaces owned by the PC).  The budget should break-even cost code 31 (Allotment fee)	REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS
52	Defibrillator and kiosk	£800	External contractors. To repair and put in security PC kiosk (near Hickory pub)	£800
<b>Finance &amp; Strategy Committee</b>				
3	Staff expenses	£300	Expenses associated with attending training and travel away from the office	£300
4	Stationery	£600	Cost of office stationery and printing through the year	£600
5	Accountancy software	£650	Annual licence for accountancy software	£650



## SHAVINGTON CUM GRESTD

6	ITC equipment	£750	Hardware requirements	£750
9	Audit Fees	£1,500	Internal audit fee and external audit fee	£1,500
10	Insurance	£2,700	Annual insurance premium for the council's assets, services, indemnity and events	£2,700
11	Legal and professional fee	£1,500	Available to access for professional support, such as H&S and GDPR	£1,500
12	Subscriptions	£3,000	Subscription to ChALC, Office 365 and Adobe	£3,000
13	Telephone	£500	Cost of council phones	£500
14	Website subscription	£2,100	Hosting and maintenance of the council's website	£2,100
15	Website transparency	£1,000	Update and review of PC's website to ensure it is compliant with transparency regulation	£1,000
16	Misc/Expenses	£1,000	Ad hoc requirements for administrative resources	£1,000
53	Acquisition projects	£10,000	140, Main Road and Recreational Land	REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS
<b>Parish Council Project</b>				



## SHAVINGTON CUM GRESTY

50	S.137 Grant – Car Park	£5,500	Grant to the Shavington Primary School for the community use of the School car park (24/7)	£5,500
51	PCSO funding	£33,300	Sponsorship of a dedicated PCSO to cover the Shavington-cum-Gresty area	£33,300
<b>Staffing Committee</b>				
1	Staff Salary	£69,250	Officer/employee salaries, cost of employment (on-cost) and employer pension contributions	£69,250
2	Payroll service	£920	External payroll administration	£920
7	Staff training	£2,500	Training cost for staff members	£2,500
8	Members training	£100	Training cost for Councillors	£100
<b>Village Hall Committee</b>				
33	Suppliers	£300	Consumable materials for Village Hall	£300
34	Cleaning Service	£4,500	Village Hall cleaning + window cleaning	£4,500
35	Gas supply	£1,900	Village Hall gas utility cost	£1,900
36	Power supply	£1,000	Village Hall power utility cost	£1,000
37	Fire equipment	£250	Yearly inspection of fire extinguisher	£250
38	Wi-fi Service	£800	Village Hall wi-Fi cost	£800
39	Online booking system	£300	Village Hall booking system cost	£300
40	Hygiene Service	£700	Yearly provision of hygiene service	£700
41	Water supply	£2,000	Village Hall water utility cost	£2,000
42	Waste collection	£960	Waste collection yearly cost	£960
43	PPS/PRS	£250	Yearly subscription to PPS/PRS	£250
44	Call minding service	£840	Telephone answering service	£840



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45	Marketing	£2,000	Online and off-line marketing activity to promote the occupancy of the Village Hall and/or activities and events organised or sponsored by PC	£2,000
46	Kitchen refurbishment	£5,000	Yet to be defined	REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS
47	General maintenance	£1,500	Ad hoc requirement for maintenance or repairs at Village Hall	£1,500

**9. Resource Impact**

Approval of the business delivery plan reduces the time burden on members, committees and officers

**10. Consultation/Engagement**

All projects requiring engagement will meet their obligations and record and report accordingly

**11. Wards Affected**

All

**12. Conclusions**

To enable the effective and efficient delivery of council's committed services, the delivery plan above should be adopted within the governance of the council for 2022/23. In doing this, the majority of the council's service delivery programme will be clearly identifiable in a single reference document.



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**13. Consideration Sought**

- That the above service delivery plan and associated spend within the approved 2022/23 budget is adopted and approved by Council
- That all associated spend and procurement is delivered within the council's governance
- That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant.
- That undefined aspects of delivery are progressed through the appropriate committee or council for further development and definition for later approval.



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## **Report Statement**

Meeting: Parish Council, 06.04.2022

Report Purpose: To provide Members with a draft reviewed Financial Regulation Policy

Version Control: v0

Author: Clerk

### **1. Report Summary**

The reports provide Members with a Draft reviewed Financial Regulation Policy

### **2. Background**

The Council is responsible for putting in place arrangements for the management of risk.

### **3. Position**

Due to the increased use of online banking payments, and in order to reduce and control risks, the Council is advised to review its current Financial Regulation Policy accordingly.

The revised DRAFT is attached in Annex 1.

The Council is also advised to introduce a dual level payment approval system for all online banking payments. In this way each online payment will be authorised by two users to reduce risks. Having spoken with the Co-Operative Bank, the Clerk was advised that this can take a couple of weeks to be implemented since the request is made to the bank.

To avoid any delay in payments, Members are asked to delegate the Clerk to make and approve online payments until the dual level payment is available on the system. Once the dual level payment approval system is available, all payments will have to comply with Financial Regulation.

### **4. Governance**

Shavington cum Gresty Parish Council Financial Regulation 2021/22

### **5. Financial Impact**

Positive,

### **6. Resource Impact**

Clerk time

### **7. Conclusions**



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Members are asked to note the report and to:

- a. Approve and adopt the financial regulations, authorise the Clerk to introduce the dual level payment approval system on all online payments to be introduced by the Co-Operative bank. And to agree a temporary delegation to the Clerk to make and approve online payment without a second level of authorisation until the dual level payments authorisation is made available
- b. Approve and adopt the financial regulations subject to some amendments being made, authorise the Clerk to introduce the dual level payment approval system on all online payments to be introduced by the Co-Operative bank. And not to agree a temporary delegation to the Clerk to make and approve online payment without a second level of authorisation until the dual level payments authorisation is made available
- c. Not to approve the revised financial regulation



## FINANCIAL REGULATION

### 1. General

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

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

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

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

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

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

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

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

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

1.9. The RFO:-

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



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

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

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

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

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

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

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

1.14. In addition, the Council must:-

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

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of Section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability*



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*for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

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

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

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

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

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

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

2.6. The internal auditor shall:-

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

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

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

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

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices



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and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

5.2. The RFO shall prepare a schedule of payments requiring authorisation by at least three of the Council's Authorised Member Signatories. The three Authorised Member Signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment by email or by signing the schedule. This shall be deemed as authorisation by any two of the RFO, Proper Officer or other authorised Officer to



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activate electronic payments using the Council's Electronic Banking System. At every meeting of the Council, the RFO shall present a full list of payments which have been authorised by Members for information.

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

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

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

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

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

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

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

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

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

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

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

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



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6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.

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

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

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

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

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

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

6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be stored in a safe and secure place such as a safe or strongroom in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Members immediately and formally to the next available meeting of the Council. This will not be required for a Member's personal computer used only for remote authorisation of bank payments.

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



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

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

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

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

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

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

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

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

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

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



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### 7. Payment of salaries

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

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

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

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

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

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

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

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

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

### 8. Loans and investments

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

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

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



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

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

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

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

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

**9. Income**

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

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

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

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

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

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

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

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

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

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet



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expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

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

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

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

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

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

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

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

### **11. Contracts**

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

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vii) below:
  - i. for the supply utilities such as gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by legal professionals; accountants, surveyors and planning and other specialist consultants subject to a resolution of Council which embodies the reason for the exemption;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk or RFO shall act after consultation with the Chair of the Finance Committee and the Chairman); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - vii. In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations. For contracts at or above this value, the Clerk or RFO shall invite tenders from at least three firms, in accordance with Standing Orders and Standing Orders for Contracts.



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- c. The Public Services (Social Value) Act 2012 requires public bodies to consider how what is to be procured may improve social, environmental and economic wellbeing of the relevant area, how they might secure any such improvement and to consider the need to consult.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to the Council.
- e. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- f. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tender shall state that no tender will be considered unless contained in an unmarked, plain, sealed envelope and endorsed "Tender" followed by the subject to which it relates and remain sealed until the prescribed date for opening tenders for that contract.
- g. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two Members of Council.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Orders, Standing Orders for Contracts and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain three estimates. Otherwise, Regulation 10.3 above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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

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

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



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

### 13. Stores and equipment

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

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

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

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

### 14. Assets, properties and estates

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

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

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

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

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

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

### 15. Insurance



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

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

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

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

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

### 16. Charities

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

### 17. Risk management

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

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

### 18. Suspension and revision of Financial Regulations

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

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

### 19. Capital Expenditure

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



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

### 20. Grants Income

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

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

### 21. Partnerships

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

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

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

21.3 The RFO will ensure that:-

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



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## Report Statement

Meeting: Parish Council, 02.02.2022

Report Purpose: To consider reviewing the current Village Hall booking charges and the Village Hall booking form

Version Control: v0

Author: Clerk

### 1. Report Summary

The report provides Members with information regarding the current charges for the Village Hall booking.

### 2. Background

The Village Hall booking charges hasn't been increased for a couple of years, and remains relatively cheap compared to the rest of the market.

As part of the budget setting process, the Council assumed a stream of income from the Village Hall hiring based on a revision of the current booking fee.

On 2 Feb 2022, the Parish Council agreed to review the Village Hall booking fees as follow (starting from 1 April 2022):

- Weekday: £30/session (4 hours)
- Weekend: £40/session (4 hours)

With the following offers available for regular users and residents of Shavington-cum-Gresty:

- Weekend session £30 for those who live in the Parish (weekend booking only)
- And 16 weeks consecutive booking blocks at the cost of 12 weeks for regular users (weekday only).

### 3. Position

Since the revised prices had been approved, the Parish Council had to face some loss and costs due to the negligence of some users.

To avoid similar loss and reputational risks in the future, the Clerk would advise Members to review the booking fees and time slots as follow:



- Friday evening session: from 6pm to 10pm (instead of 11pm)
- Saturday evening session: from 7pm to 11pm at £75 (instead of £40 – this is to cover the cost of extra cleaning on Sunday morning before the morning slot)

The Clerk is advising Members also to consider other minor changes in the booking form, that are highlight in yellow in the DRAFT booking form attached.

#### **4. Sustainability Impact**

Positive: fees need to be reviewed to match the increase in management costs

Negative: some costumers might not be able to afford the revised pricing, and might re-consider hiring the hall

#### **5. Community Impact**

Positive: the increase in prices aims to reach a break-even management system

#### **6. Governance**

Shavington-cum-Gresty Parish Council budget 2022/23

#### **7. Financial Impact**

Positive: aims to break-even the cost of the hall

Negative: some users might re-consider hiring the hall in favour of other cheaper options

#### **8. Resource Impact**

Parish Clerk and Community Manager time

#### **9. Conclusions**

Members are asked to consider the following options:

- a. Note the report, and approve the amended fees and revised booking form to hire the VH
- b. Note the report, request some amendments to be made, approve the fee and the revised booking form to hire the VH
- c. Note the report, not agree with the Clerk recommendation

#### **10. Consideration Sought**

That the Village Hall booking fees and booking form are reviewed and approved



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## SHAVINGTON-CUM-GRESTY VILLAGE HALL BOOKING FORM

### Village Hall hire Fee

Monday-Thursday	8.00 am – 12 noon	[ ]	£30
	1.00 pm – 5.00 pm	[ ]	£30
	6.00 pm – 10.00 pm	[ ]	£30
Friday	8.00 am – 12.00 pm	[ ]	£30
	1.00 pm – 5.00 pm	[ ]	£30
	6.00 pm – 10.00 pm	[ ]	£30
Saturday	9.00 am – 1.00pm	[ ]	£40
	2.00 pm – 6.00 pm	[ ]	£40
	7.00 pm – 11.00 pm	[ ]	£75
Sunday	9.00 am – 1.00pm	[ ]	£40
	2.00 pm – 6.00 pm	[ ]	£40
	7.00 pm – 11.00 pm	[ ]	£40

Clients have use of the following facilities within the hire charge:

- Main Hall including lounge, kitchen and bar area

Tick here if you wish to book a cleaning service after the function (please note the cleaning service should be booked when submitting the booking form)

Cleaning after function [ ] £45

Booking needs to be taken at least 1 week in advance. Exception might be granted at discretion of Parish Clerk only.

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## OFFERS

The following offers are available:

- Weekend session £30 for those who live in the Shavington-cum-Gresty Parish (weekend booking only);
- 16 weeks consecutive booking block at the cost of 12 weeks for regular users (weekday only).



## ADDITIONAL INFORMATION

### Facilities

Whole Hall	Free Wi-Fi (no code needed)
Main Hall/Lounge	There are tables and chairs for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function.
Kitchen:	The kitchen has a fridge, cooker, microwave oven, hot water urn and crockery for 120 persons. Some cutlery is available.  Tea-towels are not provided.
Car park	Car park on the rear of the Village Hall Full use of the Shavington Primary School car park also allowed

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There is a First-Aid kit in the kitchen, together with an Accident Reporting book.

**Please note:** the use of the facility is not exclusive. The Village Hall is used by Shavington-cum-Gresty Parish Council's staff and PCSOs, that can access at all times the kitchen and toilets facilities.

**All users are required to adhere to Covid 19 guidelines that apply at the time of use**



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## APPLICATION FOR THE USE OF SHAVINGTON VILLAGE HALL

APPLICANTS SHOULD READ THE STANDARD CONDITIONS FOR THE USE OF SHAVINGTON  
VILLAGE HALL  
ACCOMPANYING THIS FORM BEFORE COMPLETING ANY PART OF IT

Payment shall be made in advance by BACS  
**Account name: SHAVINGTON CUM GRESTY PC - VILLAGE HALL**  
**sort code 08-92-99**  
**account # 65364422**

(for other payment methods please do contact the Parish Clerk)

### Details of applicant

Organisation Name	
Representative Name (over 18 years old)	
Address	
Telephone	
On site contact (mobile no)	
Email	

### Purpose

Session(s) required	Monday-Thursday	8.00 am – 12 noon	[ ]
		1.00 pm – 5.00 pm	[ ]
		6.00 pm – 10.00 pm	[ ]
	Friday	8.00 am – 12.00 pm	[ ]
		1.00 pm – 5.00 pm	[ ]
		6.00 pm – 11.00 pm	[ ]
	Saturday	9.00 am – 1.00pm	[ ]
		2.00 pm – 6.00 pm	[ ]
		7.00 pm – 12.00 pm	[ ]
	Sunday	9.00 am – 1.00pm	[ ]
		2.00 pm – 6.00 pm	[ ]
		7.00 pm – 11.00 pm	[ ]



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Date(s) required	<b>Start:</b> _____ <b>Finish:</b> _____
Details of activity	
How will you make sure social distancing is adhered to? <i>(if applicable)</i>	
How will you make sure you will collect info for the Track and Trace? <i>(if applicable)</i>	
Number of expected audience at any one time	
Fee due (£)	
<b>Please confirm you are sending the following with this application (Yes/ No) We cannot process your application without them</b>	
Copy of Public Liability insurance (Business and Charity only)	
Copy of your risk assessment & method statement (Business and Charity only)	
Copy of your COVID-19 risk assessment ( <i>if applicable</i> – Business and Charity only)	
(Essential) I confirm I will send the necessary fee	
I confirm that I will leave the Hall in an orderly and clean condition.	
And I am aware that should the Hall be found to have been returned at the end of the hiring period in a condition that does not meet Village Hall Committee expectations, or complaints are received from other hirers that relate to the cleanliness of the hall after my hiring slot, I will have to refund the Parish Council of any costs or income loss that this might cause.	
<b>I am authorised by the Organisation named above to agree to the Council's conditions of use</b>	
Signature	
Date	



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WHEN COMPLETE, THIS FORM SHOULD BE RETURNED TOGETHER WITH THE REQUESTED DOCUMENTS TO

- a. [villagehall@shavingtononline.co.uk](mailto:villagehall@shavingtononline.co.uk) ; or
- a. Cllr Kevin Gibbs, 14 Crewe Road, Shavington, CW2 5JB

For further information please contact Shavington Village Hall at 01270 262636 (option 1 )or email [villagehall@shavingtononline.co.uk](mailto:villagehall@shavingtononline.co.uk)

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**All users are required to adhere to Covid 19 guidelines that apply at the time of use (if applicable)**

**The Parish Council will not accept responsibility or liability in respect of damage, theft or loss of any property, goods, vehicles or other items whatsoever brought into or left in the Hall whether by the Hirer or on his behalf, before, during or following the period of letting**

**Booking won't be confirmed until payment is received, and all documentations is sent to the booking officer.**