



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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

26 May 2022

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

Dear Councillor,

You are summoned to attend the Parish Council meeting of the Shavington-cum-Gresty Parish Council to be held at **8PM** on **Wednesday 1 June** 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 note declarations of Members' interest
3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on 4 May 2022 (attached)
4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

<p>5</p>	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 4 May 2022 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance & Strategy Committee (<i>DRAFT minutes attached</i>) <u>Chair:</u> Cllr Wain Meeting held 18 May 2022 Items for consideration:</p> <ul style="list-style-type: none"> i. That the Financial Risk assessment is recommended to Full Council to adoption, subject to: <ul style="list-style-type: none"> a. Supplier fraud: more details being included in the risk section b. Supplier dispute: being listed as risk ii. that the budget setting schedule for 2023/24 is approved and recommended to Full Council <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Councillor Buchanan</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Still to be nominated Meeting held on 1 June 2022</p>
<p>6</p>	<p>To consider and approve representations on outside bodies</p> <ul style="list-style-type: none"> a. Village Festival Committee – Cllr Hancock
<p>7</p>	<p>To consider nominations to new and existing Committees (<i>attached</i>)</p>
<p>8</p>	<p>To consider to approve the Annual Governance Statement by resolution (<i>attached</i>)</p>
<p>9</p>	<p>To review and consider the Internal Auditor report (<i>attached</i>)</p> <p>To approve dates for the period of Public Rights:</p>

	- Commencing on Monday 13 June 2022 and ending on Friday 22 July 2022
10	To consider to approve Section 2 – Accounting Statemen 2021-22 for submission to PKF Littlejohn LLP, external auditor (attached)
11	To receive and consider the revised Parish Council Financial Risk Assessment as recommended by the Finance & Strategy Committee (attached)
12	To receive and consider the budget setting schedule for 2023/24 as recommended by the Finance & Strategy Committee (attached)
13	To receive an update on Cheshire East Council’s plans affecting the Parish Council from Cllr Marren (CEC) (attached)
14	To receive an update from Cllr Buchanan with regards to the AGM of the Wybunbury United Charities
15	To consider granting a waiver of the six-month attendance rule provided for within Section 85(1) of the Local Government Act to Cllr Ryan Moore
16	To note and approve payments since the previous meeting (attached)
17	To consider approving the next round of payments (attached)
18	To note the YTD Parish Council finance position (attached)
19	To receive and consider an update with regards to 140 Main Road
20	To receive an update with regards to the #QueenBee project and the acceptance of the HS2 Community grant award.
21	To receive and consider an update with regards to the damaged Parish Council’s planter in Main Road/Weston Road and related emergency repair works approved by the Clerk under the E&R Committee ToR
22	To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 23 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
23	To receive and consider staff appraisal and staff salary review (circulated)
24	To note the date of the next Council Meeting – 6 July 2022, 8pm

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



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MINUTES of the meeting held on
Wednesday 4 May 2022

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

ScG/22/01/1	To receive and consider apologies for absence
	Apologies were received and accepted from Cllrs Buchanan and Hancock.
ScG/22/01/2	To note declarations of Members' interests
	No declaration of interest was raised.
ScG/22/01/3	To elect the Chair of the Parish Council
	RESOLVED: Cllr B Gibbs was elected Chair of the Parish Council
ScG/22/01/4	To elect the Vice-Chair of the Parish Council
	RESOLVED: Cllr K Gibbs was elected Vice-Chair of the Parish Council
ScG/22/01/5	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on 6 April 2022
	RESOLVED: That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG/22/01/6	To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 6 April or any items arisen since then: <u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs <u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre

	<p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance Committee <u>Chair:</u> Cllr Wain</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Councillor Buchanan</p>
	<p>Members NOTED the update.</p> <p>RESOLVED: that the Clerk is instructed to liaise with ANSA and Cheshire East Council to gain further information with regards to any plans for the allotments in Shavington Park and to report this back to Members for considerations.</p> <p>RESOLVED: that Mrs Jones is nominated representative of Shavington-cum-Gresty Parish Council at the Shavington Triangle Liaison Group, together with Cllr McIntyre</p>
ScG/22/01/7	To consider and approve the terms of reference of Committees
	<p>Members NOTED the updates.</p> <p>RESOLVED: that Committees' terms of reference are approved.</p>
ScG/22/01/8	To consider the approval of Committee structures and nominations to new and existing Committees
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Committees' structure and membership are approved with the following amendments:</p> <ul style="list-style-type: none"> a. That Cllr Jones is added to the Village Hall Committee b. That Cllr Edgar is removed from the Planning Committee c. That the nomination of any remaining vacancies is deferred to the next Parish Council meeting
ScG/22/01/9	To consider and approve representations on outside bodies <ul style="list-style-type: none"> a. Village Festival Committee – Cllr Hancock b. Wybunbury United Charities – Cllrs Adams, Buchanan, K Gibbs
	<p>RESOLVED: that</p> <ul style="list-style-type: none"> a. The appointment of the representative to the Village Festival Committee is

	<p>deferred to the next Parish Council meeting</p> <p>b. That Cllrs Adams, Buchanan and Jones are appointed as representative members for Wybunbury United Charities</p>
ScG/22/01/10	To consider and approve the Council meetings calendar 2022/23
	<p>Members NOTED the reports.</p> <p>RESOLVED: that the Council Meeting calendar 2022/23 is approved.</p>
ScG/22/01/11	To confirm the Council's adoption of:
	<p>a. Councillor Code of Conduct (https://shavingtononline.co.uk/councillor-code-of-conduct/)</p> <p>b. Shavington-cum-Gresty Standing Orders (https://shavingtononline.co.uk/standing-orders/)</p> <p>c. Shavington-cum-Gresty Finance Regulations (https://shavingtononline.co.uk/finance-regulations/)</p>
	RESOLVED: that the Councillor Code of Conduct, the Shavington-cum-Gresty Standing Orders and the Shavington-cum-Gresty Finance Regulation are adopted.
ScG/22/01/12	To review, consider and approve matters related to:
	<p>a. Council list of assets</p> <p>b. Affiliation to:</p> <p style="padding-left: 40px;">a. Cheshire Association of Local Councils¹</p> <p style="padding-left: 40px;">b. Cheshire Community Action</p>
	<p>Members NOTED the update.</p> <p>Cllr Edgar declared a not pecuniary interest in item b) and abstained from the vote.</p> <p>RESOLVED:</p> <p>a. That the Council List of assets is approved</p> <p>b. That the affiliation to Cheshire Association of Local Council and Cheshire Community Action is approved and that the Clerk is instructed to proceed with the payment of the annual fee</p>
ScG/22/01/13	Internal auditor – to approve JDH Business Services as internal auditor for 2022/23

	RESOLVED: That JDH Business Service is appointed as Internal Auditor.
ScG/22/01/14	<p>External support services:</p> <ul style="list-style-type: none"> a. To approve Beardmore Accountants for payroll service b. JDHBS as GDPR consultant c. Rhino Safety as H&S consultant
	RESOLVED: that the external support services are approved.
ScG/22/01/15	<p>To consider and approve Council's bank signatories:</p> <ul style="list-style-type: none"> d. Cllr K Gibbs e. Cllr B Gibbs f. Cllr Hancock g. Cllr McIntyre h. Cllr Ferguson i. Cllr Adams j. S Garner (Parish Clerk) k. S Randle (Community Manager)
	RESOLVED: that the Council's bank signatories are approved.
ScG/22/01/16	To note and approve payments since the previous meeting
	<p>Members NOTED the report.</p> <p>RESOLVED: that payments made by the Clerk under the delegation scheme listed in report 16.2 are approved.</p>
ScG/22/01/17	To consider approving the next round of payments
	<p>Members NOTED the report.</p> <p>RESOLVED: that payments listed in item 17.1 are approved.</p>
ScG/22/01/18	To receive a report from the Village Beat Manager
	The Clerk briefed Members with regards to the item.
ScG/22/01/19	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC)
	Members NOTED the report.
ScG/22/01/20	To receive an update with regards to Cheshire East Community Governance Review

	<p>Cllr B Gibbs updated Members with regards to the item.</p> <p>Members NOTED the update.</p>
ScG/22/01/21	To consider making a response to the following planning applications:
	<p>a. Application: 22/1388M Proposal: Proposed Demolition of existing Single Garage, replaced with 2-storey Side Extension to provide additional living accommodation + Internal and External Alterations Location: 90, MAIN ROAD, SHAVINGTON, CW2 5DU National Grid Ref: 369753.9234 351746.6283</p> <p>It was NOTED that Cllr Edgar abstained from the vote.</p> <p>RESOLVED: No comment</p>
ScG/22/01/22	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
	No planning application was received.
ScG/22/01/23	To receive and consider funding a dedicated PCSO to cover Shavington-cum-Gresty's area and to delegate the Clerk to sign the SLA agreement with Cheshire Constabulary on behalf of the Parish Council
	<p>Members NOTED the report.</p> <p>RESOLVED: that the SLA with Cheshire Constabulary is approved, subject to the following clauses being included:</p> <ul style="list-style-type: none"> a. That a monthly report with a list of actions and activities undertaken by the PCSO is provided to Members within 30 days from the end of the previous month b. That at least n.2 briefing sessions are held by the PCSO each year to update Members of the Parish Council <p>RESOLVED: that the Clerk is delegated to sign the SLA with Cheshire Constabulary on behalf of the Parish Council</p>
ScG/22/01/24	To receive and consider proposals with regards to 140 Main Road
	<p>Members NOTED the report.</p> <p>RESOLVED: that, aware of the interest raised from other community groups to take the building and in order to reduce the Council's financial risks and precept increase, the asset transfer process is paused. And that a request is made to Cheshire East Council to run a public tender exercise to test the interest of other</p>

	community groups to take the building, with the caveat to be able to resume the asset transfer process if the market exercise is unsuccessful. RESOLVED: that, should CEC reject the Parish Council's request, the Clerk is authorised to progress with an emergency plan to consult residents on their view for the use of building (within the allocated budget) ²
ScG/22/01/25	To note the date of the next Council Meeting – 1 June 2022, 8pm
	Members NOTED the date of the next Council meeting.

Meeting Closed at 2207 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero

² Cllr Jones left 2206hrs

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



MINUTES of the meeting held on **Wednesday 18 May 2022**

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

ScG FC/22/1/1	<i>To receive apologies for absence</i>
	No apologies were received.
ScG FC/22/1/2	<i>To elect the Chair and Deputy Chair</i>
	<i>RESOLVED:</i> That Cllr Wain and Cllr Ferguson are elected respectively Chair and Deputy Chair of the Finance & Strategy Committee.
ScG FC/22/1/3	<i>To note the Terms of Reference for the Finance and Strategy Committee</i>
	Members <i>NOTED</i> the Committee Terms of Reference
ScG FC/22/1/4	<i>To confirm and sign the minutes of the Finance Committee Meeting hold on 9 March 2022</i>
	<i>RESOLVED:</i> that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FC/22/1/5	<i>To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements</i>
	Members <i>NOTED</i> the report. <i>RESOLVED:</i> that the bank reconciliations for the PC account and the VH account to 30.04.2022 are approved and signed.

ScG FC/22/1/6	<i>To undertake an internal audit check</i>
	<p>Members undertook internal audit checks on the following areas:</p> <ul style="list-style-type: none"> - Payroll payment check - Expenses claim procedure - VAT returns and supporting VAT records - Online accounting system <p>No issue was raised from Members.</p>
ScG FC/22/1/7	<i>To receive and consider the Internal Audit report</i>
	<p>Members NOTED the report.</p> <p>Members NOTED that point 3 has been already addressed and recommendations are included in the draft Financial RA to be consider under item 8.</p> <p>RESOLVED: that the report is approved as accurate and recommended to Council. That the Clerk is instructed to undertake any actions to address the points raised in the report by the Internal Auditor and to report progresses made to the Committee.</p>
ScG FC/22/1/8	<i>To consider the Parish Council Financial Risk Assessment</i>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Financial RA is approved and recommended to Full Council, subject to the following amendments being made:</p> <ul style="list-style-type: none"> a. Supplier fraud: more details being included in the risk section b. Supplier dispute: being listed as risk¹
ScG FC/22/1/9	<i>To receive and consider the budget setting schedule for the 2023/2024 budget</i>
	<p>Members NOTED the report.</p> <p>RESOLVED: that the budget setting schedule for 2023/24 is approved and recommended to Full Council</p>
ScG FC/22/1/10	<i>To note and consider an update with regards to 140 Main Road</i>
	<p>The Clerk updated Councillors with regards to 140 Main Road.</p> <p>Members NOTED the update.</p>

¹ Clr Wain left 2044hrs – back at 2045hrs

	RESOLVED: that an informal consultation is conducted during the Shavington Village Festival event to test residents' interest to save the building and/or to progress with the Recreational Land project (budget F&S Committee Budget, cost code: Acquisition projects)
ScG FC/22/1/11	<i>To note and consider an update with regards to the Recreational Land project</i>
	The Clerk updated Members with regards to the Recreational Land project. Members NOTED the update.
ScG FC/22/1/12	<i>To note the date of the next Finance & Strategy Committee Meeting – 21 September 7:30pm</i>
	Members NOTED the date of the next Finance & Strategy Committee meeting

Meeting Closed at 2128 hrs

Chair: Cllr Wain

Clerk: S Garnero



Report Statement

Meeting:	Parish Council
Report Purpose:	To consider nominations to new and existing Committees
Version Control:	v1
Author:	Clerk

1. Report Summary

The report presents Committee membership for 2022/23 for members to consider.

2. Background

On March, 2nd Members discussed a proposal with a revised organisational model for the Council and DRAFT ToRs for Committees.

Members supported the proposal.

On May, 4th the Parish Council approved the Committee structure for 2022/23 and Committees Term of Reference.

3. Position

Members are asked to fill any vacancies.

4. Governance

ScG Parish Council Standing Order
LGA 1972

5. Financial Impact

None

6. Resource Impact

None

7. Wards Affected

All

8. Conclusions

Members are asked to fill any vacancies in the Committee structure.



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ANNEX 1

C&E Committee	Finance & Strategy Committee	E&R Committee
<i>Members of authority: 5</i>	<i>Members of authority: 5</i>	<i>Members of authority: 5</i>
Cllr Moore	Cllr Ferguson	Cllr Ferguson
Cllr McIntyre	Cllr Wain	Cllr Buchanan
Cllr K Gibbs	Cllr K Gibbs	Cllr K Gibbs
Cllr B Gibbs	Cllr B Gibbs	Cllr Hancock
Cllr Jones	Cllr xxxx	Cllr Adams

Planning Committee	Staffing Committee	VH Committee
<i>Members of authority: 8</i>	<i>Members of authority: 5</i>	<i>Members of authority: 5</i>
Cllr Moore	Cllr McIntyre	Cllr McIntyre
Cllr Ferguson	Cllr Buchanan	Cllr K Gibbs
Cllr Wain	Cllr K Gibbs	Cllr Hancock
Cllr McIntyre	Cllr B Gibbs	Cllr Adams
Cllr K Gibbs	Cllr Jones	Cllr Jones
Cllr Jones		
Cllr Adams		
Cllr xxxx		

Complaints Committee		
<i>Members of authority: 5</i>		
Cllr Wain		
Cllr K Gibbs		
Cllr Hancock		
Cllr B Gibbs		
Cllr Jones		

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



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Report Statement

Meeting: Shavington-cum-Gresty Parish Council,
01.06.2022

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

Version Control: v1

Author: Clerk

1. Report Summary

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

2. Background

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

3. Position

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

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

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

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

Attached the following documents:

- a. Annex 1: Annual Governance Statement to fill
- b. Annex 2: Annual Internal Audit Report 2021/22

4. Conclusions

Members are request to considering the following:

- a. Approve of section 1 – Annual Governance Statement
- b. Not approve section 1 – Annual Governance Statement



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5. Consideration Sought

That the statement is approved by the Council.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Shavington-cum-Gresty Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.shavingtononline.co.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Annual Internal Audit Report 2021/22

Shavington-cum-Gresty Parish Council

www.shavingtononline.co.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	N/A		✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

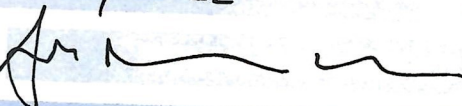
Date(s) internal audit undertaken

01/05/2022

Name of person who carried out the internal audit

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

02/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



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Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide the Internal Auditor Report 2021/22 issued by JDH Business Services Limited

Version Control: v0

Author: Clerk

1. Report Summary

The report presents the IA report for 2021/22

2. Position

Members are asked to note the IA report for 2021/22 and related recommendations to be implemented.

Members are also asked to recommend to Full Council to set the following dates for the period of Public Rights:

- Commencing on **Monday 13 June 2022** and ending on **Friday 22 July 2022**

3. Governance

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

4. Financial Impact

None

5. Resource Impact

None

6. Wards Affected

All

7. Conclusions

To note the IA report

INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22

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

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

Conclusion

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

JDH Business Services Limited

INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>We were informed that the cleaning contract has been extended by reference to section 11.1 a iv of the Financial Regulations to exempt the contract from the standard procurement requirements of the Financial Regulations for contracts in excess of £3000 where three quotations are required.</p>	<p><i>The council should note that all contracts in excess of £3000 should be periodically subject to the market testing requirements of the Financial Regulations.</i></p>	
2	<p>The village hall prices are not published on the council website and there is no section on the website noting that there is a village hall for hire.</p> <p>Sample testing of income identified that the hire time, date, unit hire price and number of hires are frequently not included in the hire invoice so there is lack of audit trail from the booking schedules to the customer invoice. In addition, the lack of this information in a customer invoice makes it difficult for a customer with a number of hires to identify which hires they are paying for.</p>	<p><i>The village hall hire prices approved by council should be clearly published on the council website.</i></p> <p><i>Hire invoices should always include the hire time, date, unit hire price and number of hires so the customer is provided with the necessary information about their hire and there is a full audit trail from bookings to invoices issued</i></p>	
3	<p>The risk assessment does not address the risks of supplier fraud via appropriately robust policies and procedures. Examples of</p>	<p><i>The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding</i></p>	

INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>prevention actions include:</p> <ul style="list-style-type: none"> - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change - periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account 	<p><i>controls.</i></p>	

**INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22**

	ISSUE	RECOMMENDATION	FOLLOW UP
2020/21 internal audit			
1	The 2019/20 accounts comparatives in the 2020/21 AGAR are incorrect. £21,217 has been disclosed as staff costs instead of £20,217. In addition, a number of rounding changes have been made.	<i>The 2019/20 accounts which were certified by the external auditor must be disclosed accurately in the 2020/21 AGAR.</i>	Implemented
2	The cash book was balanced to the incorrect bank statement date in the year end bank reconciliation. The statement balance as at March 29 th 2021 was used which resulted in a number of cheques being disclosed as 'unpresented' in the bank reconciliation when in fact they had cleared the bank account by March 31 st , 2021.	<i>The year end bank statement balance must be used in the year end bank reconciliation.</i>	Implemented
3	The council did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as amended by SI 2020/404 the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 as it failed to make proper provision for the exercise of public rights for the 2019/20 accounts. The public notice inspection period covered a 29 working day period instead of 30 days as no account was taken of the fact that August	<i>The council must comply with the requirements of the Accounts and Audit Regulations 2015 with respect to the notice for the exercise of public rights.</i>	Implemented

**INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22**

	ISSUE	RECOMMENDATION	FOLLOW UP
	31 st 2020 was a bank holiday.		
4	The VAT return produced by the SCRIBE system contains no supplier VAT registration numbers. No VAT reclaims were received in the year.	<i>VAT must be reclaimed on a timely basis. The VAT return needs to be populated with all supplier VAT registration numbers before submission to HMRC.</i>	Implemented
5	Two laptops were purchased during the year but had not been added to the fixed asset register.	<i>The council must ensure that all capital additions during the year are identified and recorded in the fixed assets register.</i>	No issues identified in 2021/22 fixed asset testing.
2019/20 internal audit			
1	The initial budget setting process for 2019/20 failed to take account of the full year projected PCSO costs resulting in a shortfall in the initial budget of £13000.	<i>The budgeting process that underpins the setting of the precept must be improved to take account of all known expenditure.</i>	Implemented
2	A £3000 transfer between bank accounts had incorrectly been included in payments in the AGAR annual return accounts. Therefore, the year end balances and other payments were incorrectly stated.	<i>The Other Payments figure in the Annual Return should be reduced by £3000 and the year end balances. The year end balances should equate to £58977 (rounded).</i>	Implemented
3	The council did not comply with Regulation 15 of the Account and Audit Regulations	<i>The council must ensure that it makes proper provision for the exercise of</i>	See 2020/21 internal audit

**INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22**

	ISSUE	RECOMMENDATION	FOLLOW UP
	2015 as it failed to make proper provision for the exercise of public rights in Summer 2019 for the 2018/19 accounts as the approval date of the accounts in the AGAR annual return was after the start date of the period for the exercise of public rights.	<i>public rights for every financial year</i>	
4	<p>We reported in 2018/19 that Minute 289 of the March 2019 meeting appeared to delegate various authorities relating to the village hall to a single member, which includes the ability to commit the council to expenditure and to make decisions for the council. The council resolved in 2019/20 that these functions would revert to the clerk, however, from review of the 2019/20 records it appears that councillors have undertaken roles in hall administration and committed the council to expenditure for the hall.</p> <p>Under s101 (1), (5) and (6) of the Local Government Act 1972 a parish council may arrange for any of its functions to be discharged by a committee, sub-committee or officer. S101 does not permit the council to delegate its functions to a single member. Therefore, the council may be currently operating in breach of the Local</p>	<p>RECURRING RECOMMENDATION <i>The council need to resolve this situation urgently and ensure functions are delegated only to a committee, sub-committee or an officer and that no councillor commits to council to orders or contracts for expenditure.</i></p>	<p>The council clerk has confirmed individual councillors can no longer commit the council to expenditure</p>

**INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22**

	ISSUE	RECOMMENDATION	FOLLOW UP
	Government Act 1972.		
5	Income systems for the village hall could not be tested as no supporting documentation such as diaries/booking forms/invoices and receipts were provided. The clerk had requested the items from the councillor managing the bookings system but these had not been received at the date of the internal audit. It is likely that the pandemic and subsequent lockdown has impacted on the clerk ability to secure all the income information required	<i>The council need to urgently re-establish effective internal controls over hall hire and ensure all hall hire documentation is retained and made available for internal audit.</i>	Implemented
6	The fixed asset register value is incorrect as it does not cast correctly. An asset purchased in 2019/20 has been added, but the register is maintained as a WORD document rather than a spreadsheet so the total has not changed. In addition, there is a statement on the asset register about a recommendation from internal audit from 2017/18 that was never actually made. Finally, the clerk having corrected the final 2018/19 asset register disclosure on the AGAR annual return, has this year made the same error again and included a recent valuation figure(s) for assets.	<p><i>The fixed asset register should equate to last year's figure from the AGAR annual return plus the one addition in the year. Therefore, the register needs to be amended and the Annual Return disclosure.</i></p> <p><i>The invalid statement about internal audit recommendations from 2017/18 must be removed from the asset register.</i></p> <p><i>The asset register should be maintained as an excel spreadsheet.</i></p>	Implemented, however, see 2020/21 issues

**INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22**

	ISSUE	RECOMMENDATION	FOLLOW UP
		<p><i>The Practitioners' Guide requires that assets should be valued at purchase cost or an insurance proxy if that isn't known (that doesn't change over time), therefore, the only movement in fixed assets each year should be for additions and disposals and all additions should be at purchase price.</i></p> <p><i>The Council need to review the asset register and disclose the correct value in the AGAR Annual Return which should equate to the value for fixed assets disclosed in the 2018/19 AGAR annual return plus additions at cost less disposals at cost.</i></p>	
7	The information provided for internal audit indicated that VAT had not been reclaimed on Direct Debits. The material VAT issue raised in 2018/19 has still not been addressed.	<p><i>VAT on Direct Debits should be separately analysed and reclaimed</i></p> <p><i>Issue 4 of the 2018/19 report relating to VAT and partial exemption must be addressed.</i></p>	<p>Recommendation Outstanding</p> <p>2021/22 follow up – VAT returns include VAT reclaimed on Direct Debits</p>
8	Sample testing identified an expenses claim for £189.97 from a councillor with no receipts provided.	<p><i>Expenditure invoices/vouchers must be provided for all expense claims. VAT cannot be reclaimed on standard rated expenditure that is not supported by a</i></p>	<p>No further expenses issues identified in 2020/21</p>

**INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22**

	ISSUE	RECOMMENDATION	FOLLOW UP
		<i>VAT invoice.</i>	
9	We raised a number of important issues last year but most have not been addressed.	<i>The council should urgently review all issues from 2018/19 internal audit and the 2019/20 internal audit and take prompt action to implement the recommendations.</i>	See internal audit issues below
2018/19 internal audit			
1	<p>A budget of £180595 has been set for 2019/20 to be financed by £129000 precept and the remainder from the entirety of forecast general reserves at the end of 2018/19. This approach to the 2019/20 budget would potentially either level the council with a critically low level of reserves, or no reserves so that any overspend could mean the council running at a deficit in funds.</p> <p>Therefore, the budget set for the 2019/20 financial year does not take into account of 'an amount that the council estimates will be appropriate to meet future estimated expenditure' (ie to hold in reserves). This is</p>	<p><i>The council should urgently improve budgetary control and budget setting:</i></p> <ul style="list-style-type: none"> • <i>The Council should review their budget analysis and ensure that they can balance the budget for 2019/20. The items in particular that need to be reviewed are the £10000 unallocated sum and the £20000 budget for a purchase of parcel of land. These two budgets may be needed instead to ensure general cash reserves are in place at the year end.</i> • <i>The council must ensure that they are carrying an adequate</i> 	<p>See 2019/20 issues.</p> <p>2020/21 follow up - implemented</p>

**INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22**

	ISSUE	RECOMMENDATION	FOLLOW UP
	a requirement of the Local Government Finance Act 1992.	<p><i>general reserve. Sector guidance is that this should be between 3 and 12 months of the precept level</i></p> <ul style="list-style-type: none"> • <i>Budgetary control reports detailing spend to date against budget should be regularly reported during 2019/20</i> 	
2	<p>Minute 289 of the March 2019 meeting appears to delegate various authorities relating to the village hall to a single member, which includes the ability to commit the council to expenditure and to make decisions for the council.</p> <p>Under s101 (1), (5) and (6) of the Local Government Act 1972 a parish council may arrange for any of its functions to be discharged by a committee, sub-committee or officer. S101 does not permit the council to delegate its functions to a single member. Therefore, the council may be currently operating in breach of the Local Government Act 1972.</p>	<p><i>The council need to resolve this situation urgently and ensure the functions listed in minute 289 are delegated only to a committee, sub-committee or an officer.</i></p>	<p>Recommendation outstanding – see 2019/20 issues.</p> <p>2020/21 follow up – council clerk has confirmed individual councillors can no longer commit the council to expenditure</p>
3	Income systems for the village hall could not be tested as there was no audit trail from	<p><i>The council need to urgently re-establish effective internal controls over</i></p>	<p>Recommendation outstanding – see 2019/20 issues.</p>

**INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22**

	ISSUE	RECOMMENDATION	FOLLOW UP
	diaries to booking forms to invoices and to bankings. We could identify no booking forms, invoices, booking diaries or price lists. We understand that bookings were maintained on a personal computer by a councillor but that this information is not now available. The clerk has carried out an exercise to record all entries in the receipt books (total £3740) and to match with actual deposits into the bank (£3425), but this differs by £315.	<p><i>hall hire and ensure all hall hire documentation is retained and made available for internal audit.</i></p> <p><i>The council should investigate the shortfall in hall hire bankings of £315.</i></p>	2020/21 follow up - implemented
4	We previously recommended that the council should secure VAT advice on the impacts of the significant works to the town hall on the amount of VAT that can be reclaimed, due to the £7500 partial exemption threshold. No VAT specialist advice has been secured and no VAT reclaim has been submitted for 2018/19 nor any received during 2018/19 relating to previous periods.	<i>The council need to urgently secure guidance from the SLCC VAT advice function to determine to what extent the VAT incurred on the village hall can be reclaimed. A VAT reclaim then need to be submitted promptly as the VAT will be needed to contribute to the cash reserves in 2019/20.</i>	Recommendation outstanding – see 2019/20 issues
5	The council have revalued the village hall and reflected the new value in the fixed asset register.	<i>The Practitioners' Guide requires that assets should be valued at purchase cost or an insurance proxy if that isn't known (that doesn't change over time), therefore, the only movement in fixed</i>	See 2019/20 issues

**INTERNAL AUDIT REPORT
SHAVINGTON-CUM-GRESTY PARISH COUNCIL
2021/22**

	ISSUE	RECOMMENDATION	FOLLOW UP
		<p><i>assets each year should be for additions and disposals and all additions should be at purchase price.</i></p> <p><i>The Council need to review the asset register and disclose the correct value in the AGAR Annual Return which should equate to the value for fixed assets disclosed in the 2018/19 AGAR annual return plus additions at cost less disposals at cost.</i></p>	
6	S137 payments are recorded in the minutes but there is no separate analysis in the cash book so the cumulative level of S137 can be recorded against statutory limits.	<i>A separate analysis of S137 payments should be maintained in the cash book.</i>	<p>Recommendation outstanding .</p> <p>2020/21 follow up – clerk has identified the s137 payments</p>



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Shavington-cum-Gresty Parish Council,
01.06.2022

Report Purpose: To provide documentations for Members to approve the Parish
Council Accounting Statements 2021/22

Version Control: v1

Author: Clerk

1. Report Summary

The report provides Members with information about the Annual Governance
Accounting Statements 2021/22

2. Background

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

3. Position

Section 2 of the Annual Return is the Accounting Statements

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

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

Attached the following document:

- a. Annex 1: Accounting Statements 2021/22 to be considered
- b. Annex 2: AGAR 2021/22 Explanation of variances
- c. Annex 3: Bank reconciliation 31.03.2022
- d. Annex 4: Statement of Accounts

4. Conclusions

Members are requested to considering the following:

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

5. Consideration Sought

That the statement is approved by the Council.

Section 2 – Accounting Statements 2021/22 for

Shavington-cum-Gresty Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	58,977	84,261	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	142,600	142,540	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	31,036	31,604	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	19,097	52,613	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	129,255	120,170	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	84,261	85,622	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	84,261	85,622	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	752,119	780,178	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
		✓	
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

20/04/2022

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Explanation of variances – pro forma

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

County area (local councils and parish meetings only):

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

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

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	58,977	84,261				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	142,600	142,540	-60	0.04%	NO		
3 Total Other Receipts	31,036	31,604	568	1.83%	NO		
4 Staff Costs	19,097	52,613	33,516	175.50%	YES		This is due to a new Parish Clerk/RFO being employed full time (the previous Clerk/RFO was part-time only) and the cost of a part-time Community Manager (April to June 2021 and September 21to March 22)
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	129,255	120,170	-9,085	7.03%	NO		
7 Balances Carried Forward	84,261	85,622			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	84,261	85,622				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	752,119	780,178	28,059	3.73%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Shavington-cum-Gresty Parish Council

Prepared by: Simona Garnero - Clerk/RFO
Name and Role (Clerk/RFO etc)

Date: 20.04.2022

Approved by: Simona Garnero - Clerk/RFO
Name and Role (RFO/Chair of Finance etc)

Date: 20.04.2022

	Bank Reconciliation at 31/03/2022			
	Cash in Hand 01/04/2021			84,260.87
	ADD			
	Receipts 01/04/2021 - 31/03/2022			174,144.31
				258,405.18
	SUBTRACT			
	Payments 01/04/2021 - 31/03/2022			172,783.07
A	Cash in Hand 31/03/2022 (per Cash Book)			85,622.11
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2022	5.00	
	Village Hall A/C	31/03/2022	26,192.47	
	Parish Council Main A/C	31/03/2022	59,483.60	
				85,681.07
	Less unrepresented payments			78.96
				85,602.11
	Plus unrepresented receipts			20.00
B	Adjusted Bank Balance			85,622.11
	A = B Checks out OK			

Shavington-cum-Gresty Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	84,260.87	
Cash in Hand		
Precept	142,540.00	
Allotment Fees	1,275.00	360.00
CIL		
Other Income	1,195.36	
VAT Reclaim		
Staff Salary		52,612.80
Overtime		
Tax & NI		
Payroll Service		632.50
Clerk's Expenses		
Clerk's Stationery		
Laptop Purchase (for Clerk)		
Software Training		
Purchase of two Benches (Newc. Rd/Roq		
General Amenities	1,244.00	2,893.64
Brave Little Tank		
Solopress - Printing		
Website		2,100.00
Newsletter: design, print and delivery		10,820.24
Emails / Dedicated Phone Line		
Photography Contract		
Communications - Miscellaneous		
Carols at Christmas		
Remembrance Day		
VE Commemoration (May 2020)		
Small Grants Scheme		50.00
Env Award to Shavington Academy		
Youth Club		
S.137 Grants - car park		5,500.00
Grounds Maintenance		7,877.00
External Audit		
Internal Audit		
Internal, external audit ChALC fee		4,926.05
CALC		
Member Training		85.00
Consultant's Support from CCA		
CCA Membership		
PCSO		33,280.00
Purchase of Land		

Shavington-cum-Gresty Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Maintain/Upgrade Kitchen Bar Area		
Window Blinds in Village Hall		
Play Equipment Inspections/Maintenance		
Play Equipment Other		
Quarterly Inspections		
Replace covered Litter Bins		
Unallocated Reserves		
Hygiene Equipment		
Supplies		391.95
Cleaning of Hall		4,765.24
Window Cleaning		
British Gas Careplan		
Gas Supply		2,322.94
Scottish Power		735.33
Water Services		
Waste Collection		
Fire Equipment		325.39
Music Licence		
Wi-Fi Service		678.00
Call-minding Service		
Keys for Village Hall		
On-line Booking Service		155.45
General Maintenance		2,575.01
Other		
Hall Hire	10,355.00	228.75
Staff Expenses		1,200.26
Accountancy software		584.00
ICT equipment		1,499.66
Staff Training		401.00
General Parish Council design and print		2,500.19
Office 365 package		1,059.08
VOIP phone line/costs		245.31
Adobe Creative Cloud		588.46
Zoom - for holding remote Council meetir		247.98
Event 1 - Village Festival		1,659.14
Event 2		1,356.11
Event 3		1,390.00
Event 4 - Christmas/Winter		900.00
Event 5 - Remembrance Sunday		3,831.37
Recreational Land research cost		1,003.00
Vine Tree Play Area - Maintenance		
Lengthsman for maintenance		
Vine Tree Play Area - quarterly inspector		

Shavington-cum-Gresty Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Union flag	150.00	
Neighbourhood Plan	670.00	
Police Car PCSO use		
Dame Hygiene	481.87	
Water Plus	2,580.12	
ASH Waste collection	990.39	
PPS/PRS		
Call-minding service(KBVO/Cymphony)	839.03	
Marketing	1,083.49	
H&S Village Hall	500.00	
Boundary Marketing	3,535.34	
GDPR	900.00	
VAT	17,534.95	9,271.98
	174,144.31	172,783.07
Closing Balances:		
Balances in Bank Account		85,617.11
Cash in Hand		5.00
TOTAL	258,405.18	258,405.18

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Signed 
Responsible Financial Officer

Date 20.04.2022



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide Members a draft version of the Financial Risk Assessment

Version Control: v1

Author: Clerk

1. Report Summary

The reports provide Members the Draft version of the Financial Risk Assessment

2. Background

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

3. Position

On May 18, the Finance & Strategy Committee review the DARFT Financial Risk assessment and agreed to recommend it to Full Council for approval (subject to some amendments being made)

Members are asked to consider the draft Financial Risk Assessment attached in Annex 1

4. Governance

Shavington cum Gresty Parish Council Finance Regulation 2022/23
IA report 2021/22

5. Financial Impact

Positive

6. Resource Impact

Clerk time

7. Conclusions

Members are asked to approve the Finance Risk Assessment

SHAVINGTON CUM GRESTY PARISH COUNCIL
FINANCIAL RISK ASSESSMENT
Approved Full Council 6 October 2021

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

Risk Area	Risk Identified	Mitigation	Notes
		ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	
	Lack of budgetary overview/overspend against budget	Monthly review of income and expenditure	
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Reserves equivalent to at least three months' spend available in accordance with ScG Parish Council Reserve Policy	
Financial Systems and Records	Loss of data	Scribe system retain all council cash books Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued Documents are retained for 12 years	
	VAT The Scribe system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts	VAT returns are lodged on a quarterly basis in line with accepted procedures	
	Payroll Beardmore Accountants provide payroll services and carry out payroll function	The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis Backups are made to the server Payments can only be issued for the nominated employees, which must be authorised in advance of the payment Documents are retained for 12 years Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information and highlight any discrepancies	
Banking Arrangements and Procedures	Co-op Bank is used Accounts	One bank account used on a daily basis Reviewing how much is placed into a higher rate deposit account	
Banking Security/Access to Finances	Cheques	Each cheque from the main account must be signed by 3 Councillors and the Parish Clerk as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)	
	Transfers	Monies may be transferred between the Councils accounts by the Clerk	
	Bank Reconciliation	All accounts are reconciled using the Scribe system every month Any discrepancies are immediately reported to the bank for investigation All petty cash accounts which do not have statements are reconciled on a monthly basis against the cash held and any discrepancies are immediately reported to the Clerk	

Risk Area	Risk Identified	Mitigation	Notes
	Access to the main bank accounts	Clerk, Community Manager and authorised signatures Councillors have access to the bank account. Only the Clerk is authorised to set up payments or move money	
	Cheques	All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.	
	Payments	<p>All payments must be authorised by the RFO before any cheque is issued. The RFO is to sign the invoice/Purchase Order to confirm and record that the payments have been authorised.</p> <p>Three members are required to approve all payments as per section 5.2 of Finance Regulation.</p>	
	Petty Cash – Cash Payments	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk	No petty cash system in operation
	Hire Charges	<p>Council agrees the charges, as set by Parish Council's ToRs</p> <p>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval</p> <p>All bookings must be paid for in advance</p>	
	Cash collected from community events	<p>All cash collected at events is collected by appointed staff and a receipt is always issued (e.g. markets income)</p> <p>At the office the cash is emptied and counted manually within one working day by at least two members of staff</p>	
	Processing and banking	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the Scribe system and all entry references are printed out and retained</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the Scribe system which is then checked against the bank reconciliation</p> <p>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</p>	
Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping annually	

Risk Area	Risk Identified	Mitigation	Notes
		Advice taken from internal auditor, external auditor, accountant, SLCC and NALC on changes in regulation	
	Expenditure/income coded incorrectly	Parish Clerk checks nominal ledger every quarter Items are coded	
	<p>Standing Orders</p> <p>Standing orders are reviewed and approved by Parish Council on an annual basis at the AGM</p>	The Clerk reacts to any changes in legislation, requests from Parish Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	<p>All payments reviewed</p> <p>Parish Clerk authorises three councillors approve the payment. Clerk set up payment on online banking, another authorised signature has to approve it</p>	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons	
	Incorrect entries by bank	Bank statements reconciled monthly	
Annual Budget and Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Parish Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the September, October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by CEC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p>	

Risk Area	Risk Identified	Mitigation	Notes
		The final budget is approved in December and CEC is immediately advised of the precept	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each Council meeting these are loaded onto Scirbe accounts system at the start of the new financial year	
	Monitoring	On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices, etc. against the budget schedule to confirm that they are within the limits All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget Any over expenditure is highlighted and brought to the attention of the Clerk	
	Reporting	A full report of expenditures against budget is lodged with council at each Finance Committee meeting Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure	
Insurable Risks	Public Liability	Insurance cover In addition, annual checks of play equipment	Limit of cover £10,000,000 Reviewed annually
	Employers Liability	Insurance cover	Limit cover £10,000,000 Reviewed annually
	Property	Cover for buildings and contents All risks cover for selected items	
	Personal Accident	Continue with existing cover (scale benefits)	Limit of cover £1,000,000
	Legal disputes	Cover for specified legal disputes	Limit of cover £100,000
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office	
Asset List	Purchased	An asset list is maintained by the Parish Council on OneDrive This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list The asset list is circulated to staff on an annual basis to ensure that all items are correct	
Internal Audit	Internal Audit	The Internal Auditor is approved annually by Council at the AGM and might attend the office to complete the internal audit in May of each year	

Risk Area	Risk Identified	Mitigation	Notes
		<p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Parish Clerk/RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Parish Clerk/RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
ICT	IT Security, safety of information/risk of loss of data	<p>Microsoft Office 365 installed on all PCs Allows for cloud back up of information</p> <p>Allows for cloud storage of all council data – more secure than onsite storage.</p>	
Supplier fraud	Fraud, safety of information/risk of data loss, theft of fund, reputational damage	<p>Training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.</p> <p>Bank details and personal information should be included together with any new contract signed.</p> <p>Establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change</p> <p>Periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</p>	

Risk Area	Risk Identified	Mitigation	Notes
		Checking address and financial health details with Companies House Checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account	
Supplier dispute	Reputational damage, loss of money	Contracts should be signed for all services over £500 Services below £500 or emergency works should have at least a written brief shared and agreed with the supplier outlining deliverables of the service	

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

DRAFT



Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide a budget setting schedule for 2023/24 Council Budget

Version Control: v1

Author: Clerk

1. Report Summary

As an autonomous local council, Shavington-cum-Gresty Parish Council has the power to set budget and levy precept to fund services and provision of activities within its powers and duties. Budget Setting is a key process in ensuring financial security, service delivery clarity and transparency.

2. Background

The council must notify Cheshire East Council (CEC) as the collecting authority in January of its precept requirement for the forthcoming year. To achieve this, budget must be set and calculated in good time to ensure reporting is achieved to deadline.

It is essential that council has the opportunity to review the budget in context of current year projected spend, in relation to its ambitions and to reflect anticipated service delivery and developments.

3. Position

On May 18th, the Finance and Strategy Committee discussed and agreed to recommend to Full Council the following budget setting schedule for 2023/24 Council Budget:

A rough first draft budget for 2023/24 will be circulated to members, committees and staff team (if presents) to provide initial feedback and considerations.

Every committee will be asked to review the budget as it relates to the delegated work they deliver and inform the budget setting for those aspects.

The Finance and Strategy Committee will maintain oversight of each revised version and the most up to date version will be shared at Parish Council in October.

Council will be held in December to consider and approve a budget for 2023/24, giving time for completing the precept return paperwork for CEC.



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Draft Budget Review and Recommendation Schedule

The budget setting process will allow for multiple opportunities for members, committees and council to build consensus on the budget for the forthcoming year.

This will also facilitate an opportunity for members to build their in-depth knowledge of the spend plans for the council and confidence in the final approval of budget for 2023/24.

- a. 15.06.2022 draft budget reviewed by Community and Engagement Committee as it relates to that committee for onward recommendation
- b. 22.06.2022 draft budget reviewed by Staffing Committee as it relates to that committee for onward recommendation
- c. 06.07.2022 version 1 2023/24 draft budget (rough draft) circulated to members of the Parish Council to inform the revision of the draft
- d. 13.07.2022 Draft budget reviewed by Environment & Recreation Committee as it relates to that committee for onward recommendation
- e. 21.09.2022 Draft budget reviewed by the Finance & Strategy Committee as it relates to that committee for onward recommendation
- f. 05.10.2022 version 2 2023/24 draft budget (rough draft) circulated to members of the Parish Council to inform the revision of the draft
- g. 19.10.2021 Draft budget reviewed by the Village Hall Committee as it relates to that committee for onward recommendation
- h. 23.11.2021 the final DRAFT version of the 2023/24 budget will be considered by the Finance & Strategy Committee, for its final recommendation to Council
- i. 07.12.2022 Parish Council considers and approves a budget for 2023/24

4. Consideration Sought

It is the clear recommendation of the Clerk that council adopts a clear budget setting schedule that empowers and encourages members, committee and council to inform the future spend profile of the council.

The above schedule seeks to maintain a consistent presence of budget setting in the meeting calendar for the council and committees.

Members are asked to note the report and to approve the budget setting for 2023/24



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Report Statement

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

Shavington cum Gresty Parish Council June 2022

Mayoral Appointment

I have taken over the chains of office from outgoing Mayor, Cllr Sarah Pochin, who represents Bunbury ward. This happened Wednesday May 18th during a ceremony in the Tenants' Hall at Tatton Park.

I am the 12th mayor of the borough and take office after two Covid interrupted years during which many civic engagements have had to be cancelled or postponed. I was proposed by Cllr Arthur Moran, from Nantwich North and West Ward, and seconded by Cllr Suzie Akers-Smith of Congleton West Ward both of whom spoke warmly about me and I thank them for that.

I pay tribute to outgoing mayor Cllr Pochin, who I think has been a great ambassador for CEC and for organising the vigil for Ukraine soon after the Russian invasion. I will be using my term in office to continue that focus and raise money for Ukrainian refugees as well as "shining a light", as best as I can, on the many amazing charities and community organisations in the borough, the inspirational schools and youth groups and the thousands of volunteers and innovative businesses to celebrate their achievements and raise their profile.

If Shavington cum Gresty Parish Council wish to help Ukrainian refugees, please consider a donation, no matter how small, into the mayor' charity which can be made via: Barclays Bank – Account Name:

Cheshire East Borough Council
Mayor of Cheshire East Charity Account
Sort Code 20-24-41; Acct No 83725464

Purpose of the payment --Donation to Mayor's Fund when asked what it is for.

This account is not used by CEC and the entire amount will be allocated to helping refugees.

Ukrainian Refugees: As at 20th May 2022:

Sponsors/Accommodation registered for the scheme in Cheshire East 204

Refugees registered to come to Cheshire East under the scheme 498

Of whom:

- Adults 290



- Children 208
 - Aged 0-3 27
 - Aged 4-11 104
 - Aged 12-17 77
 - + others unknown ages
- Sponsors who have been contacted 198
- DBS check applications initiated 297
- DBS checks returned* 206

(*CEC has established a panel to review DBS checks returned each week to identify any concerns or risks)

- Housing inspections completed 139
- Refugees arrived in Cheshire East under the scheme 204

Total arrivals by area (where known):

- Alderley Edge 1
- Alsager 9
- Bickerton 3
- Bollington 1
- Congleton 19
- Cranage 7
- Crewe 26
- Disley 2
- Holmes Chapel 5
- Knutsford 29
- Langley 2
- Macclesfield 22
- Middlewich 5
- Nantwich 14
- Poynton 5
- Prestbury 10
- Rode Heath 5
- Sandbach 7
- Scholar Green 1
- Sutton 3
- Wilmslow 13

Education placements required: 88

- Early years: 5
- Primary: 52
- Secondary: 22

Journey First referrals agreed for young people aged 15+ to ensure post 16 provision is in place.

Welcome payments to guests issued (£200) 201

National updates

Homes for Ukraine Phase 2

Matching roles and responsibilities have been announced for Homes for Ukraine Phase 2. In this second phase, people with spare accommodation are invited to make an expression of interest in



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hosting one or more refugees. They may then be 'matched' with Ukrainian refugees seeking accommodation.

Four accredited VCFSE organisations have been identified that are responsible for matching in phase 2:

- Citizens UK - Ukrainian Sponsorship Pathway (uspuk.org)
- Refugees at home - Refugees At Home - Host / Refer a Guest / Donate
- Reset - Homes for Ukraine • Reset Communities and Refugees (resetuk.org)
- World Jewish Relief - World Jewish Relief | Ukraine Response

The council will still be responsible for providing long-term support, DBS checks and accommodation checks, and will be responsible for arranging alternative accommodation if the relationship between sponsor and guest breaks down (further guidance will be provided by DLUHC around this).

'Rematching' arrangements

Rematching in the event of relationship breakdown between sponsor and guest and/or failed safeguarding checks will be Local Authority led.

For short-term breakdown, homelessness provision will be activated.

Local Authorities are to build up a 'pool' of potential homes for rematching from the 1,644 property offers, (known as expressions of interest / 'EOI') in the Foundry system.

Guidance suggests that, if rematching is required, Local Authorities should:

- Consider local – particularly if a child has already enrolled in a school
- Consider rematching refugees based on their 'family unit(s)', not necessarily complete households
- Consider sponsor households/accommodation that have already been checked
- Consider using the VCFSE sector to support the local 'rematching' process
- Safeguarding and safety checks are to be complete prior to match 'move in'.

There will be a funding reconciliation process at the end of the financial year – The £10,500 paid to councils for each refugee should be used for additional homelessness and rematching costs.

Local updates

The council is requesting enhanced DBS checks for all sponsors/households. CEC is no longer asking for basic DBS checks. This is to make the process more efficient.

Arrangements are now in place for refugee 'welcome' payments to be paid at the Post Office.

'Welcome' welfare visits have begun, (this is done once guest has arrived, with sponsor and when all initial safeguarding and safety checks have been completed – these checks are integral to prevent relationship breakdown and community integration).

Accessing healthcare for refugees

Information for refugees about how to access healthcare can be found online here: NHS entitlements: migrant health guide - GOV.UK (www.gov.uk)

Applying for school places

An application should be submitted for each child. This can be completed before the child has arrived in the UK or after they have arrived. We would strongly encourage that an application is only made either after the child has arrived or when arrangements are confirmed (for example, checks completed) so a place is not offered until it is needed. It must be submitted by the parent or someone who has care of the child. Although sponsors can support with the application they are

not permitted to apply on behalf of the parent. The Council may need to speak to the parent or make verification checks before discussing an application with the sponsor or other person.”

Please visit School admissions (cheshireeast.gov.uk) for more information about applying for school places.

DLUHC briefing on Homes for Ukraine

Homes for Ukraine: guidance for councils - GOV.UK (www.gov.uk) (18 March 2022)

People from Ukraine need a visa to enter the UK. There are two visa routes identified to support Ukrainian nationals who want to come to the UK:

- Ukrainian Family Scheme; and
- Homes for Ukraine

Eligibility for, and approval of, visas is the responsibility of the Home Office, but the 'Homes for Ukraine' scheme is being administered by the Department for Levelling Up, Housing and Communities (DLUHC). There is no cap on the number of visas that can be issued under either scheme – they will be demand-led

Local authority responsibilities under the scheme

- Initial reception. Contact with Sponsor and Guest – notify of arrival
- Data sharing. Receive and manage the necessary data from DLUHC about sponsors/guests who have applied for visas
- Safeguarding checks. DBS and Home Visits
- Interim payment for guest. Emergency cash support £200 per guest for subsistence costs
- Provision of education. Ideally close to accommodation
- Service referrals. Social care, health, third sector provision
- Work and Benefits. Sign up for benefits, support around employment
- Homelessness assistance. Support anyone that presents as homeless
- Community integration. Create links amongst sponsors, amongst guests, with 3rd sector and existing communities
- Administering payments to sponsors. Set up and authorise thank you payments

Contact details

Any questions regarding the scheme, email: refugeeinfo@cheshireeast.gov.uk

Cheshire East Council's fostering service makes vital appeal

With more than 500 children and young people in the care of the local authority, the council is once again reaching out to residents to ask if they can become Cheshire East Council foster carers.

Anyone who wants to know more about becoming a foster carer for Cheshire East Council, can visit the dedicated website www.togetherforfostering.co.uk or alternatively telephone 0300 123 3223.

Energy advice for groups

Should the Parish Council wish to organise an event for residents to address rising energy bills, Green Doctors, a service who provide energy saving advice and tips on reducing energy bills, have



offered to come out to visit groups who may be interested in a talk on how to prepare for the next expected hike in energy prices later this year.

If you would like to arrange a visit please
email greendoctor.clm@groundwork.org.uk

School Transport

An independent review of travel support for Cheshire East's children and young people will take place between April – July 2022.

Transport arrangements for children and young people have significantly changed over recent years. A rise in those eligible for transport, in particular children with special educational needs (SEND), along with a reduction in transport operators have impacted on both the cost of travel and the experiences of our children and young people who use these services.

This review will explore options to both reduce the pressure on the travel support budget and improve the effectiveness and customer experience in relation to sustainable travel support for children and young people.

The findings of the review and options for change will be set out in a paper to the Children and Families Committee in September 2022.

Plans to progress any approved options will start from September 2022 onwards, including any statutory consultation required.

The Big Jubilee Lunch

Eden Communities have produced a host of resources to support any groups or residents who are hosting community events to celebrate the Queen's jubilee. You can visit the link below for lots of helpful tips and advice, and to mark your event on their map!

<https://www.edenprojectcommunities.com/the-big-jubilee-lunch>

Cheshire East Council launches mobile health and wellbeing checks service

Cheshire East Council has launched a brand-new mobile health and wellbeing service to help residents improve their health, fitness, and wellbeing.

The health and wellbeing vehicles will initially visit large employers and businesses in Cheshire East, where the free health assessment service will be available to anyone over the age of 18 who is a Cheshire East resident or who works in Cheshire East.

The NHS and other local providers, to offer Covid vaccinations, free health checks, advice and information to help reduce or manage the risk of developing long term health conditions.

Staff have been extensively trained to undertake a range of wellbeing service checks to identify the risk of developing early signs of stroke, kidney disease, heart disease, type 2 diabetes or dementia over the next ten years. The check will last approximately 20 to 30 minutes.

This new health and wellbeing service is in addition to the NHS Health Check, which is a health check-up for adults in England aged 40 to 74. It's designed to spot early signs of stroke, kidney disease, heart disease, type 2 diabetes or dementia.

As people get older, they have a higher risk of developing one of these conditions and an NHS Health Check can help find ways to lower this risk. For more information go to the NHS health check web page: www.nhs.uk/conditions/nhs-health-check/

For all the latest information on the new health and wellbeing service, go to the council's Live Well directory web pages at: www.cheshireeast.gov.uk/livewell Cheshire East



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The spring rollout of the Household Support Fund is coming

Cheshire East Council with the help of a wide range of local partners, are distributing vouchers worth £2.2 million on behalf of the Department of Work and Pensions, to support the most vulnerable households across the county with food, utilities, and other essentials over the winter period.

The money is CEC's share of the government's £500 million Household Support Fund which will run from 23rd May 2022 to 30th September 2022. The fund is available to support both adults (without dependent children) and families with children and will be made available to vulnerable households who need additional financial support. The opening of the grant was selected on this date to align with the release of other support packages (council tax rebate) and bulk releases of the HSF programme (May/Summer).

Support for children and their parents via the grant will be delivered in line with the previous Household Support Fund. The children's bulk offer went live on the 23rd May, with further support available for children/adults/pensioners available for food and utilities and other essentials available via the online inquiry form from the 23rd May.

Children and Young People

Currently, over 10,000 children and young people from the following groups received their £20 worth of food vouchers via their school/college/setting for May half term. A further payment will be made during the summer holidays. Groups:

- are in receipt of income related free school meals
- are in receipt of early years pupil premium and two-year funding
- are care leavers up to age 25
- are not in education, employment or training aged 16-18
- are young carers for their parents/carers

Pensioners

Payments will be made via post office cash vouchers to pensioners currently in receipt of pension credit and will be available for spending on food and utilities or other essentials. Due to the availability of wider support packages council tax energy rebate, the bulk payment to pensioners will be paid in late June/early July. Outside of these periods, pensioner can apply for the grant but this application must be referred via CEC's online inquiry form and by a trusted professional/practitioner. Trusted practitioners must identify the individuals as 'financially vulnerable' and be able to evidence their needs in the inquiry form.

Adults

Adults applying for the grant must be referred via CEC's online inquiry form by a trusted professional/practitioner. Trusted practitioners must identify the individuals as 'financially vulnerable' and be able to evidence their needs in the inquiry form.

Inquiry Form

You can make referrals for food vouchers, energy vouchers or white goods to support the most vulnerable children, families, and adults you work with. Food vouchers are worth £20 per child per week, £40 per single adult or £60 per couple, and utilities vouchers are worth £100 per household. Please be clear if you are claiming for only children, only adults or adults and children as this will affect the value of the payment. Only one white goods claim can be made, however multiple items

can be applied for in a single claim. Please reserve top up requests for the individuals with the greatest financial difficulties. The Council know it's been a difficult time for many over the past year, and food and fuel costs have increased. Please apply for funding by completing this short form. If you work with any individuals from one of the above groups, please consider if the support they will receive will support their needs.

Webpage and Inquiry form links:

<https://www.cheshireeast.gov.uk/household-support-inquiry>

<https://cheshireeast.gov.uk/household-support-fund>

Cheshire East Council continues roll out of £19.9M council tax energy rebates and urges eligible taxpayers to apply

Cheshire East Council is continuing its roll out of £19.9 million for council tax energy rebates to 96,000 people and is now urging eligible taxpayers to apply if they have not received their payment.

The council has successfully issued nearly £14.4million to residents who pay council tax by direct debit and is now asking those who do not pay by direct debit, and who feel they may be eligible, to complete a form on their website and apply for their £150 energy rebate.

The council has two schemes for the £150 rebate which are:

- Scheme one – for households in council tax bands A to D (with some exceptions, such as empty properties). This includes properties that are valued in band E that qualify for the disabled band reduction scheme; and
- Scheme two – a discretionary scheme aimed at households in council tax bands E to H, where the taxpayer is in receipt of council tax support or income related benefits. This scheme will be available by the end of May.

The council also suggests that households in council tax bands E to H, consider reviewing if they are eligible for income related state benefits and council tax support– especially if their circumstances have changed. Anyone can check if they are eligible for a reduction in council tax by visiting the council tax section on Cheshire East Council's website and selecting 'council tax support for low-income families'.

The distribution of this grant has not been simple and there have been complexities within the guidance surrounding it.

It is also important to know that Cheshire East Council will never call you asking for your bank details for the council tax energy rebate.

The online form is available at www.cheshireeast.gov.uk/counciltax under 'council tax energy rebate £150'. A full list of eligibility criteria can also be found on this page.

Residents who have not yet received the rebate and who pay by direct debit are advised to wait until 31 May before filling the form out on the website.

The council is also asking that qualifying residents do not duplicate applying for the rebate, by signing up for a direct debit and filling out the online form, as this could create delays in the payment.

Residents who are direct debit customers and believe they are eligible for schemes one or two, will not need to take any action. However, those direct debit customers whose bank details do not match the name on their council tax bill, will be invited to fill in the online form.

For anyone who has difficulties in accessing or completing their council tax energy rebate online, please contact the council's customer service team on 0300 123 5013 for help.

The council anticipates more rebates will be issued into the summer.

Some of the Resident Issues I'm dealing with

GP telephone line

If you've waited for the surgery to answer the phone... here is a response to a concern I raised.

"Thank you for your email dated 9th May 2022, in which you raised concerns regarding the long phone queues at Rope Green Medical Centre on behalf of your residents in your area:

Following receipt, your email was passed to NHS Cheshire's Primary Care Team, who in turn contacted the Practice Manager at Rope Green Medical Centre. The Practice Manager acknowledged that there had been problems with their phone booking lines. You may be pleased to learn that the following measures have now been put in place to try and mitigate the situation:

The Information Technology team have increased the phone line capacity and the practice now has 20 phone lines. Peak demand continues when patients are ringing the practice to book an appointment first thing, and now their calls are automatically allocated to a queueing system.

There are always four Receptionists on the telephone system, answering and directing calls.

The Team Leader or the Practice Manager is always logged into the system to monitor the call waiting times. When the waiting times become too long, then other front office staff are pulled into answer the phone lines to help manage the capacity.

In the last six months' the practice has recruited an additional three receptionists and are currently advertising for an additional reception post..

The doors to the GP practice are open between 8.00am to 6.30pm. The telephone lines open at 8.15am and close at 6.00pm. Between 8.00am and 8.15am, and between 6.00pm and 6.30pm, the GP telephone answerphone message gives the number of a mobile divert number that callers can use.

During the Covid-19 pandemic, the telephone lines were used to complete repeat prescriptions, but this has now been stopped to try and reduce the volume of telephone calls to the practice. Patients are now asked to complete prescription requests on-line.

Increased appointment capacity on-line for cervical smear tests and reviews for those with long term conditions.

We hope this helps reassure your constituents and that the changes made improves the answering of phone calls. However, we would encourage any individuals who have concerns to contact our patient experience team direct, our details are shown in the signature below.

Patient Experience Team

NHS Cheshire Clinical Commissioning Group

Tel: 0800 132 996

Email: cheshireccg.patientexperience@nhs.net

Website: www.cheshireccg.nhs.uk

Broken Manhole

I've asked CEC to pressure Openreach to repair a manhole on Crewe Road which has had safety gates around it since October 2021. It presents as an obstruction to those with a disability.



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Footbridge at Squirrels Chase

I have had messages from other residents over safety fears and the anti social behaviour that the bridge is already attracting despite it not being officially open yet. The trees have been removed to open up a path for the bridge which used to form a barrier to keep people and children away from the stream . There is now nothing in place to stop children accessing the embankment either side of the bridge and this is where the current antisocial behaviour is occurring. Apparently, some children had hammers and at least 1 resident has witnessed the children on the old estate smashing the fencing and trees and intimidating the children on the Squirrels Chase side with the use of foul language.

The provision of a footbridge is required by condition no. 5 of planning permission ref. 17/6487N. The bridge which has been delivered appears to comply with the approved details. This being the case there is no breach of planning control and no action available to the Local Planning Authority (LPA) in this regard. I have raised concerns with the anti-social behaviour team.

Debris in the watercourse would be matter for the EA but Wainhomes have been asked to ensure it is all removed. Please note CEC has no powers to enforce this.

I have asked the anti-social behavior team for a view.

Footpath near to the Vine

Complaints of drug use in this area.

S278 Pedestrian Crossing on Crewe Road

There is a ducting issue now.



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Report Statement

Meeting: Parish Council Meeting

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

Version Control: v0

Author: Clerk

1. Report Summary

The report provides Members an update with regards to payments made by the Clerk since the previous meeting.

2. Background

The Council has been using the Scribe online system to manage and overview its accounts and finance.

3. Position

Members are asked to note the payments made by the Clerk from 4 May 2022 to 1 June 2022 listed in Annex 1.

4. Conclusions

Members are asked to consider the following:

- a. Note and approve the payment made by the Clerk under the current delegation scheme.
- b. Note the payments made by the Clerk under the current delegation scheme, and not to approve

5. Consideration Sought

That the payments are noted and approved.

ANNEX 1

List of payments made by the Clerk under the current scheme of delegation.

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13	05/05/2022	ScG/22/01/17	Parish Council Main A _y	13065628	Chalc Affiliation Fee	Cheshire Assoc Local Council	X	1,470.04		1,470.04
23	05/05/2022	ScG/22/01/17	Parish Council Main A _y	13065763	Refund - wood filler for disable	G McIntyre	X	9.00		9.00
24	05/05/2022	ScG/22/01/17	Parish Council Main A _y	13065918	Ground contract Qrt 1	Green Living Horticultural ltd	Z	2,990.00		2,990.00
25	12/05/2022		Parish Council Main A _y		VOIP	Cymphony	S	63.53	12.70	76.23
26	12/05/2022		Parish Council Main A _y		Waste collection Village Hall	ASH Waste Services	S	78.30	15.66	93.96
27	12/05/2022		Parish Council Main A _y		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
32	12/05/2022		Parish Council Main A _y		Office 365	Strategy 365	S	74.20	14.84	89.04
43	13/05/2022		Parish Council Main A _y		VOIP	Gradwell Communications	S	18.08	3.62	21.70
48	18/05/2022		Parish Council Main A _y		Pension contribution May 2022	NEST	X	209.40		209.40
57	25/05/2022		Parish Council Main A _y		British Gas Village Hall	British Gas	X	210.57		210.57
44	25/05/2022		Parish Council Main A _y	13569740	Water Village Hall	Water Plus	Z	168.32		168.32
55	25/05/2022		Parish Council Main A _y		Litter Picker Clean Team	The Safety Supply Company	S	164.50	32.90	197.40
40	25/05/2022		Parish Council Main A _y	13570445	Parish Council website license	Brave Little Tank	S	175.00	35.00	210.00
42	25/05/2022		Parish Council Main A _y	13570003	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
28	25/05/2022		Parish Council Main A _y	13568980	Internal Audit account 2021/22	JDH Business Services	S	472.50	94.50	567.00
29	25/05/2022		Parish Council Main A _y	13569182	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
30	25/05/2022		Parish Council Main A _y	13569311	Cleaning Village Hall	Crystal Clean	S	43.00	8.60	51.60
31	25/05/2022		Village Hall A/C	13569393	Cleaning Village Hall	Crystal Clean	S	50.00	10.00	60.00
33	25/05/2022		Parish Council Main A _y	13569503	Cllr McIntyre refund - painting	G McIntyre	X	7.20		7.20
39	25/05/2022		Parish Council Main A _y	13569635	S Garnero refund: #QueenBee	S Garnero	X	77.93		77.93
41	25/05/2022		Parish Council Main A _y	13570082	Cllr McIntyre refund - VH repai	G McIntyre	X	1.05		1.05
45	25/05/2022		Parish Council Main A _y	13570273	HMRC - P30	HMRC	X	1,291.15		1,291.15
46	25/05/2022		Parish Council Main A _y	13570630	Staff salary May 2022	S Randle	X	861.86		861.86
47	25/05/2022		Parish Council Main A _y	13570743	Staff salary May 2022	S Garnero	X	2,136.95		2,136.95
Total								11,093.58	332.02	11,425.60



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Report Statement

Meeting: Parish Council Meeting
Report Purpose: To provide Members a list of payments to consider
Version Control: v0
Author: Clerk

1. Report Summary

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

2. Background

The Council has been using the Scribe online system to manage and overview its accounts and finance.

3. Position

Members are asked to consider the list of payments attached in Annex 1.

4. Conclusions

Members are asked to consider the following:

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

5. Consideration Sought

That the payments are approved.

ANNEX 1

List of payments to be considered by Members

Shavington-cum-Gresty Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
49	02/06/2022		Parish Council Main A _y		Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
51	02/06/2022		Parish Council Main A _y		Signs Vine Tree Play area	Inprint Colour	S	114.00	22.80	136.80
52	02/06/2022		Parish Council Main A _y		Banner VF Event	Inprint Colour	S	168.00	33.60	201.60
59	02/06/2022		Parish Council Main A _y		VH repairs: wall lights lounge :	Mick Ascroft	S	310.00	62.00	372.00
58	02/06/2022		Parish Council Main A _y		Expenses refund	S Randle	X	21.40		21.40
53	02/06/2022		Parish Council Main A _y		Newsletter - Jubilee	Solopress	Z	731.37		731.37
54	02/06/2022		Parish Council Main A _y		Newsletter - Jubilee	Solopress	Z	536.89		536.89
56	02/06/2022		Parish Council Main A _y		Newsletter delivery	The Leaflet Team	Z	389.00		389.00
Total								3,170.66	298.40	3,469.06



SHAVINGTON
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Report Statement

Meeting: Parish Council Meeting
Report Purpose: To provide Members the YTD finance position
Version Control: v0
Author: Clerk

1. Report Summary

The report provides Members the YTD finance position of the Council.

2. Background

The Council has been using the Scribe online system to manage and overview its accounts and finance.

3. Position

Members are asked to note the YTD finance position of the Council.

4. Consideration Sought

That the YTD finance position of the Council is approved

ANNEX 1

YTD finance position

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				11,000.00	4,357.26	6,642.74	6,642.74 (60%)
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	448.00	2,552.00	2,552.00 (85%)
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	99.33	2,900.67	2,900.67 (96%)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
SUB TOTAL					27,200.00	4,904.59	22,295.41	22,295.41 (81%)

Environment & 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	164.50	1,835.50	1,835.50 (91%)
28	Ground Maintenance- supplier				15,000.00	2,990.00	12,010.00	12,010.00 (80%)
29	Vine Tree Play area - maintenanc				1,000.00	114.00	886.00	886.00 (88%)
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%)
SUB TOTAL		400.00		-400.00	19,200.00	3,268.50	15,931.50	15,531.50 (79%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				300.00		300.00	300.00 (100%)
4	Stationary				600.00		600.00	600.00 (100%)
5	Accountancy software				650.00		650.00	650.00 (100%)
6	ICT equipment				750.00		750.00	750.00 (100%)
9	Audit Fees				1,500.00	472.50	1,027.50	1,027.50 (68%)
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	1,646.31	1,353.69	1,353.69 (45%)
13	Telephone				500.00	105.61	394.39	394.39 (78%)
14	Website subscription				2,100.00	525.00	1,575.00	1,575.00 (75%)
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	80,577.00	-80,577.00				-80,577.00 (-50%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)
53	Acquisition projects				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL		161,154.00	80,577.00	-80,577.00	25,600.00	2,749.42	22,850.58	-57,726.42 (-30%)

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		(0%)
51	PCSO funding				33,300.00		33,300.00	33,300.00 (100%)
SUB TOTAL					38,800.00	5,500.00	33,300.00	33,300.00 (85%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				69,250.00	8,998.72	60,251.28	60,251.28 (87%)
2	Payroll Service				920.00	176.50	743.50	743.50 (80%)
7	Staff Training				2,500.00		2,500.00	2,500.00 (100%)
8	Members Training				100.00		100.00	100.00 (100%)
SUB TOTAL					72,770.00	9,175.22	63,594.78	63,594.78 (87%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	43.00	257.00	257.00 (85%)
34	Cleaning Service				4,500.00	420.00	4,080.00	4,080.00 (90%)
35	Gas supply				1,900.00	483.87	1,416.13	1,416.13 (74%)
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	113.00	687.00	687.00 (85%)
39	Online booking system				300.00	23.24	276.76	276.76 (92%)
40	Hygine service				700.00	527.66	172.34	172.34 (24%)
41	Water supply				2,000.00	356.68	1,643.32	1,643.32 (82%)
42	Waste collection				960.00	175.42	784.58	784.58 (81%)
43	PPS/PRS				250.00		250.00	250.00 (100%)
44	Call minding service				840.00	158.14	681.86	681.86 (81%)
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	97.25	1,402.75	1,402.75 (93%)
48	Hall hire	14,000.00	405.00	-13,595.00		50.00	-50.00	-13,645.00 (-97%)
SUB TOTAL		14,000.00	405.00	-13,595.00	22,300.00	2,448.26	19,851.74	6,256.74 (17%)

Summary

NET TOTAL	175,554.00	80,982.00	-94,572.00	205,870.00	28,045.99	177,824.01	83,252.01 (21%)
V.A.T.					1,247.56		
GROSS TOTAL		80,982.00			29,293.55		