



SHAVINGTON  
CUM  
GRE<sup>STY</sup>

**Shavington-cum-Gresty Council  
Finance Committee meeting**

Main Road,  
Shavington, Crewe  
CW2 5DP

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

3 March 2022

To: **Members of the Finance Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Finance Committee** to be held at **7:30PM** on **Wednesday 9 March** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

1	To receive and consider apologies for absence
2	To confirm and sign the minutes of the Finance Committee Meeting hold on 17 November 2021 ( <b>attached</b> )
3	To note declarations of Members' interests
4	To review the year-to-date expenditure for the Council as a whole ( <b>attached</b> ) and to consider Month-End reconciliation statements
5	To consider recommending to Full Council a revised version of Finance Regulation ( <b>attached</b> )
6	To undertake an internal audit check
7	To note the approved budget for 2022/23 ( <b>attached</b> )

<b>8</b>	To note and consider the lists of payments and receipts made by the Council since 1 April 2021 ( <b><i>attached</i></b> )
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**Shavington-cum-Gresty Council**  
**Finance Committee meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the meeting held on** **Wednesday 17 November 2021**

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

Cllr B Gibbs

ScG FC/21/2/1	<b><i>To receive apologies for absence<sup>1</sup></i></b>
	No apologies received
ScG FC/21/2/2	<b><i>To confirm and sign the minutes of the Finance Committee Meeting hold on 29 September 2021</i></b>
	<b><i>RESOLVED:</i></b> That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG FC/21/2/3	<b><i>To note declarations of Members' interests</i></b>
	No declaration was raised.
ScG FC/21/1/4	<b><i>To review the year-to-date expenditure for the Council as a whole and to consider Month end reconciliation statement for September 2021</i></b>
	Members <b><i>NOTED</i></b> the year-to-date expenditure for the Council as a whole. <b><i>RESOLVED:</i></b> that the Bank Reconciliations (Parish Council main account and Village Hall account) dated 30.09.2021 are signed as correct record of the Council account system
ScG FC/21/2/5	<b><i>To consider adopting a BACs Payment Compensating Control Procedure</i></b>
	Members <b><i>NOTED</i></b> the report. <b><i>RESOLVED:</i></b> that the BACS Payment Compensating Control Procedure is reviewed and considered at Full Council, and that a second level of check in the online payment process is introduced.

<sup>1</sup> Meeting started at 1951hrs

ScG FC/21/2/6	<b><i>To undertake an internal audit report</i></b>
	Members undertook an internal audit and filled the internal audit report.  No issue was raised from Members. <sup>2</sup>
ScG FC/21/2/7	<b><i>To consider and inform the budget setting process for 2022/23 financial year</i></b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the draft Finance Committee budget 2022/23 v.2 is approved and recommended to Full Council as part of the budget setting process subject to the following amendments being made:  <ul style="list-style-type: none"><li>- To reduce PCSO budget to £33,3k</li><li>- To merge “recreational land” and “140 main road” budget together: “Acquisition projects” £10k</li><li>- To reduce Defibrillator budget to £500 to cover the cost of kiosk refurbishment and to set up a campaign to encourage residents to sponsor defibrillator to balance any increase in staff costs</li></ul>
ScG FC/21/2/8	<b><i>To note the date of the next Finance Committee Meeting – 9 March 2022</i></b>
	The date of the next Finance Committee meeting was <b>NOTED</b> .

Meeting Closed at 2101 hrs

Chair: Cllr Wain

Clerk: S Garnero

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<sup>2</sup> Cllr Hancock left 2025 hrs

# Shavington-cum-Gresty Parish Council

3 March 2022 (2021 - 2022)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 09/03/2022)

### Admin / Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Salary				63,354.00	47,597.16	15,756.84	15,756.84 (24%)
7	Overtime							(N/A)
8	Tax & NI							(N/A)
9	Payroll Service				500.00	632.50	-132.50	-132.50 (-26%)
11	Clerk's Expenses							(N/A)
12	Clerk's Stationery							(N/A)
13	Laptop Purchase (for Clerk)							(N/A)
14	Software Training							(N/A)
70	Staff Expenses				1,250.00	1,041.86	208.14	208.14 (16%)
71	Accountancy software				650.00	584.00	66.00	66.00 (10%)
72	ICT equipment				2,000.00	1,313.66	686.34	686.34 (34%)
73	Staff Training				500.00	371.00	129.00	129.00 (25%)
74	General Parish Council design a				2,500.00	2,500.19	-0.19	-0.19 (-0%)
<b>SUB TOTAL</b>					<b>70,754.00</b>	<b>54,040.37</b>	<b>16,713.63</b>	<b>16,713.63 (23%)</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	9,546.73	853.27	853.27 (8%)
21	Emails / Dedicated Phone Line							(N/A)
22	Photography Contract							(N/A)
23	Communications - Miscellaneous							(N/A)
75	Office 365 package				1,500.00	974.48	525.52	525.52 (35%)
76	VOIP phone line/costs				400.00	220.81	179.19	179.19 (44%)
77	Adobe Creative Cloud				600.00	580.14	19.86	19.86 (3%)
78	Zoom - for holding remote Coun				450.00	247.98	202.02	202.02 (44%)
98	Boundary Marketing				4,000.00	3,535.34	464.66	464.66 (11%)
<b>SUB TOTAL</b>					<b>19,450.00</b>	<b>17,205.48</b>	<b>2,244.52</b>	<b>2,244.52 (11%)</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	1,893.64	-93.64	1,150.36 (63%)

# Shavington-cum-Gresty Parish Council

3 March 2022 (2021 - 2022)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 09/03/2022)

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>10,773.64</b>	<b>14,626.36</b>	<b>15,870.36 (62%)</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		5,950.00	5,950.00		228.75	-228.75	5,721.25 (N/A)
<b>SUB TOTAL</b>		<b>142,540.00</b>	<b>150,960.36</b>	<b>8,420.36</b>		<b>588.75</b>	<b>-588.75</b>	<b>7,831.61 (5%)</b>

### Insurance/Audit/Subscriptions

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

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3 March 2022 (2021 - 2022)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 09/03/2022)

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	24,960.00	8,340.00	8,340.00 (25%)
90	Police Car PCSO use				1,800.00		1,800.00	1,800.00 (100%)
<b>SUB TOTAL</b>					<b>35,100.00</b>	<b>24,960.00</b>	<b>10,140.00</b>	<b>10,140.00 (28%)</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)

# Shavington-cum-Gresty Parish Council

3 March 2022 (2021 - 2022)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 09/03/2022)

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	297.77	2.23	2.23 (0%)
50	Cleaning of Hall				6,000.00	3,874.24	2,125.76	2,125.76 (35%)
51	Window Cleaning							(N/A)
52	British Gas Careplan							(N/A)
53	Gas Supply				1,600.00	1,775.47	-175.47	-175.47 (-10%)
54	Scottish Power				800.00	742.06	57.94	57.94 (7%)
55	Water Services							(N/A)
56	Waste Collection							(N/A)
57	Fire Equipment				250.00	325.39	-75.39	-75.39 (-30%)
58	Music Licence							(N/A)
59	Wi-Fi Service				800.00	621.50	178.50	178.50 (22%)
60	Call-minding Service							(N/A)
61	Keys for Village Hall							(N/A)
62	On-line Booking Service				240.00	110.34	129.66	129.66 (54%)
63	General Maintenance				2,600.00	2,575.01	24.99	24.99 (0%)
64	Other							(N/A)
91	Dame Hygiene				700.00	481.87	218.13	218.13 (31%)
92	Water Plus				1,500.00	2,409.89	-909.89	-909.89 (-60%)
93	ASH Waste collection				800.00	924.59	-124.59	-124.59 (-15%)
94	PPS/PRS				250.00		250.00	250.00 (100%)
95	Call-minding service(KBVO/Cym				800.00	749.73	50.27	50.27 (6%)
96	Marketing				2,000.00	981.49	1,018.51	1,018.51 (50%)
<b>SUB TOTAL</b>					<b>18,640.00</b>	<b>15,869.35</b>	<b>2,770.65</b>	<b>2,770.65 (14%)</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 09/03/2022)

Summary

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NET TOTAL	142,540.00	152,204.36	9,664.36	194,094.00	145,355.26	48,738.74	58,403.10 (17%)
V.A.T.		17,534.95			8,880.99		
GROSS TOTAL		169,739.31			154,236.25		



**SHAVINGTON**  
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## **Report Statement**

Meeting: Finance Committee, 09.03.2022

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.

### **4. Governance**

Shavington cum Gresty Parish Council Financial Regulation 2021/22

### **5. Financial Impact**

Positive,

### **6. Resource Impact**

Clerk time

### **7. Conclusions**

Members are asked to note the report and to:

- a. Note the draft Financial Regulation, and recommend the Council to approve the reviewed model
- b. Note the draft Financial Regulation, amend it and recommend the Council to approve the reviewed model
- c. Note the draft, and agree not to recommend it



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

## 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.



## SHAVINGTON CUM GRESTD

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

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*



## SHAVINGTON CUM GRETTY

Shavington-cum-Gresty Parish Council  
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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 £3,000 to £10,000;
- the Clerk for any items up to £1,000. In the case of expenditure over £1,000 which is urgent, or for which delay is undesirable, the Clerk will contact all Members indicating that the matter will be actioned in five working days unless the action is 'called in'. A call in will be taken to the next available Council or Committee meeting according to the amount involved and is triggered by a quorum 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 £3,000) contacting the Officer asking for a call in. A log will be retained to record requests for call in.

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.



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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 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.



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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.

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.



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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.

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.



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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.

### 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



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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.

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.



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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 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.



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### 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.
- 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.



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- 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.

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



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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**

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.



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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.

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.



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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.

## Summary of Receipts and Payments

All Cost Centres and Codes

## Community &amp; Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				11,000.00		11,000.00	11,000.00 (100%)
21	General Parish Council design a				3,500.00		3,500.00	3,500.00 (100%)
22	Social Media Marketing				500.00		500.00	500.00 (100%)
23	Village Festival				3,000.00		3,000.00	3,000.00 (100%)
24	Christmas/Winter event				1,600.00		1,600.00	1,600.00 (100%)
25	Remembrance Service				4,500.00		4,500.00	4,500.00 (100%)
26	Community events				3,000.00		3,000.00	3,000.00 (100%)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>					<b>27,200.00</b>		<b>27,200.00</b>	<b>27,200.00 (100%)</b>

## Environment &amp; Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General a				2,000.00		2,000.00	2,000.00 (100%)
28	Ground Maintenance- supplier				15,000.00		15,000.00	15,000.00 (100%)
29	Vine Tree Play area - maintenanc				1,000.00		1,000.00	1,000.00 (100%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	400.00		-400.00				-400.00 (-100%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
<b>SUB TOTAL</b>		<b>400.00</b>		<b>-400.00</b>	<b>19,200.00</b>		<b>19,200.00</b>	<b>18,800.00 (95%)</b>

## Finance &amp; Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				300.00		300.00	300.00 (100%)
4	Stationary				600.00		600.00	600.00 (100%)
5	Accountancy software				650.00		650.00	650.00 (100%)
6	ICT equipment				750.00		750.00	750.00 (100%)
9	Audit Fees				1,500.00		1,500.00	1,500.00 (100%)
10	Insurance				2,700.00		2,700.00	2,700.00 (100%)
11	Legal and professional fee				1,500.00		1,500.00	1,500.00 (100%)
12	Subscription (adobe/office/Chalc				3,000.00		3,000.00	3,000.00 (100%)
13	Telephone				500.00		500.00	500.00 (100%)
14	Website subscription				2,100.00		2,100.00	2,100.00 (100%)
15	Website transparency				1,000.00		1,000.00	1,000.00 (100%)
16	Misc/Expenses				1,000.00		1,000.00	1,000.00 (100%)
17	Precept	161,154.00		-161,154.00				-161,154.00 (-100%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)
53	Acquisition projects				10,000.00		10,000.00	10,000.00 (100%)
<b>SUB TOTAL</b>		<b>161,154.00</b>		<b>-161,154.00</b>	<b>25,600.00</b>		<b>25,600.00</b>	<b>-135,554.00 (-72%)</b>

## Summary of Receipts and Payments

All Cost Centres and Codes

## Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	S.137 Grant- Car Park				5,500.00		5,500.00	5,500.00 (100%)
51	PCSO funding				33,300.00		33,300.00	33,300.00 (100%)
<b>SUB TOTAL</b>					<b>38,800.00</b>		<b>38,800.00</b>	<b>38,800.00 (100%)</b>

## Staffing Committee

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

## Village Hall Committee

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

## Summary

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

## 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		Parish Council Main A <sub>y</sub>		Website	Brave Little Tank	S	175.00	35.00	210.00
49	Newsletter: design, print and	01/04/2021		Parish Council Main A <sub>y</sub>		Creative retainer	Brave Little Tank	S	900.00	180.00	1,080.00
53	ASH Waste collection	01/04/2021		Parish Council Main A <sub>y</sub>	BACS	Waste collection Village Hall	ASH Waste Services	S	89.09	17.82	106.91
46	Supplies	01/04/2021		Parish Council Main A <sub>y</sub>		Cheshire East Council	Cheshire East Council	X			
155	Zoom - for holding remote C	01/04/2021		Parish Council Main A <sub>y</sub>		Virtual meetings	Zoom Video Communications	Z			
54	Adobe Creative Cloud	06/04/2021		Parish Council Main A <sub>y</sub>	BACS	Adobe	Adobe	S	8.32	1.66	9.98
12	General Amenities	06/04/2021		Parish Council Main A <sub>y</sub>		clean team	Archer Safety Signs	S	96.95	19.39	116.34
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
63	Neighbourhood Plan	08/04/2021		Parish Council Main A <sub>y</sub>	BACS	Design and marketing	Brave Little Tank	S	670.00	134.00	804.00
64	Newsletter: design, print and	08/04/2021		Parish Council Main A <sub>y</sub>	BACS	Design and marketing	Brave Little Tank	S	150.00	30.00	180.00
9	Staff Expenses	09/04/2021		Parish Council Main A <sub>y</sub>		Stationery	Viking	S	115.02	23.00	138.02
34	Scottish Power	09/04/2021		Parish Council Main A <sub>y</sub>		Electric at Village Hall	Scottish Power	L	46.47	2.32	48.79
65	Internal, external audit ChAl	09/04/2021		Parish Council Main A <sub>y</sub>	BACS	Affiliation fee	Cheshire Assoc Local Council	X	1,380.00		1,380.00
92	Call-minding service(KBVO/C	16/04/2021		Parish Council Main A <sub>y</sub>		Village Hall booking service	Cymphony	S	56.00	11.20	67.20
11	Cleaning of Hall	22/04/2021		Parish Council Main A <sub>y</sub>		Cleaning Village Hall	Crystal Clean	S	180.00	36.00	216.00
91	Wi-Fi Service	23/04/2021		Parish Council Main A <sub>y</sub>	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
90	Office 365 package	26/04/2021		Parish Council Main A <sub>y</sub>	BACS	Microsoft	Strategy 365	S	74.20	14.84	89.04
23	VOIP phone line/costs	26/04/2021		Parish Council Main A <sub>y</sub>		VOIP	Gradwell Communications	S	15.59	3.12	18.71
57	Staff Salary	28/04/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	C Jones	X	1,037.47		1,037.47
58	Staff Salary	28/04/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	T Dobson	X	1,037.27		1,037.27
185	Staff Salary	28/04/2021		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		Parish Council Main A <sub>y</sub>	BACS	Virtual meetings	Zoom Video Communications	S	32.00	6.40	38.40
88	Supplies	04/05/2021		Parish Council Main A <sub>y</sub>		Screwfix	ScrewFix Direct Ltd	S	47.08	9.41	56.49
50	Website	04/05/2021		Parish Council Main A <sub>y</sub>		Website	Brave Little Tank	S	175.00	35.00	210.00
51	Newsletter: design, print and	04/05/2021		Parish Council Main A <sub>y</sub>		Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
31	ASH Waste collection	04/05/2021		Parish Council Main A <sub>y</sub>		Waste collection Village Hall	ASH Waste Services	S	65.60	13.12	78.72
55	Adobe Creative Cloud	06/05/2021		Parish Council Main A <sub>y</sub>	BACS	Adobe	Adobe	S	8.32	1.66	9.98
5	Recreational Land research c	10/05/2021		Parish Council Main A <sub>y</sub>		Consultant -recreational land	Meller Speakman	S	600.00	120.00	720.00
3	Cleaning of Hall	10/05/2021		Parish Council Main A <sub>y</sub>		Cleaning Village Hall	Crystal Clean	S	150.00	30.00	180.00
2	Staff Salary	10/05/2021		Parish Council Main A <sub>y</sub>		HMRC	HMRC	X	2,413.69		2,413.69
87	Call-minding service(KBVO/C	12/05/2021		Parish Council Main A <sub>y</sub>	BACS	Village Hall booking service	Cymphony	S	56.00	11.20	67.20
6	Recreational Land research c	19/05/2021		Parish Council Main A <sub>y</sub>		Consultant -recreational land	Meller Speakman	S	403.00	80.60	483.60
8	Grounds Maintenance	19/05/2021		Parish Council Main A <sub>y</sub>		Grounds Maintenance	Northwich Town Council	S	649.75	129.95	779.70
7	Grounds Maintenance	21/05/2021		Parish Council Main A <sub>y</sub>		Tree surgery	AH Tree Surgeon	Z	665.00		665.00
18	ICT equipment	22/05/2021		Parish Council Main A <sub>y</sub>		Microsoft	Microsoft Azure	S			
32	ICT equipment	22/05/2021		Parish Council Main A <sub>y</sub>		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		Parish Council Main A <sub>y</sub>	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
35	VOIP phone line/costs	26/05/2021		Parish Council Main A <sub>y</sub>		VOIP	Gradwell Communications	S	23.47	4.70	28.17
4	Payroll Service	28/05/2021		Parish Council Main A <sub>y</sub>		Payroll Service	Beardmore Accountants	S	37.50	7.50	45.00
10	Newsletter: design, print and	28/05/2021		Parish Council Main A <sub>y</sub>		Newsletter delivery	The Leaflet Team	Z	289.00		289.00
1	Newsletter: design, print and	28/05/2021		Parish Council Main A <sub>y</sub>		Printing costs	Solopress	Z	878.20		878.20
59	Staff Salary	28/05/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	C Jones	X	1,388.14		1,388.14
60	Staff Salary	28/05/2021		Parish Council Main A <sub>y</sub>		Salary	T Dobson	X	990.04		990.04
61	Staff Salary	28/05/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	S Garner	X	1,067.36		1,067.36
22	Zoom - for holding remote C	01/06/2021		Parish Council Main A <sub>y</sub>		Virtual meetings	Zoom Video Communications	S	32.00	6.40	38.40
30	ASH Waste collection	01/06/2021		Parish Council Main A <sub>y</sub>		Waste collection Village Hall	ASH Waste Services	S	65.80	13.16	78.96
62	Staff Salary	03/06/2021		Parish Council Main A <sub>y</sub>		NEST pension scheme	NEST	X	36.40		36.40
56	Adobe Creative Cloud	07/06/2021		Parish Council Main A <sub>y</sub>	BACS	Adobe	Adobe	S	8.32	1.66	9.98
36	Staff Expenses	08/06/2021		Parish Council Main A <sub>y</sub>		Stationery	Amazon EU S.a r.l. UK Branch	S	8.92	1.78	10.70
37	Staff Expenses	08/06/2021		Parish Council Main A <sub>y</sub>		Stationery	Morgan's Direct Limited	S	4.96	0.99	5.95
24	Office 365 package	08/06/2021		Parish Council Main A <sub>y</sub>	BACS	Office 365 support	Strategy 365	S	74.20	14.84	89.04
40	Staff Expenses	08/06/2021		Parish Council Main A <sub>y</sub>		Stationery	Amazon EU S.a r.l. UK Branch	S	17.00	3.39	20.39
41	Staff Expenses	08/06/2021		Parish Council Main A <sub>y</sub>		Stationery	E A Products Ltd	S	4.08	0.82	4.90
42	Staff Expenses	08/06/2021		Parish Council Main A <sub>y</sub>		Stationery	Omnia-enterprises Limited	S	8.32	1.67	9.99
43	Staff Expenses	08/06/2021		Parish Council Main A <sub>y</sub>		Stationery	Amazon EU S.a r.l. UK Branch	S	20.17	4.04	24.21
44	Staff Expenses	08/06/2021		Parish Council Main A <sub>y</sub>		Stationery	Evergreen Goods Ltd	S	2.49	0.50	2.99
39	Staff Expenses	09/06/2021		Parish Council Main A <sub>y</sub>		Stationery	Amazon EU S.a r.l. UK Branch	S	0.77	0.15	0.92
78	Call-minding service(KBVO/C	09/06/2021		Parish Council Main A <sub>y</sub>		Village Hall booking service	Cymphony	S	56.00	11.20	67.20
38	Staff Expenses	09/06/2021		Parish Council Main A <sub>y</sub>		Stationery	Shop UK online Limited	X	11.35		11.35
45	Staff Expenses	10/06/2021		Parish Council Main A <sub>y</sub>		Stationery	FOI Industry Limited	X	17.99		17.99
21	ICT equipment	10/06/2021		Parish Council Main A <sub>y</sub>		Refund staff	C Jones	X	418.80		418.80
14	Staff Salary	10/06/2021		Parish Council Main A <sub>y</sub>		HMRC	HMRC	X	1,013.34		1,013.34
33	General Amenities	10/06/2021		Parish Council Main A <sub>y</sub>		Benches	Glasdon UK Limited	S	496.13	99.23	595.36
25	Cleaning of Hall	10/06/2021		Parish Council Main A <sub>y</sub>		Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
27	Gas Supply	10/06/2021		Parish Council Main A <sub>y</sub>		Gas	British Gas	S	532.63	1.43	534.06
29	ASH Waste collection	10/06/2021		Parish Council Main A <sub>y</sub>	BACS	Waste collection Village Hall	ASH Waste Services	S	65.60	13.12	78.72
19	Event 1 - Village Festival	10/06/2021		Parish Council Main A <sub>y</sub>		Event sponsorship	Amberon	S	627.00	125.40	752.40
15	Payroll Service	10/06/2021		Parish Council Main A <sub>y</sub>		Payroll Service	Beardmore Accountants	S	50.00	10.00	60.00
16	General Amenities	10/06/2021		Parish Council Main A <sub>y</sub>		Benches	Glasdon UK Limited	S			
17	Newsletter: design, print and	10/06/2021		Parish Council Main A <sub>y</sub>		Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
28	Water Plus	10/06/2021		Parish Council Main A <sub>y</sub>		Water	Water Plus	Z	611.27		611.27
73	Office 365 package	12/06/2021		Parish Council Main A <sub>y</sub>	BACS	Office 365 support	Strategy 365	S	74.20	14.84	89.04
52	Website	14/06/2021		Parish Council Main A <sub>y</sub>		Website	Brave Little Tank	S	175.00	35.00	210.00
20	Staff Expenses	14/06/2021		Parish Council Main A <sub>y</sub>		Refund staff	C Jones	X	18.00		18.00
74	Event 1 - Village Festival	17/06/2021	Council meeting	Parish Council Main A <sub>y</sub>		Merchandising Village Festival	Camaloon	Z	151.11		151.11

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
75	Event 1 - Village Festival	17/06/2021	Council meeting	Parish Council Main A <sub>y</sub>		Merchandising Village Festival	Camaloon	Z	33.87	33.87	
76	General Parish Council design	17/06/2021	Council meeting	Parish Council Main A <sub>y</sub>		Merchandising Village Festival	Camaloon	Z	241.19	241.19	
83	Staff Expenses	21/06/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branch	S	1.28	0.26	1.54
79	Staff Salary	22/06/2021		Parish Council Main A <sub>y</sub>	BACS	Pension	NEST	X	235.76	235.76	
67	Wi-Fi Service	23/06/2021		Parish Council Main A <sub>y</sub>	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
82	Staff Expenses	23/06/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	GHSL LTD	S	9.74	1.95	11.69
100	Staff Expenses	27/06/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branch	S	14.17	2.83	17.00
101	Staff Expenses	27/06/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branch	S	14.17	2.83	17.00
80	Grounds Maintenance	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	Grounds Maintenance	Northwich Town Council	S	466.00	93.20	559.20
68	VOIP phone line/costs	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	VOIP	Gradwell Communications	S	16.55	3.32	19.87
69	ICT equipment	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	Parish Online	Parish Online	S	225.00	45.00	270.00
77	Payroll Service	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	Payroll Service	Beardmore Accountants	S	142.50	28.50	171.00
66	Dame Hygiene	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	Hygiene services	Dame Hygiene Services	S	481.87	96.37	578.24
81	Newsletter: design, print and	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	Printing costs	Solopress	Z	917.63		917.63
70	Staff Salary	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	HMRC	HMRC	X	1,201.22		1,201.22
71	Staff Salary	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	T Dobson	X	1,348.53		1,348.53
72	Staff Salary	28/06/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	S Garner	X	2,127.78		2,127.78
47	Supplies	28/06/2021		Parish Council Main A <sub>y</sub>		Councillor refund	Vivien Adams	Z	110.90		110.90
98	Staff Expenses	29/06/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branch	S			
99	Staff Expenses	30/06/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branch	S	6.50	1.30	7.80
96	General Parish Council design	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Design and marketing	Brave Little Tank	S	264.00	52.80	316.80
97	Website	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
93	General Parish Council design	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Banners	Inprint Colour	S	210.00	42.00	252.00
84	Payroll Service	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Payroll Service	Beardmore Accountants	S	75.00	15.00	90.00
102	Zoom - for holding remote C	08/07/2021		Parish Council Main A <sub>y</sub>		Virtual meetings	Zoom Video Communications	S	32.00	6.40	38.40
103	Event 1 - Village Festival	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Merchandising Village Festival	Design Office UK Ltd	S	89.00	17.80	106.80
105	Staff Expenses	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branch	S	3.79	0.76	4.55
106	Staff Expenses	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branch	S	61.65	12.33	73.98
107	Staff Expenses	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon EU S.a r.l. UK Branch	S			
108	Event 1 - Village Festival	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Merchandising Village Festival	Amazon Services Europe S.a.	S	24.96	4.98	29.94
85	Scottish Power	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Electric at Village Hall	Scottish Power	L	101.00	5.05	106.05
104	Newsletter: design, print and	08/07/2021		Parish Council Main A <sub>y</sub>	BACS	Delivery of newsletter	The Leaflet Team	Z	289.00		289.00
26	Staff Salary	08/07/2021		Parish Council Main A <sub>y</sub>		Refund staff	C Jones	Z	640.77		640.77
109	Staff Expenses	09/07/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Remora Electrical Ltd	S	3.00	0.60	3.60
110	Staff Expenses	09/07/2021		Parish Council Main A <sub>y</sub>	BACS	Stationery	Amazon Services Europe S.a.	S	15.82	3.17	18.99
111	Staff Expenses	09/07/2021		Parish Council Main A <sub>y</sub>	BACS	Merchandising Village Festival	Amazon Services Europe S.a.	S	29.98	6.00	35.98
112	Call-minding service(KBVO/C	09/07/2021		Parish Council Main A <sub>y</sub>	BACS	Village Hall booking service	Cymphony	S	56.00	11.20	67.20
113	Adobe Creative Cloud	12/07/2021		Parish Council Main A <sub>y</sub>	BACS	Adobe	Adobe	S	8.32	1.66	9.98
137	General Amenities	14/07/2021		Parish Council Main A <sub>y</sub>	BACS	Locker	Amazon EU S.a r.l. UK Branch	S	17.46	3.49	20.95

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
123	15/07/2021		Parish Council Main A <sub>y</sub>	BACS	Custom charges	Parcelforce Worldwide	X	154.50		154.50
130	16/07/2021		Parish Council Main A <sub>y</sub>	BACS	VOIP	Morrison	Z	10.99		10.99
127	19/07/2021		Parish Council Main A <sub>y</sub>	BACS	Pension	NEST	X	160.67		160.67
133	22/07/2021		Parish Council Main A <sub>y</sub>	BACS	Microsoft	Microsoft Azure	S			
119	23/07/2021		Parish Council Main A <sub>y</sub>	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
121	26/07/2021		Parish Council Main A <sub>y</sub>	BACS	Microsoft	Strategy 365	S	74.20	14.84	89.04
124	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Payroll Service	Beardmore Accountants	S	32.50	6.50	39.00
120	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	VOIP	Gradwell Communications	S	12.52	2.51	15.03
114	28/07/2021	ChAl	Parish Council Main A <sub>y</sub>	BACS	Audit	JDH Business Services	S	457.80	91.56	549.36
116	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Grounds Maintenance	Northwich Town Council	S	2,862.25	572.45	3,434.70
117	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Cleaning Village Hall	Crystal Clean	S	360.00	72.00	432.00
118	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Benches	Glasdon UK Limited	S	604.54	120.91	725.45
94	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Waste collection Village Hall	ASH Waste Services	S	65.80	13.16	78.96
131	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Gas	British Gas	L	74.42	3.72	78.14
128	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Photo and editing	Nicola Cooper Photography	E	480.00		480.00
129	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Professional affiliation	SLCC	Z	221.00		221.00
132	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Water	Water Plus	Z	501.76		501.76
125	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	S Garnero	X	2,127.78		2,127.78
126	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	HMRC	HMRC	X	882.37		882.37
115	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	Councillor refund	Matt Ferguson	X	5.00		5.00
122	28/07/2021		Parish Council Main A <sub>y</sub>	BACS	HMRC	HMRC	X	407.40		407.40
135	30/07/2021		Parish Council Main A <sub>y</sub>	BACS	Virtual meetings	Zoom Video Communications	S	32.00	6.40	38.40
95	31/07/2021		Parish Council Main A <sub>y</sub>	BACS	Design and marketing	Brave Little Tank	S	636.00	127.20	763.20
134	02/08/2021		Parish Council Main A <sub>y</sub>	BACS	Microsoft	Microsoft Azure	S	8.50	1.70	10.20
156	06/08/2021		Parish Council Main A <sub>y</sub>	BACS	Adobe	Adobe	S	8.32	1.66	9.98
141	11/08/2021		Parish Council Main A <sub>y</sub>	BACS	Village Hall booking service	Cymphony	S	56.24	11.24	67.48
150	24/08/2021		Parish Council Main A <sub>y</sub>	BACS	Microsoft	Strategy 365	S	74.20	14.84	89.04
143	24/08/2021		Parish Council Main A <sub>y</sub>	BACS	VOIP	Gradwell Communications	S	14.66	2.93	17.59
144	24/08/2021		Parish Council Main A <sub>y</sub>	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
148	24/08/2021		Parish Council Main A <sub>y</sub>	BACS	Pension	NEST	X	160.67		160.67
151	28/08/2021		Parish Council Main A <sub>y</sub>	BACS	Newsletter delivery	Leaflet Team	Z	289.00		289.00
152	28/08/2021		Parish Council Main A <sub>y</sub>	BACS	Councillor refund	K Gibbs	X	75.99		75.99
146	28/08/2021		Parish Council Main A <sub>y</sub>	BACS	HMRC	HMRC	X	882.17		882.17
147	28/08/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	S Garnero	X	2,127.98		2,127.98
145	28/08/2021		Parish Council Main A <sub>y</sub>	BACS	Grounds Maintenance	Northwich Town Council	S	796.25	159.25	955.50
149	28/08/2021		Parish Council Main A <sub>y</sub>	BACS	Accountancy software	Scribe	S	584.00	116.80	700.80
139	28/08/2021		Parish Council Main A <sub>y</sub>	BACS	Payroll Service	Beardmore Accountants	S	32.50	6.50	39.00
142	28/08/2021		Parish Council Main A <sub>y</sub>	BACS	Cleaning Village Hall	Crystal Clean	S	270.00	54.00	324.00
154	28/08/2021		Parish Council Main A <sub>y</sub>	BACS	Gas	British Gas	L	48.99	2.44	51.43

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
170	Zoom - for holding remote C	31/08/2021	Parish Council Main A	BACS	Virtual meetings	Zoom Video Communications	S	43.99	8.80	52.79
140	General Parish Council design	31/08/2021	Parish Council Main A	BACS	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
136	Website	31/08/2021	Parish Council Main A	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
168	ASH Waste collection	01/09/2021	Parish Council Main A	BACS	Waste collection Village Hall	ASH Waste Services	S	95.60	19.12	114.72
160	ASH Waste collection	01/09/2021	Parish Council Main A	BACS	Waste collection Village Hall	ASH Waste Services	S	65.60	13.12	78.72
138	Office 365 package	02/09/2021	Parish Council Main A	BACS	Microsoft	Microsoft Azure	S	10.25	2.04	12.29
169	Adobe Creative Cloud	06/09/2021	Parish Council Main A	BACS	Adobe	Adobe	S	8.32	1.66	9.98
177	Call-minding service(KBVO/C	10/09/2021	Parish Council Main A	BACS	Village Hall booking service	Cymphony	S	77.51	15.50	93.01
158	Staff Expenses	10/09/2021	Parish Council Main A	BACS	Stationery	Sainsbury's	E	5.99		5.99
167	Newsletter: design, print and	13/09/2021	Parish Council Main A	BACS	Printing costs	Solopress	Z	807.51		807.51
165	VOIP phone line/costs	14/09/2021	Parish Council Main A	BACS	VOIP	Gradwell Communications	S	16.85	3.37	20.22
166	Office 365 package	14/09/2021	Parish Council Main A	BACS	Microsoft	Strategy 365	S	74.20	14.84	89.04
162	Cleaning of Hall	17/09/2021	Parish Council Main A	BACS	Cleaning Village Hall	Crystal Clean	S	240.00	48.00	288.00
164	Grounds Maintenance	17/09/2021	Parish Council Main A	BACS	Grounds Maintenance	Northwich Town Council	S	747.75	149.55	897.30
159	Staff Training	17/09/2021	Council meeting	Parish Council Main A	BACS	Staff training course	SLCC	30.00	6.00	36.00
161	Member Training	17/09/2021	Parish Council Main A	BACS	Councillor training course	Cheshire Assoc Local Council	E	25.00		25.00
163	Internal, external audit ChAI	17/09/2021	Council meeting	Parish Council Main A	BACS	Insurance	Came & Company	E	2,648.25	2,648.25
157	Hall Hire	17/09/2021	Village Hall A/C	BACS	Village Hall Refund	E.Jeffcote - Sing Up	E	56.25		56.25
175	Staff Salary	21/09/2021	Parish Council Main A	BACS	Pension	NEST	X	160.67		160.67
186	Wi-Fi Service	23/09/2021	Parish Council Main A	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
179	On-line Booking Service	25/09/2021	Parish Council Main A	BACS	Village Hall booking service	Skedda	Z	21.24		21.24
187	On-line Booking Service	25/09/2021	Parish Council Main A	BACS	Village Hall booking service	Skedda	Z	0.58		0.58
178	Scottish Power	28/09/2021	Parish Council Main A	BACS	Scottish Power	Scottish Power	Z	33.64		33.64
173	Staff Salary	28/09/2021	Parish Council Main A	BACS	Salary	S Garnero	X	2,127.78		2,127.78
174	Staff Salary	28/09/2021	Parish Council Main A	BACS	HMRC	HMRC	X	1,178.07		1,178.07
176	Gas Supply	28/09/2021	Parish Council Main A	BACS	Gas	British Gas	L	38.35	1.91	40.26
171	Payroll Service	28/09/2021	Parish Council Main A	BACS	Payroll Service	Beardmore Accountants	S	50.00	10.00	60.00
172	Staff Salary	29/09/2021	Parish Council Main A	BACS	Salary	S Randle	X	828.13		828.13
219	Newsletter: design, print and	01/10/2021	Parish Council Main A	BACS	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
153	Website	01/10/2021	Parish Council Main A	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
183	Office 365 package	04/10/2021	Parish Council Main A	BACS	Microsoft Azure	Microsoft Ireland Operations	S	10.22	2.04	12.26
184	Internal, external audit ChAI	07/10/2021	Parish Council Main A	BACS	External Auditor	PKF Littlejohn	S	400.00	80.00	480.00
220	Office 365 package	07/10/2021	Parish Council Main A	BACS	Adobe	Adobe	S	8.32	1.66	9.98
181	S.137 Grants - car park	07/10/2021	Parish Council Main A	BACS	School car park	Shavington Primary School	X	5,500.00		5,500.00
182	PCSO	07/10/2021	Parish Council Main A	BACS	Payment for one PCSO	Cheshire Constabulary	X	8,320.00		8,320.00
210	Call-minding service(KBVO/C	11/10/2021	Parish Council Main A	BACS	Village Hall booking service	Cymphony	S	121.47	24.29	145.76
192	Staff Expenses	12/10/2021	Parish Council Main A	BACS	Office furniture	Amazon Services Europe S.a.	S	59.81	11.97	71.78
193	Staff Expenses	12/10/2021	Parish Council Main A	BACS	Office furniture	Amazon Services Europe S.a.	S	59.80	11.97	71.77
194	ICT equipment	12/10/2021	Parish Council Main A	BACS	ICT dock	Shani Imaging Limited	S	203.33	40.67	244.00

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
196	13/10/2021		Parish Council Main A <sub>y</sub>	BACS	ICT office	CCL Computers Ltd	S	98.34	19.67	118.01
188	15/10/2021		Parish Council Main A <sub>y</sub>	BACS	Credit note	Insight	S	-239.99	-48.00	-287.99
201	15/10/2021	ChAI	Parish Council Main A <sub>y</sub>	BACS	ICO fee	Information Commissioner's	X	40.00		40.00
195	18/10/2021		Parish Council Main A <sub>y</sub>	BACS	ICT office	Amazon EU S.a r.l. UK Branc	S	17.42	3.49	20.91
197	18/10/2021		Parish Council Main A <sub>y</sub>	BACS	ICT office	Amazon EU S.a r.l. UK Branc	S	77.99	15.60	93.59
191	18/10/2021		Parish Council Main A <sub>y</sub>		USB cable	Amazon Services Europe S.a.	S	8.49	1.70	10.19
273	18/10/2021		Parish Council Main A <sub>y</sub>	BACS	Microsoft	Microsoft Ireland Operations	S	80.36	16.08	96.44
190	19/10/2021		Parish Council Main A <sub>y</sub>	BACS	Pension	NEST	X	160.67		160.67
253	19/10/2021		Parish Council Main A <sub>y</sub>	BACS	Hanging baskets	Petal Power	Z	40.00		40.00
237	20/10/2021		Parish Council Main A <sub>y</sub>	BACS	Union Flag	Harrison Flagpoles/Eds/Creat	S	150.00	30.00	180.00
238	20/10/2021	Sun	Parish Council Main A <sub>y</sub>	BACS	Union Flag	Harrison Flagpoles/Eds/Creat	S	87.49	17.50	104.99
213	22/10/2021		Parish Council Main A <sub>y</sub>	BACS	H&S package Village Hall	Rhino Safety	S	500.00	100.00	600.00
218	22/10/2021	ScG/21/10/17	Parish Council Main A <sub>y</sub>	BACS	Banners	Inprint Colour	S	195.00	39.00	234.00
199	22/10/2021		Parish Council Main A <sub>y</sub>	BACS	Benches	Glasdon UK Limited	S	638.56	127.71	766.27
206	22/10/2021		Parish Council Main A <sub>y</sub>	BACS	Cleaning Village Hall	Crystal Clean	S	445.00	89.00	534.00
207	22/10/2021		Parish Council Main A <sub>y</sub>	BACS	Printing cost Pumpkin trail	Solopress	E	22.37		22.37
208	22/10/2021		Parish Council Main A <sub>y</sub>	BACS	Printing cost Pumpkin trail	Solopress	E	22.37		22.37
209	22/10/2021		Parish Council Main A <sub>y</sub>	BACS	Printing cost Pumpkin trail	Solopress	E	22.37		22.37
214	22/10/2021	ScG/21/10/17	Parish Council Main A <sub>y</sub>	BACS	Printing	Solopress	E	388.54		388.54
215	22/10/2021	ScG/21/10/17	Parish Council Main A <sub>y</sub>	BACS	Printing	Solopress	E	992.00		992.00
216	22/10/2021	ScG/21/10/17	Parish Council Main A <sub>y</sub>	BACS	Printing	Solopress	E	803.81		803.81
203	22/10/2021		Parish Council Main A <sub>y</sub>	BACS	HMRC	HMRC	X	1,219.42		1,219.42
204	22/10/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	S Randle	X	888.91		888.91
205	22/10/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	S Garnero	X	2,127.78		2,127.78
217	22/10/2021	ScG/21/10/17	Parish Council Main A <sub>y</sub>	BACS	Delivery of newsletter	The Leaflet Team	Z	430.00		430.00
211	23/10/2021		Parish Council Main A <sub>y</sub>	BACS	Councillor refund	G McIntyre	X	8.50		8.50
198	23/10/2021	ScG/21/10/26	Parish Council Main A <sub>y</sub>	BACS	Environmental Award sponsor	Shavington Academy	X	50.00		50.00
212	23/10/2021	ScG/21/9/3	Parish Council Main A <sub>y</sub>		Plumber	Steele Heating & Plumbing Li	S	1,892.00	378.40	2,270.40
202	25/10/2021		Parish Council Main A <sub>y</sub>	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
249	25/10/2021		Parish Council Main A <sub>y</sub>	BACS	Village Hall booking service	Skedda	E	21.70		21.70
200	26/10/2021		Parish Council Main A <sub>y</sub>	BACS	VOIP	Gradwell Communications	S	29.85	5.97	35.82
189	26/10/2021		Parish Council Main A <sub>y</sub>	BACS	Microsoft	Strategy 365	S	74.20	14.84	89.04
255	01/11/2021		Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	89.60	17.92	107.52
180	01/11/2021		Parish Council Main A <sub>y</sub>	BACS	Waste collection Village Hall	ASH Waste Services	S	65.80	13.16	78.96
256	02/11/2021		Parish Council Main A <sub>y</sub>	BACS	Microsoft Azure	Microsoft Azure	S	10.07	2.01	12.08
222	02/11/2021		Parish Council Main A <sub>y</sub>	BACS	Office equipment	Repark Ltd	S	6.66	1.33	7.99
223	03/11/2021		Parish Council Main A <sub>y</sub>	BACS	Village Hall equipment	Flintoft Ironmongers Limited	S	11.66	2.33	13.99
224	03/11/2021		Parish Council Main A <sub>y</sub>	BACS	Village Hall equipment	Amazon Services Europe S.a.	S	16.66	3.33	19.99
225	04/11/2021		Parish Council Main A <sub>y</sub>	BACS	Remembrance Service	WORLD BARGAINS LIMITED	S	43.28	8.68	51.96

## 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		Parish Council Main A/	BACS	Village Hall equipment	Amazon Services Europe S.a.	S	26.98	5.40	32.38
226	Zoom - for holding remote C	05/11/2021		Parish Council Main A/	BACS	Virtual meetings	Zoom Video Communications	S	75.99	15.20	91.19
227	Adobe Creative Cloud	08/11/2021		Parish Council Main A/	BACS	Adobe	Adobe	S	8.32	1.66	9.98
236	Call-minding service(KBVO/C	09/11/2021		Parish Council Main A/	BACS	Call-handling	Cymphony	S	88.82	17.76	106.58
254	ICT equipment	09/11/2021		Parish Council Main A/	BACS	Office equipment	Amazon Services Europe S.a.	S	99.99	20.00	119.99
304	Staff Expenses	11/11/2021		Parish Council Main A/	CARD	Office material	Amazon EU S.a r.l. UK Branc	S	5.75	1.15	6.90
303	Staff Expenses	11/11/2021		Parish Council Main A/	CARD	Office material	Amazon Services Europe S.a.	Z	38.79		38.79
233	Staff Training	18/11/2021		Parish Council Main A/	BACS	Staff training course	Cheshire Assoc Local Council	X	60.00		60.00
242	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A/	BACS	Remembrance Service	The Leaflet Team	Z	289.00		289.00
244	Hall Hire	18/11/2021		Village Hall A/C	BACS	Village Hall Refund	E E Randle	X	15.00		15.00
247	Water Plus	18/11/2021		Parish Council Main A/	BACS	Water	Water Plus	Z	686.40		686.40
248	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A/	BACS	Remembrance Sunday	Solopress	Z	479.60		479.60
252	Boundary Marketing	18/11/2021		Parish Council Main A/	BACS	Boundary campaign	Solopress	Z	55.98		55.98
257	Grounds Maintenance	18/11/2021		Parish Council Main A/	BACS	Grounds Maintenance	Green Living Horticultural ltd	Z	1,690.00		1,690.00
275	Supplies	18/11/2021		Parish Council Main A/	CARD	Battery	Sainsbury's	X	8.50		8.50
305	Staff Expenses	18/11/2021		Parish Council Main A/	CARD	Office material	Amazon EU S.a r.l. UK Branc	S	13.33	2.67	16.00
306	Staff Expenses	18/11/2021		Parish Council Main A/	CARD	Office material	Amazon EU S.a r.l. UK Branc	S	7.04	1.41	8.45
228	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A/	BACS	Remembrance Service	Brave Little Tank	S	250.00	50.00	300.00
229	Boundary Marketing	18/11/2021		Parish Council Main A/	BACS	Boundary campaign	Brave Little Tank	S	350.00	70.00	420.00
230	Boundary Marketing	18/11/2021		Parish Council Main A/	BACS	Boundary campaign	Brave Little Tank	S	320.01	64.00	384.01
231	Event 2	18/11/2021		Parish Council Main A/	BACS	Pumpkin Trail	Brave Little Tank	S	100.00	20.00	120.00
234	Cleaning of Hall	18/11/2021		Parish Council Main A/	BACS	Cleaning Village Hall	Crystal Clean	S	320.00	64.00	384.00
235	Cleaning of Hall	18/11/2021		Parish Council Main A/	BACS	Cleaning Village Hall	Crystal Clean	S	86.88	17.38	104.26
239	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A/	BACS	Remembrance Sunday	Inprint Colour	S	156.00	31.20	187.20
240	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A/	BACS	Remembrance Service	Inprint Colour	S	132.00	26.40	158.40
241	Payroll Service	18/11/2021		Parish Council Main A/	BACS	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
250	Newsletter: design, print and	18/11/2021		Parish Council Main A/	BACS	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
251	Website	18/11/2021		Parish Council Main A/	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
243	Hall Hire	18/11/2021		Village Hall A/C	BACS	Village Hall Refund	Mrs JE Pitwell	E	157.50		157.50
245	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A/	BACS	Remembrance Sunday	Royal British Legion	E	175.00		175.00
246	Event 5 - Remembrance Sun	18/11/2021		Parish Council Main A/	BACS	Remembrance Sunday	Royal British Legion	E	25.00		25.00
232	Gas Supply	18/11/2021		Parish Council Main A/	BACS	Gas	British Gas	L	58.52	2.92	61.44
301	Marketing	22/11/2021		Parish Council Main A/	CARD	Village Hall board	Viking	S	81.49	16.30	97.79
270	Office 365 package	23/11/2021		Parish Council Main A/	BACS	Microsoft	Strategy 365	S	74.20	14.84	89.04
262	VOIP phone line/costs	23/11/2021		Parish Council Main A/	BACS	VOIP	Gradwell Communications	S	20.30	4.07	24.37
263	Wi-Fi Service	23/11/2021		Parish Council Main A/	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
268	Staff Salary	23/11/2021		Parish Council Main A/	BACS	Pension	NEST	X	160.67		160.67
302	On-line Booking Service	25/11/2021		Parish Council Main A/	BACS	Village Hall booking service	Skedda	X	22.36		22.36
271	Hall Hire	28/11/2021		Village Hall A/C	BACS	Village Hall Refund	Mrs Joanne Lenihan	X			

## Shavington-cum-Gresty Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
260	Event 5 - Remembrance Sun	28/11/2021	Parish Council Main A <sub>J</sub>	BACS	Remembrance Sunday	Nicola Cooper Photography	Z	200.00		200.00
265	Staff Salary	28/11/2021	Parish Council Main A <sub>J</sub>	BACS	HMRC	HMRC	X	1,219.42		1,219.42
266	Staff Salary	28/11/2021	Parish Council Main A <sub>J</sub>	BACS	Salary	S Randle	X	888.91		888.91
267	Staff Salary	28/11/2021	Parish Council Main A <sub>J</sub>	BACS	Salary	S Garnero	X	2,127.78		2,127.78
269	Event 5 - Remembrance Sun	28/11/2021	Parish Council Main A <sub>J</sub>	BACS	Remembrance Sunday	Steer Tec Ltd	S	960.00	192.00	1,152.00
258	Newsletter: design, print and	28/11/2021	Parish Council Main A <sub>J</sub>	BACS	Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
259	Website	28/11/2021	Parish Council Main A <sub>J</sub>	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
261	Event 5 - Remembrance Sun	28/11/2021	Parish Council Main A <sub>J</sub>	BACS	Remembrance Sunday	Flowers by Alison	E	200.00		200.00
264	Event 5 - Remembrance Sun	28/11/2021	Parish Council Main A <sub>J</sub>	BACS	Remembrance Sunday	The Leaflet Team	E	289.00		289.00
280	Staff Expenses	30/11/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Amazon Services Europe S.a.	S	3.07	0.61	3.68
307	Staff Expenses	30/11/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Photobox	S	10.16	2.03	12.19
285	Staff Expenses	30/11/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Marquee Media Ltd T/A Spee	S	112.20	22.44	134.64
286	Staff Expenses	01/12/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	JK Commerce Ltd	S	2.49	0.50	2.99
287	Staff Expenses	01/12/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Amazon Services Europe S.a.	S	16.62	3.33	19.95
288	ASH Waste collection	01/12/2021	Parish Council Main A <sub>J</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	76.55	15.31	91.86
281	Staff Expenses	01/12/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Executive Retail Ltd	S	6.66	1.33	7.99
282	Staff Expenses	01/12/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Executive Retail Ltd	S	6.66	1.33	7.99
283	Staff Expenses	01/12/2021	Parish Council Main A <sub>J</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	Parish Council Main A <sub>J</sub>	CARD	Office material	Paintings Frames Etc Limited	S	27.76	5.56	33.32
276	Staff Expenses	01/12/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Amazon Services Europe S.a.	S	8.70	1.74	10.44
277	Staff Expenses	01/12/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Executive Retail Ltd	S	24.96	4.99	29.95
278	Staff Expenses	01/12/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Cheerful Bargains Ltd	S	7.49	1.50	8.99
279	Staff Expenses	01/12/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Houseware Ltd	S	16.58	3.32	19.90
272	Event 5 - Remembrance Sun	01/12/2021	Parish Council Main A <sub>J</sub>	BACS	Remembrance Sunday	Blue Arrow Traffic Managemen	S	495.00	99.00	594.00
320	Staff Expenses	01/12/2021	Parish Council Main A <sub>J</sub>	CARD	Office material	Amazon Services Europe S.a.	S	12.49	2.50	14.99
335	Office 365 package	03/12/2021	Parish Council Main A <sub>J</sub>	CARD	Microsoft Azure	Microsoft Ireland Operations	S	10.29	2.05	12.34
336	Adobe Creative Cloud	06/12/2021	Parish Council Main A <sub>J</sub>	CARD	Adobe	Adobe	S	8.32	1.66	9.98
274	Scottish Power	06/12/2021	Parish Council Main A <sub>J</sub>	BACS	Electricity bill	Scottish Power	L	224.62	11.23	235.85
333	ICT equipment	07/12/2021	Parish Council Main A <sub>J</sub>	CARD	Office equipment	Prestek Computing Limited	S	6.50	1.30	7.80
308	ICT equipment	08/12/2021	Parish Council Main A <sub>J</sub>	CARD	Photocamera	Attics Plus Limited	S	271.67	54.33	326.00
309	ICT equipment	08/12/2021	Parish Council Main A <sub>J</sub>	CARD	Photocamera	Greenwayz ltd	S	13.32	2.67	15.99
293	Call-minding service(KBVO/C	09/12/2021	Parish Council Main A <sub>J</sub>	BACS	Call-handling	Cymphony	S	62.12	12.42	74.54
294	Allotment Fees	13/12/2021	Parish Council Main A <sub>J</sub>	BACS	Hedge cutting Gresty Lane	Chris Dodd- Rope Green Farr	S	80.00	16.00	96.00
295	Allotment Fees	13/12/2021	Parish Council Main A <sub>J</sub>	BACS	Hedge cutting Gresty Lane	Chris Dodd- Rope Green Farr	S	105.00	21.00	126.00
296	Allotment Fees	13/12/2021	Parish Council Main A <sub>J</sub>	BACS	Hedge cutting Gresty Lane	Chris Dodd- Rope Green Farr	S	175.00	35.00	210.00
297	GDPR	13/12/2021	Parish Council Main A <sub>J</sub>	BACS	Data Protection Compliance Se	JDH Business Services	S	900.00	180.00	1,080.00
298	Fire Equipment	13/12/2021	Parish Council Main A <sub>J</sub>	BACS	Annual check fire estinguisher	North Staffs Fire	S	145.39	29.07	174.46
289	Payroll Service	13/12/2021	Parish Council Main A <sub>J</sub>	BACS	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
290	Event 4 - Christmas/Winter	13/12/2021	Parish Council Main A <sub>J</sub>	BACS	Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
291 Website	13/12/2021		Parish Council Main A <sub>y</sub>	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
292 Gas Supply	13/12/2021		Parish Council Main A <sub>y</sub>	BACS	Gas	British Gas	Z	186.43		186.43
299 PCSO	13/12/2021		Parish Council Main A <sub>y</sub>	BACS	Payment for one PCSO	Cheshire Constabulary	X	8,320.00		8,320.00
300 Event 5 - Remembrance Sun	13/12/2021		Parish Council Main A <sub>y</sub>	BACS	Donation Bugler Remembranc	Shavington Academy	X	50.00		50.00
310 Staff Salary	13/12/2021		Parish Council Main A <sub>y</sub>	BACS	HMRC	HMRC	X	1,219.22		1,219.22
311 Staff Salary	13/12/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	S Garnero	X	2,127.78		2,127.78
312 Staff Salary	13/12/2021		Parish Council Main A <sub>y</sub>	BACS	Salary	S Randle	X	863.24		863.24
313 Staff Salary	15/12/2021		Parish Council Main A <sub>y</sub>	Direct Debit	Pension	NEST	X	205.95		205.95
314 Gas Supply	15/12/2021		Parish Council Main A <sub>y</sub>	BACS	Gas	British Gas	X	444.07		444.07
315 Staff Training	15/12/2021		Parish Council Main A <sub>y</sub>	BACS	Staff training course	Cheshire Assoc Local Council	X	30.00		30.00
316 Cleaning of Hall	15/12/2021		Parish Council Main A <sub>y</sub>	BACS	Cleaning Village Hall	Crystal Clean	S	474.75	94.95	569.70
318 Wi-Fi Service	23/12/2021		Parish Council Main A <sub>y</sub>	BACS	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
317 VOIP phone line/costs	24/12/2021		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		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		Parish Council Main A <sub>y</sub>	CARD	Village Hall booking service	Skedda	E	22.29		22.29
351 Office 365 package	04/01/2022		Parish Council Main A <sub>y</sub>	CARD	Microsoft Azure	Microsoft Azure	S	10.03	2.00	12.03
337 Adobe Creative Cloud	06/01/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
327 Cleaning of Hall	06/01/2022		Parish Council Main A <sub>y</sub>	BACS	Cleaning Village Hall	Crystal Clean	S			
328 Call-minding service(KBVO/C	12/01/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Village Hall booking service	Cymphony	S	56.48	11.29	67.77
329 General Maintenance	12/01/2022		Parish Council Main A <sub>y</sub>	BACS	Fire alarm system service and	North Staffs Fire	S	495.01	99.00	594.01
330 PPS/PRS	12/01/2022		Parish Council Main A <sub>y</sub>		PPL PRS 2019-2020	PPL PRS United for Music	S			
331 Event 2	12/01/2022		Parish Council Main A <sub>y</sub>	BACS	Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
321 Fire Equipment	12/01/2022		Parish Council Main A <sub>y</sub>	BACS	Emergency Lights Service Villa	North Staffs Fire	S	180.00	36.00	216.00
322 Payroll Service	12/01/2022		Parish Council Main A <sub>y</sub>	BACS	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
325 Website	12/01/2022		Parish Council Main A <sub>y</sub>	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
323 Newsletter: design, print and	12/01/2022		Parish Council Main A <sub>y</sub>	BACS	Newsletter	Solopress	Z	526.39		526.39
324 General Parish Council design	12/01/2022		Parish Council Main A <sub>y</sub>	BACS	Newsletter	Solopress	Z	405.00		405.00
326 Staff Training	12/01/2022		Parish Council Main A <sub>y</sub>	BACS	Staff training course	Cheshire Assoc Local Council	X	30.00		30.00
332 Event 2	12/01/2022		Parish Council Main A <sub>y</sub>	BACS	Marketing material distribution	The Leaflet Team	Z	289.00		289.00
352 Adobe Creative Cloud	24/01/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Creative Cloud All App yearly s	Adobe	S	496.94	99.39	596.33
344 Wi-Fi Service	24/01/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
353 On-line Booking Service	25/01/2022		Parish Council Main A <sub>y</sub>	CARD	Village Hall booking service	Skedda	X	22.17		22.17
354 Cleaning of Hall	26/01/2022		Parish Council Main A <sub>y</sub>	CARD	Village Hall equipment	Viking	S	57.61	11.52	69.13
349 Office 365 package	26/01/2022		Parish Council Main A <sub>y</sub>	Direct Debit	Microsoft Azure	Strategy 365	S	74.20	14.84	89.04
343 VOIP phone line/costs	26/01/2022		Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	17.01	3.39	20.40
338 Payroll Service	28/01/2022		Parish Council Main A <sub>y</sub>	BACS	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
339 Marketing	28/01/2022		Parish Council Main A <sub>y</sub>	BACS	Marketing support	Brave Little Tank	S	900.00	180.00	1,080.00
340 Website	28/01/2022		Parish Council Main A <sub>y</sub>	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
341 Gas Supply	28/01/2022		Parish Council Main A <sub>y</sub>	BACS	Gas	British Gas	L	262.25	13.11	275.36

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
342 Member Training	28/01/2022		Parish Council Main A <sub>J</sub>	BACS	Training course - Councillor	Cheshire Assoc Local Council	X	60.00		60.00
345 Staff Salary	28/01/2022		Parish Council Main A <sub>J</sub>	BACS	HMRC	HMRC	X	1,219.42		1,219.42
346 Staff Salary	28/01/2022		Parish Council Main A <sub>J</sub>	BACS	Salary	S Randle	X	863.04		863.04
347 Staff Salary	28/01/2022		Parish Council Main A <sub>J</sub>	BACS	Salary	S Garnero	X	2,127.78		2,127.78
348 Staff Salary	28/01/2022		Parish Council Main A <sub>J</sub>	Direct Debit	Pension	NEST	X	205.95		205.95
350 Water Plus	28/01/2022		Parish Council Main A <sub>J</sub>	BACS	Water	Water Plus	Z	421.88		421.88
361 Call-minding service(KBVO/C	15/02/2022		Parish Council Main A <sub>J</sub>	Direct Debit	Village Hall booking service	Cymphony	S	63.09	12.61	75.70
362 VOIP phone line/costs	15/02/2022		Parish Council Main A <sub>J</sub>	Direct Debit	VOIP	Gradwell Communications	S	18.71	3.74	22.45
363 Wi-Fi Service	15/02/2022		Parish Council Main A <sub>J</sub>	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
364 Office 365 package	15/02/2022		Parish Council Main A <sub>J</sub>	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
357 ASH Waste collection	15/02/2022		Parish Council Main A <sub>J</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	65.20	13.04	78.24
358 ASH Waste collection	15/02/2022		Parish Council Main A <sub>J</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	114.35	22.87	137.22
371 Adobe Creative Cloud	18/02/2022		Parish Council Main A <sub>J</sub>	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
369 Staff Salary	18/02/2022		Parish Council Main A <sub>J</sub>	Direct Debit	Pension	NEST	X	205.95		205.95
355 Office 365 package	22/02/2022		Parish Council Main A <sub>J</sub>	Direct Debit	Microsoft Azure	Microsoft Azure	S	10.24	2.04	12.28
376 Gas Supply	22/02/2022		Parish Council Main A <sub>J</sub>	Direct Debit	Gas	British Gas	L	129.81	6.49	136.30
356 Water Plus	28/02/2022		Parish Council Main A <sub>J</sub>	BACS	Water	Water Plus	Z	188.58		188.58
372 General Maintenance	28/02/2022		Parish Council Main A <sub>J</sub>	BACS	Lights replacement VH kitchen	Mick Ascroft	S	188.00	37.60	225.60
359 Cleaning of Hall	28/02/2022		Parish Council Main A <sub>J</sub>	BACS	Cleaning Village Hall	Crystal Clean	S	360.00	72.00	432.00
360 Cleaning of Hall	28/02/2022		Parish Council Main A <sub>J</sub>	BACS	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
365 Event 1 - Village Festival	28/02/2022		Parish Council Main A <sub>J</sub>	BACS	Sponsorship Village Festival Ev	Shav Vill Festival Committee	X	97.20		97.20
366 Staff Salary	28/02/2022		Parish Council Main A <sub>J</sub>	BACS	Salary	S Randle	X	863.04		863.04
367 Staff Salary	28/02/2022		Parish Council Main A <sub>J</sub>	BACS	Salary	S Garnero	X	2,127.78		2,127.78
368 Payroll Service	28/02/2022		Parish Council Main A <sub>J</sub>	BACS	Payroll Service	Beardmore Accountants	S	42.50	8.50	51.00
370 Staff Salary	28/02/2022		Parish Council Main A <sub>J</sub>	BACS	HMRC	HMRC	X	1,219.42		1,219.42
373 Event 3	02/03/2022		Parish Council Main A <sub>J</sub>	BACS	Marketing	Brave Little Tank	S	900.00	180.00	1,080.00
375 Website	02/03/2022		Parish Council Main A <sub>J</sub>	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
377 PCSO	02/03/2022		Parish Council Main A <sub>J</sub>	BACS	Payment for one PCSO	Cheshire Constabulary	X	8,320.00		8,320.00
378 Event 3	02/03/2022		Parish Council Main A <sub>J</sub>	BACS	Platinum Jubilee Beacon (SVFC	21CC Group Ltd	S	490.00	98.00	588.00
374 Scottish Power	02/03/2022		Parish Council Main A <sub>J</sub>	BACS	Electricity bill	Scottish Power	L	336.33	16.82	353.15
<b>Total</b>								<b>145,355.26</b>	<b>8,880.99</b>	<b>154,236.25</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 Yog:	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
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
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
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
59	Hall Hire	15/11/2021		Village Hall A/C		Shavington-cum-Gresty Village	Mrs Joanne Lenihan	X			
86	Hall Hire	15/11/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Abigail Maccioni	X	20.00		20.00

## 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
89	Hall Hire	30/11/2021		Village Hall A/C	BACS	Refund VH booking	J Lenihan	X	-20.00		-20.00
85	Hall Hire	30/11/2021		Village Hall A/C	BACS	Refund VH booking	J Lenihan	X			
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
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
91	Hall Hire	14/12/2021		Village Hall A/C	BACS	Shavington-cum-Gresty Village	Lucy Sharp	X	40.00		40.00
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
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
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
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
<b>Total</b>									<b>152,204.36</b>	<b>17,534.95</b>	<b>169,739.31</b>