



SHAVINGTON  
CUM  
GRE<sup>STY</sup>

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

Main Road,  
Shavington, Crewe  
CW2 5DP

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

1 July 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 6 July 2022** 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 Meeting hold on 1 June 2022 ( <b>attached</b> )
4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

5	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 1 June 2022 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee (<b><i>DRAFT minutes attached</i></b>)  <u>Chair:</u> Councillor K Gibbs  Meeting held 15 June 2022  Items for consideration:</p> <ol style="list-style-type: none"> <li>i. that a recommendation is made to Full Council to move £1,000 from the Community Events cost code toward the Winter/Christmas event cost code, to support the delivery of the Shavington-cum-Gresty Christmas Market event 2022.</li> <li>ii. that the DRAFT C&amp;E Budget 2023/24 is approved and recommended to F&amp;S Committee and Full Council for consideration, subject to the following amendments being made: <ol style="list-style-type: none"> <li>a. Small Grant Scheme budget to be increased to £500, and be renamed (Parish Council awards)</li> <li>b. Wall of Memories Project budget to be included for £1,000</li> <li>c. Honorary Freedom budget to be included for £500</li> </ol> </li> </ol> <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 &amp; Strategy Committee  <u>Chair:</u> Cllr Wain</p> <p><u>Committee:</u> Staffing Committee  <u>Chair:</u> Cllr Buchanan</p> <p><u>Committee:</u> Planning Committee  <u>Chair:</u> Cllr McIntyre  Meeting held on 6 July 2022</p>
6	<p>To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC) (<b><i>attached</i></b>)</p>
7	<p>To receive the May Report from the Village Beat Manager (<b><i>attached</i></b>)</p>
8	<p>To note the YTD Parish Council finance position and to consider month-end reconciliation statements (<b><i>attached</i></b>)</p>

9	To receive and consider a Budget Monitoring report for the first quarter to June 2022, which identifies the main variations from the approved spending and potential impact on future budget ( <b>attached</b> )
10	To note and approve all payments since 1 April 2022 ( <b>attached</b> )
11	To receive and consider a proposal to renew the Parish Council's subscription to Parish Online and to authorise the Clerk to progress with the payment of the annual fee of £225+VAT
12	To consider approving the next round of payments ( <b>attached</b> )
13	To receive and consider an update with regards to the Community Infrastructure Levy (CIL) collected from CEC on behalf of the Parish Council for the period 1 October 2021 to 31 March 2022 ( <b>to follow</b> )
14	To receive an update with regards to the #QueenBee project and the HS2 Community grant award.
15	To receive and consider an update with regards to 140 Main Road
16	To receive and consider a proposal to seek accreditation to the Local Council Award Scheme ( <b>attached</b> )
17	To receive and consider the following policy: <ul style="list-style-type: none"> <li>a. Village Hall hiring agreement (<b>attached</b>)</li> </ul>
18	To consider recommendations for the budget setting 2023/24 from the following Committees ( <b>attached</b> ): <ul style="list-style-type: none"> <li>a. Community and Engagement Committee</li> </ul>
19	To consider to delegate the Parish Clerk to negotiate and sign a new contract for the provision of Office 365 for the Council in accordance with the Parish Council Financial Regulation
20	To receive and consider a proposal to establish an Interparish Working Group ( <b>circulated</b> )
21	To receive and consider an update with regards to the Shavington Park's Allotments
22	To note the date of the next Council Meeting – <b>5 October 2022, 8PM</b>

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



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**MINUTES of the meeting held on**  
**Wednesday 1 June 2022**

In attendance: Cllrs Adams, Bebbington Buchanan, Ferguson, B Gibbs, Hancock, Jones, McIntyre,  
Moore, Wain

Community Manager

<b>ScG/22/02/1</b>	<b>To receive and consider apologies for absence</b>
	Apologies were received and accepted from Cllrs Edgar and K Gibbs.
<b>ScG/22/02/2</b>	<b>To note declarations of Members' interests</b>
	No declaration of interest was raised.
<b>ScG/22/02/3</b>	<b>To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on 4 May 2022</b>
	<b>RESOLVED:</b> That the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG/22/02/4</b>	<b>Public Participation</b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	Mrs Jones, representative of Shavington-cum-Gresty Parish Council at the Shavington Triangle Liaison Group, updated members with regards to the latest Shavington Triangle Liaison Group meeting and asked Councillors to consider their position with regards to the Shavington Park allotments.
<b>ScG/22/02/5</b>	<b>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 4 May 2022 or any items arisen since then:</b>  <u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs

	<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 &amp; Strategy Committee  <u>Chair:</u> Cllr Wain                      Meeting held 18 May 2022                      Items for consideration:</p> <ul style="list-style-type: none"> <li>i. That the Financial Risk assessment is recommended to Full Council to adoption, subject to:                             <ul style="list-style-type: none"> <li>a. Supplier fraud: more details being included in the risk section</li> <li>b. Supplier dispute: being listed as risk</li> </ul> </li> <li>ii. that the budget setting schedule for 2023/24 is approved and recommended to Full Council</li> </ul> <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<sup>1</sup>                      Meeting held on 1 June 2022</p>
	Members <b>NOTED</b> the updates.
<b>ScG/22/02/6</b>	<b>To consider and approve representations on outside bodies</b> <ul style="list-style-type: none"> <li>a. <b>Village Festival Committee – Cllr Hancock</b></li> </ul>
	Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that Cllr Hancock is confirmed as representative of the Parish Council for the Village Festival Committee
<b>ScG/22/02/7</b>	<b>To consider nominations to new and existing Committees</b>
	Members <b>NOTED</b> the updates.  <b>RESOLVED:</b> that the Committees' membership is reviewed as following: <ul style="list-style-type: none"> <li>a. Cllr Hancock to be added to Finance and Strategy Committee</li> </ul>

<sup>1</sup> Cllr McIntyre was nominated Chair of the Planning Committee on 01.06.2022

	b. Cllr Bebbington to be added to the Planning Committee
<b>ScG/22/02/8</b>	<b>To consider to approve the Annual Governance Statement by resolution</b>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that statements of the Annual Governance Statement are completed as follow:</p> <ul style="list-style-type: none"> <li>- Statement 1) yes;</li> <li>- Statement 2) yes;</li> <li>- Statement 3) yes;</li> <li>- Statement 4) yes;</li> <li>- Statement 5) yes;</li> <li>- Statement 6) yes;</li> <li>- Statement 7) yes;</li> <li>- Statement 8) yes.</li> <li>- Statement 9) not applicable.</li> </ul> <p><b>RESOLVED:</b> that the Chair and the Clerk are authorised to sign the Annual Governance Statement on behalf of the Council.</p>
<b>ScG/22/02/9</b>	<b>To review and consider the Internal Auditor report</b>
	<p><b>To approve dates for the period of Public Rights:</b></p> <ul style="list-style-type: none"> <li>- <b>Commencing on Monday 13 June 2022 and ending on Friday 22 July 2022</b></li> </ul>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the dates for the period of Public Rights from Monday 13 June to Friday 22 July 2022 are approved.</p> <p><b>RESOLVED:</b> that any outstanding issues raised in the Internal Auditor Report will be addressed by the Finance &amp; Strategy Committee and reported back to Full Council throughout the year.</p>
<b>ScG/22/02/10</b>	<b>To consider to approve Section 2 – Accounting Statemen 2021-22 for submission to PKF Littlejohn LLP, external auditor</b>
	<p>Members <b>NOTED</b> the reports.</p> <p><b>RESOLVED:</b> that the Account Statements 2021/22 as shown by the Clerk are approved and signed by the Chairman on behalf of the Parish Council.</p>
<b>ScG/22/02/11</b>	<b>To receive and consider the revised Parish Council Financial Risk Assessment as recommended by the Finance &amp; Strategy Committee</b>
	Members <b>NOTED</b> the report.

	<b>RESOLVED:</b> that the Financial Risk Assessment is approved as recommended by the Finance & Strategy Committee.
<b>ScG/22/02/12</b>	<b>To receive and consider the budget setting schedule for 2023/24 as recommended by the Finance &amp; Strategy Committee</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the budget setting schedule for 2023/23 is approved as per Finance & Strategy Committee recommendation.
<b>ScG/22/02/13</b>	<b>To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC)</b>
	Members <b>NOTED</b> the report.
<b>ScG/22/02/14</b>	<b>To receive an update from Cllr Buchanan with regards to the AGM of the Wybunbury United Charities</b>
	Cllr Buchanan briefed Members with regards to the AGM of the Wybunbury United Charities.  Members <b>NOTED</b> the update.
<b>ScG/22/02/15</b>	<b>To consider granting a waiver of the six-month attendance rule provided within Section 85(1) of the Local Government Act to Cllr Ryan Moore</b>
	<b>RESOLVED:</b> that the item is not considered, as no longer relevant.
<b>ScG/22/02/16</b>	<b>To note and approve payments since the previous meeting</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that payments made by the Clerk under the delegation scheme listed in report 16.1 are approved.
<b>ScG/22/02/17</b>	<b>To consider approving the next round of payments</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that payments listed in item 17.1 are approved.
<b>ScG/22/02/18</b>	<b>To note the YTD Parish Council finance position</b>
	Members <b>NOTED</b> the YTD Parish Council finance position.
<b>ScG/22/02/19</b>	<b>To receive and consider an update with regards to 140 Main Road</b>
	The Clerk updated Councillors on the item.  Members <b>NOTED</b> the update.

<b>ScG/22/02/20</b>	<b>To receive an update with regards to the #QueenBee project and the acceptance of the HS2 Community grant award.</b>
	<p>The Community Manager updated Councillors on the project and on the acceptance of the HS2 Community Grant Award.</p> <p>Members <b>NOTED</b> the update.</p>
<b>ScG/22/02/21</b>	<b>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&amp;R Committee ToR</b>
	<p>The Clerk briefed Members with regards to the damaged planter in Main Road/Weston Road and related repair works undertaken by the Parish Council's Handy Man authorised by the Clerk under the E&amp;R Committee ToR.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the repair works (£180) authorised by the Parish Clerk under the E&amp;R Committee Scheme of Delegation are approved.</p> <p>Members <b>NOTED</b> that the planter repair costs have been totally refunded by the responsible of the accident.</p> <p>Members <b>NOTED</b> that the Parish Council's Handy Man expressed the desire to donate the money from the repair works to a charity to be chosen by the Parish Council. Members thanked the Handy Man and agreed that it is up to him to choose the charity to support.</p>
<b>ScG/22/02/22</b>	<b>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.</b>
	<p><b>RESOLVED:</b> that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press are excluded from the meeting during the consideration of item 23 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</p>
<b>ScG/22/02/23</b>	<b>To receive and consider staff appraisal and staff salary review</b>
	<p>Cllr Buchanan, Chair of Staffing Committee, briefed Members on the item.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>a. That the Clerk's SLCC Membership renewal is sponsored by the Parish Council and that the Clerk is instructed to proceed with the payment (£206 from Staffing Committee budget – Staff training cost code)</li> </ol>



	b. That the Clerk's pay increase to SCP 31 is approved and implemented from 1 June 2022
<b>ScG/22/02/24</b>	<b>To note the date of the next Council Meeting – 6 July 2022, 8pm</b>
	Members <b>NOTED</b> the date of the next Council meeting.

Meeting Closed at 2130 hrs  
Chair: Cllr B Gibbs  
Clerk: S Garnero

DRAFT

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



**MINUTES of the meeting held on**  
**Wednesday 15 June 2022**

In attendance: Cllr K Gibbs, Cllr B Gibbs, Cllr R Jones, Cllr G McIntyre, Cllr Moore

J McIntyre, A George

Parish Clerk

<b>ScG CE/22/1/1</b>	<b>To receive apologies for absence</b>
	No apologies were received
<b>ScG CE/22/1/2</b>	<b>To note declarations of Members' interests</b>
	No declaration was made.
<b>ScG CE/22/1/3</b>	<b>To elect the Chair and Deputy Chair</b>
	Cllr K Gibbs and Cllr Jones were elected Chair and Deputy Chair of C&E Committee respectively.
<b>ScG CE/22/1/4</b>	<b>To note the terms of reference for the Community and Engagement committee</b>
	Members <b>noted</b> the terms of reference.
<b>ScG CE/22/1/5</b>	<b>To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community</b>
	Mrs McIntyre & Miss George were appointed as non-Parish Councillors Members of the Committee, and representative of the community.
<b>ScG CE/22/1/6</b>	<b>To confirm and sign the minutes of the Community and Engagement Committee Meeting hold on 16 March 2022</b>
	<b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.

<b>ScG CE/22/1/7</b>	<b>Public Participation</b>
	<b><i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i></b>
	No comment was made.
<b>ScG CE/22/1/8</b>	<b>To receive an update with regard to the Shavington-cum-Gresty Queens Platinum Jubilee events.</b>
	Members received an update from the Community Manager with regards to the Platinum Jubilee events.  Members <b>NOTED</b> the update
<b>ScG CE/22/1/9</b>	<b>To receive an update with regard to #Queenbee community project.</b>
	The Community Manager updated Members about #Queenbee project Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that the Community Manager is instructed to continue to proceed with planning.
<b>ScG CE/22/1/10</b>	<b>To consider relevant subjects to be included in the next Parish Council newsletter and date for June edition</b>
	<b>RESOLVED:</b> that the following subjects should be included in the September Newsletter:  <ul style="list-style-type: none"> <li>• Map of the Parish</li> <li>• #Queenbee activities</li> <li>• #Queenbee trail</li> <li>• Jubilee celebrations section</li> <li>• Historical Section</li> <li>• Parish council committee/ activity updates</li> <li>• Annual report /chairman report for 2021/22</li> <li>• Action plan of PC for 2022/23</li> <li>• What is a Parish Councillor?</li> <li>• PCSO report/day in the shift</li> <li>• Info/profile of the Parish Council's gardener</li> <li>• Remembrance Service advert</li> <li>• Christmas event advert</li> <li>• Fix my street/how to contact/who to contact for what (rather than just a list of numbers)</li> <li>• Info/profile of the new Mayor of Cheshire East Council</li> </ul>
<b>ScG CE/22/1/11</b>	<b>To receive and consider an update with regard to the Carol's at Christmas event.</b>

	<p>The Community Manager updated Members about the Community Christmas in Shavington-cum-Gresty 2022.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the Community Manager is instructed to proceed with planning.</p> <p><b>RESOLVED:</b> that a recommendation is made to Full Council to move £1,000 from the Community Events cost code toward the Winter/Christmas event cost code, to support the delivery of the Shavington-cum-Gresty Christmas Market event 2022.</p>
<p><b>ScG CE/22/1/12</b></p>	<p><b>To receive and consider update and on the Parish Remembrance Service 2022</b></p>
	<p>The Community Manager updated Members with regards to the event.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> Members agreed to replicate last year service with the possible addition of a parade and the inclusion of Shavington Academy.</p> <p><b>RESOLVED:</b> that a Remembrance Service Event Working Group is established with the scope of planning and delivery the Shavington-cum-Gresty Remembrance Service 2022. The Remembrance Service Event WG will be made up of the following members:</p> <ul style="list-style-type: none"> <li>• Parish Council Chair</li> <li>• Vice Chair</li> <li>• Chair C&amp;E Committee</li> <li>• Vice-Chair of C&amp;E Committee</li> <li>• Parish Clerk</li> <li>• Community Manager</li> <li>• Leaders of St Mark's</li> <li>• Leader of Methodist Church</li> <li>• And selected other community groups invited as appropriate.</li> </ul>
<p><b>ScG CE/22/1/13</b></p>	<p><b>To receive and consider an update with regards to civic events</b></p>
	<p>The Community Manager updated Members with regards to the item.</p> <p>Members NOTED the update.</p> <p><b>RESOLVED:</b> that a Civic Events Working Group is established with the scope of planning and delivery ad-hoc Civic Events in the Parish. The Civic Events WG will be made up of the following members:</p> <ul style="list-style-type: none"> <li>• Parish Council Chair</li> <li>• Vice Chair</li> <li>• Chair C&amp;E Committee</li> </ul>

	<ul style="list-style-type: none"> <li>• Vice-Chair of C&amp;E Committee</li> <li>• Parish Clerk</li> <li>• Community Manager</li> <li>• Leaders of St Mark's</li> <li>• Leader of Methodist Church</li> <li>• And selected other community groups invited as appropriate.</li> </ul>
<b>ScG CE/22/1/14</b>	<b>To receive and consider the C&amp;E budget for 2023/24<sup>1</sup></b>
	<p>The Parish Clerk updated Members with regards to the draft C&amp;E budget for 2023/24.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the DRAFT C&amp;E Budget 2023/24 is approved and recommended to F&amp;S Committee and Full Council for consideration, subject to the following amendments being made:</p> <ul style="list-style-type: none"> <li>• Small Grant Scheme budget to be increased to £500, and be renamed (Parish Council awards)</li> <li>• Wall of Memories Project budget to be included for £1,000</li> <li>• Honorary Freedom budget to be included for £500</li> </ul>
<b>ScG CE/22/1/15</b>	<b>To note the date of the next Community and Engagement Committee Meeting – 14 September 7:30pm</b>
	Members NOTED the date of the next Community and Engagement Committee meeting.

Meeting Closed at 2201hrs

Chair: Cllr K Gibbs

Clerk: S Randle

<sup>1</sup> Cllr Jones left at 2156hrs, before the vote took place



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## Report Statement

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

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### **Shavington cum Gresty Parish Council July 2022**

#### **Holiday Activity Fund**

CEC is looking to work with organisations across Cheshire East to provide free activity places as part of its Summer 2022 programme. This holiday scheme provides enjoyable activities and nutritious meals for primary and secondary school aged children who are eligible for benefits-related free school meals.

Visit the link or email [cehaf@cheshireeast.gov.uk](mailto:cehaf@cheshireeast.gov.uk) for more information.

Holiday activities and food programme (HAF) ([cheshireeast.gov.uk](http://cheshireeast.gov.uk))

#### **Lottery funding supports Cheshire East Council to fast track 'Whole Housing Approach' to domestic abuse**

Cheshire East Council and partners have been selected to receive lottery funding of more than £250,000 for a pilot scheme to support survivors of domestic abuse, helping them to remain safely in their communities.

The money will bring in support from charities including Standing Together against Domestic Abuse and Surviving Economic Abuse - strengthening the borough's existing domestic abuse partnership and creating innovative and new ways of working.

The focus of the work will be on a 'Whole Housing Approach' - a framework for addressing the housing and safety needs of survivors in a local area. The approach was developed by Standing Together, and in essence, means that services are strengthened to spot the signs of abuse and can support families earlier. It also means that survivors are helped to remain safely in their homes where it is their choice to do so, or to keep their tenancy status if they relocate.

Currently, families are supported by the Cheshire East Domestic Abuse and Sexual Violence Partnership, which brings together all key agencies including the council, police, NHS and local charities, working to reduce the scale and impact of domestic abuse.

The Domestic Abuse Act, which was signed into law in April last year, places a duty on all councils to ensure victims and their children can access life-saving support in safe accommodation.

Domestic abuse is so very common and can happen to anyone regardless of gender, social group, class, age, race, disability or sexuality.

It's important to use the strength of our communities to support families affected by domestic abuse, helping them to stay safely in their homes with access to school, work and local services.

You can get help and advice and access self-support services at: [openthedoorcheshire.org.uk](http://openthedoorcheshire.org.uk) or call 0300 123 5101. In an emergency, always ring 999.



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### **Laptops for Ukrainian families**

CEC is currently trying to source some second-hand laptops for guests from Ukraine. Reply to Joe.Cosby@cheshireeast.gov.uk if you have any devices that you can donate; all conditions accepted and CEC can arrange wiping of data etc.

### **Household Support Fund**

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 summer 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 (additional to the £500 million from October 2021 to April 2022). A further £500 million has been allocated for the autumn period, but the Council is awaiting further information from the Department of Work and Pensions regarding delivery.

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. 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 boiler payments 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 will receive 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 if they

- 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 council tax support 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 later in the year. CEC is currently reviewing when would be most appropriate time to deliver this payment because of the recent announcement of 'cost of living' package. Outside of this period, pensioners 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 the Council'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.



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### **Inquiry Form**

It is possible to make referrals for food vouchers, energy vouchers or boiler payments 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. Be clear if you are claiming for only children, only adults or adults and children as this will affect the value of the payment. Reserve top up requests for the individuals with the greatest financial difficulties. CEC knows 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:

[www.cheshireeast.gov.uk/household-support-fund](http://www.cheshireeast.gov.uk/household-support-fund)

[www.cheshireeast.gov.uk/household-support-inquiry](http://www.cheshireeast.gov.uk/household-support-inquiry)

### **Cheshire East Council to lead transformation of children's services and develop family hubs**

Cheshire East Council has been successful in its bid for a share of the government's Family Hubs Transformation Fund announced this week.

Family hubs are a way of joining up services locally, improving the connections between families, professionals, services, and providers, and put relationships at the heart of family support.

Up to £1 million will be awarded to the council to develop family hubs across Cheshire East, supporting children and young people from birth until they reach the age of 19 (or up to 25 for young people with special educational needs and disabilities). The council is one of only 12 local authorities to receive the funding in the government's announcement and will have until March 2024 to implement the new way of working.

The hubs aim to bring council, health and community services together to provide help to families ensuring they have access to the right support at the right time. Issues such as debt, poor mental health or threat of homelessness can happen to families at any point in a child or young person's life.

Some of the services that are planned to be delivered from family hubs include:

- Midwifery appointments, health checks, weaning and nutrition advice, early years play education and sensory development;
- Intensive support to reduce family problems that result in family breakdown, working with the child and family to make positive changes;
- Family help and support for children with disabilities or additional needs;
- Practical support around finance, housing and supported learning;
- Youth support services, including youth justice; and
- Mental health support for children, young people, families and new parents

The council plans to develop existing centres to create the hubs for parents/carers of children of all ages, to ensure that they can walk in and access support across a range of services. A digital service will also be developed to provide advice and guidance.

### **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.





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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.

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/](http://www.nhs.uk/conditions/nhs-health-check/)

For all the latest information on the new health and wellbeing service, please go to the council's Live Well directory web pages at: [www.cheshireeast.gov.uk/livewell](http://www.cheshireeast.gov.uk/livewell)

### **Pharmacy needs assessment**

Health officials across Cheshire East are currently considering the future pharmaceutical needs of communities across the borough. Please take a look at the report and give your views here: <https://surveys.cheshireeast.gov.uk/s/PNAConsultation2022/>

### **Crewe Cycling and Pedestrian Schemes Consultation**

Cheshire East Council has ambitions to improve pedestrian and cycle links across Crewe to encourage an increase in walking and cycling across the town. The Council is inviting feedback on two of these schemes through public engagement and consultation which will run up until to 10th June 2022.

### **Nantwich Road Bridge Enhancement Scheme (NRBE); and Southern Gateway Pedestrian and Cycleway Connectivity Scheme (PCCS).**

To find out more, visit [www.cheshireeast.gov.uk/CreweCPS](http://www.cheshireeast.gov.uk/CreweCPS) which also includes links to the scheme brochures and a link to complete the questionnaires. On the website, you can also view information about how these schemes fit into the wider vision for improving cycling and pedestrian links in Crewe, including the Mill Street Corridor. You can also pick up a copy of the scheme brochures and questionnaires at Crewe Lifestyle Centre or within the Nantwich Road entrance of Crewe Railway Station.

You can respond by:

Completing the scheme questionnaires online by visiting [www.cheshireeast.gov.uk/CreweCPS](http://www.cheshireeast.gov.uk/CreweCPS)

Complete the paper version of the questionnaires and post them back to us at: Freepost Plus RSJJ-YTHC-CHZK, Research and Consultation, Cheshire East Council, Westfields, Middlewich Road, Sandbach, CW11 1HZ

Email your feedback:

For the Nantwich Road Bridge Enhancement Scheme – [NRBE@cheshireeast.gov.uk](mailto:NRBE@cheshireeast.gov.uk)

For the Southern Gateway Pedestrian and Cycling Connectivity Scheme – [SGPCCS@cheshireeast.gov.uk](mailto:SGPCCS@cheshireeast.gov.uk)



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### **Live Well for Longer plan**

Cheshire East Council and Cheshire CCG have drafted a Live Well for Longer Plan, which recognises that residents are experts in their own needs as they grow older in the borough. The overarching aim of the Plan is to ensure that services are commissioned and developed in a way that will help residents to feel valued, happy and healthy.

The plan describes the fundamental things our communities need to live their best life and was entirely co-produced by residents of Cheshire East in partnership with Cheshire East Live Well for Longer Joint Commissioning Group.

There are 8 'commitments' detailed in the Plan and it is important to the Council that it gets these right. It needs to be sure that by achieving these commitments, residents will be the best they can be.

You should be able to look at the plan, share your feedback by accessing the following link::

[https://surveys.cheshireeast.gov.uk/s/Live\\_Well\\_For\\_Longer\\_Plan/?fbclid=IwAR1\\_-Eqepec7QG4E52RYIaTfWEuJdxATw6kjfF6GxtWjZR0rDn29HREnWN8](https://surveys.cheshireeast.gov.uk/s/Live_Well_For_Longer_Plan/?fbclid=IwAR1_-Eqepec7QG4E52RYIaTfWEuJdxATw6kjfF6GxtWjZR0rDn29HREnWN8)

### **Family Fund**

Family Fund is the UK's largest charity providing grants for families raising disabled or seriously ill children and young people. Last year, they provided over 150,000 grants or services worth over £48 million to families across the UK.

Grants are available for a wide range of items, including washing machines, sensory toys, family breaks, bedding, tablets, furniture, outdoor play equipment, clothing and computers. It can be a struggle financially, emotionally and physically for families raising a disabled or seriously ill child, and these grants can help break down many of the barriers families face, improving their quality of life and easing the additional daily pressures.

For more information visit: <https://www.familyfund.org.uk/>

### **Have your say on access to the countryside**

The Cheshire East Countryside Access Forum offers the opportunity to advise the council on public access to the countryside.

The panel supposedly has a key role in looking at how the authority and other local bodies can improve access to the countryside for a variety of activities, including walking, cycling and horse riding. The forum is a statutory body set up under the Countryside and Rights of Way Act 2000.

It seeks to balance the desire for greater public access to the countryside with the needs of landowners and land managers and to ensure the natural environment is not damaged as a result.

The group covers a range of interests and experiences, including:

- Recreational use;
- Land management;
- The rural economy;
- Nature conservation; and

Health, transport, heritage and other matters.



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Anyone who has an interest in, and experience of, countryside issues is invited to apply to join the forum.

Members of the group would be expected to start and contribute to discussions about countryside access – and come up with imaginative solutions to any problems they may face.

The group meets four times a year via video call. The closing date for applications is 5pm on Friday 15 July 2022. Interviews will be held around 4 August 2022 via video call.

For further information and an application form, visit: [cheshireeast.gov.uk/cecaf](http://cheshireeast.gov.uk/cecaf), email [cecaf@cheshireeast.gov.uk](mailto:cecaf@cheshireeast.gov.uk) or phone 01270 686059.

Mention ought to be made about footpaths across fields (particularly in the Basford area) that are not dog-friendly.

### **Rural Crime survey that will run throughout the summer.**

Around two thirds of Cheshire is classed as rural, but rural crime can affect everyone. From theft of equipment and dangerous use of country roads to harming wildlife and anti-social behaviour, the scope and impact of rural crime is varied.

The survey might help build a better picture of how rural crime affects different communities across Cheshire and where the police approach can improve and which issues residents believe need a greater focus.

Rural crime has the potential to devastate livelihoods and wreck the scenic countryside we have on our doorstep.

Have your say: [www.surveymonkey.co.uk/r/ruralcrimesurvey2022](http://www.surveymonkey.co.uk/r/ruralcrimesurvey2022)

### **Council tax energy rebate**

The Council is responsible for arranging payment of the government's £150 council tax energy rebate to households in the borough.

It has already made more than 90,000 payments.

Anyone living in Cheshire East who hasn't received payment and the household is in a qualifying valuation band and:

- they pay their council tax by Direct Debit – Should tell CEC they haven't been paid yet

Contact us about Council Tax - Your Cheshire East Account

- they don't pay by Direct Debit – Should fill in CEC's grant approval form

Council Tax Energy Rebate ([cheshireeast.gov.uk](http://cheshireeast.gov.uk))

### **New director of highways and infrastructure**

Tom Moody is set to start his new role as our director of highways and infrastructure next month. He has spent the last 10 years working for Transport for London as head of policy, introducing a range of different initiatives – such as electric taxis, the ultra-low emission zone and self-driving vehicle trials.

### **UK Shared Prosperity Fund**

As part of the UK Government's Levelling Up agenda, local authorities around the country have received details of their UK Shared Prosperity and Multiply Fund allocations. For Cheshire East



Council, this means an allocation of £11.5 million core UK Shared Prosperity Fund (UKSPF) and £1.5 million for Multiply to support adult numeracy. The purpose of the UKSPF is to build pride in place and increase life chances across the UK.

Three priority investment themes have been identified by UK government:

- Community and place;
- Supporting local businesses and;
- People and skills.

If you require further information on the Shared Prosperity Fund, you can obtain this via the Shared Prosperity Fund Prospectus.

The timescales are tight, with an initial draft Investment Plan for the core UKSPF to be submitted to government by 1 August 2022.

To support the development of the investment plans, CEC wants to engage with a wide range of local stakeholders to get input on how the funding should be spent and delivery in the period from 2022 to 2025.

You can put forward your views on key local challenges and opportunities and potential projects and ideas for inclusion in the investment plan via CEC's online consultation form, accessed through the link below, by the end of June 2022.

UK Shared Prosperity Fund ([cheshireeast.gov.uk](http://cheshireeast.gov.uk))

UK Shared Prosperity Fund ([cheshireeast.gov.uk](http://cheshireeast.gov.uk))

### **CASES OF COVID-19 ARE RISING**

The UK has seen over a 40 per cent rise in Covid infection rates during the past few weeks. An estimated 1 in 45 people now has the virus, this is up from 1 in 65 people.

Two new fast-spreading subvariants of Omicron -called BA.4 and BA.5 - are behind some of the new infections. People can get catch them even if they have recently had other types of Covid.

Here in Cheshire East we are experiencing higher than average infection rates with 146.9 cases per 100K people against a UK average of 122.6 per 100K people (rates as of 16 June 2022). This shows that Covid is still a concern.

If you feel unwell check your symptoms against the latest list of Covid symptoms, as displayed on the government website. You may be surprised to see new symptoms in there.

Free Covid testing is no longer available but if you feel unwell and would like a Covid lateral flow test these can be purchased for £2 or less from your local supermarket or pharmacy.

### **Jack Mills Way Roundabout**

I've asked but had no response and have escalated to the Director

### **Rope Lane Crossing**

I've asked but had no response and asked the responsible officer to contact Simona direct.

### **Crewe Road Crossing**

Update requested to be sent to Simona direct.

### **Crowdfunding**

Cheshire East Crowd is back and launching their Autumn funding round. Join our online workshop on the 5th of July at midday for a chance to hear about the programme and speak with the Spacehive team about any potential project ideas.

register here for the workshop: 5th July 12:00 Cheshire East Crowd - News ([spacehive.com](https://spacehive.com))

### **CONNECTED COMMUNITIES SOCIAL FRANCHISE: APPLICATIONS NOW LIVE!**

Do you own or lease a community building available for external hire? Would you like to work more closely with residents and other services to ensure your building is well used and meets the needs of your local community? I think the Parish Council's answer would be yes. So,

If the answer is yes, CEC's relaunched Connected Communities Social Franchise would love to hear from you!

With small grants, help to enhance digital services, closer links to commissioned partners and much more support available, the Council's social franchise aims to ensure community buildings are used to their full extent and able to deliver health and wellbeing activities close to where people live.

Find out more here: [Connected Communities Social Franchise opportunities \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk)

[Connected Communities Social Franchise opportunities \(cheshireeast.gov.uk\)](https://cheshireeast.gov.uk)

Applications close Friday 22nd July

### **Minutes for Adults and Health Committee, Monday, 30th May, 2022, 10.00 am**

The minutes for Adults and Health Committee, Monday, 30th May, 2022, 10.00 am have just been published.

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

The following items are included in the minutes:

- | No. | Item   |
|-----|--|
| 1   | Apologies for Absence  |
| 2   | Declarations of Interest   |
| 3   | Minutes of Previous Meeting                                      |
| 4   | Public Speaking/Open Session                                     |
| 5   | Place Partnership Board Update                                   |
| 6   | Adults and Health budgets 2022/23                                |
| 7   | Providing Financial Incentives to Support Smoking Cessation      |
| 8   | Cheshire East Day Opportunities Strategy 2022-2027 Delivery Plan |

- 9 Update on the Learning Disabilities Conference
- 10 Appointments to Sub-Committees, Working Groups, Panels, Boards and Joint Committees
- 11 Work Programme
- 12 Minutes of Sub-Committee

**Minutes for Economy and Growth Committee, Tuesday, 31st May, 2022, 2.00 pm**

The minutes for Economy and Growth Committee, Tuesday, 31st May, 2022, 2.00 pm have just been published.

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

The following items are included in the minutes:

- | No. | Item   |
|-----|--|
| 1   | Apologies for Absence                                      |
| 2   | Declarations of Interest                                   |
| 3   | Minutes of Previous Meeting                                |
| 4   | Public Speaking/Open Session                               |
| 5   | Economy and Growth Budgets 2022/23                         |
| 6   | Work Programme   |
| 7   | Disposal of Public Open Space Land off Talke Road, Alsager |

**Minutes for Corporate Policy Committee, Thursday, 9th June, 2022, 10.30 am**

The minutes for Corporate Policy Committee, Thursday, 9th June, 2022, 10.30 am have just been published.

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

The following items are included in the minutes:

- | No. | Item                         |
|-----|------------------------------|
| 1   | Declarations of Interest     |
| 2   | Public Speaking/Open Session |

- 3 Minutes of Previous Meeting
- 4 Covid-19 Update
- 5 Corporate Services Budgets 2022/23
- 6 Appointments to Sub-Committees, Working Groups, Joint Committees and Boards
- 7 Workforce Strategy 2021-2025 - Progress Review
- 8 Health and Safety Update - 2021/22
- 9 Work Programme
- 10 Minutes of Sub-Committees
- 11 Reporting of Urgent Decisions

### **Selection of Resident Issues**

#### **New footbridge Squirrels Close**

I contacted the anti-social behaviour and Enforcement manager following reports of anti-social behaviour and they committed to *liaising with the local beat officer PCSO, as matters of concern in relation to ASB/concern for safety on and around the bridge need to be reported to the police in the first instance as they are the operational officers who have the ability and the powers to address the matters as and when they occur. Should the officers come across any young people involved in the behaviour, they then are able to obtain the names and address of those involved, which can be passed onto the CEC team who will write home to the parents/carers informing them of the concerns/behaviour that the young person has been involved in and request that they avoid attending the area again whilst it is under construction. There are further interventions then considered if the warnings are not effective (for instance inviting young people and their parents/carers into meetings at the police station etc).*

*The team do not conduct patrols for this behaviour but a team that can deal with preventative and enforcement measures once individuals are identified to us by police colleagues. The Council team is based within police stations and have access to police systems so as they can be tasked by police officers and PCSO's as and when they come across young people involved in ASB.*

*PCSO, Pete Corbett has also been very responsive and has already started patrolling the area and spoken to the younger children involved. I have feedback of much less trouble.*

#### **Wessex Close Play Area**

*Ansa are aware of damage to the surface, recently caused.*

#### **Missed Bins**

*Bins that were missed on Crewe Road as a result of Zzoom traffic lights got a special collection providing they were left out.*

#### **In-Situ Planters**

*Land owners permission resolved with Sara.*



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**Disintegrating Openreach Manhole on Crewe road**

This manhole has been reported to BT under reference number UDS1842860667. The matter will be chased up by Highways to expedite a repair.

**Lighting of Footpath between Ashcroft Avenue and Greenfield Avenue**

The lack of lighting was drawn to my attention by a resident who didn't feel safe walking it in winter. Ages ago I asked for a quote for the work to be undertaken by a Cllrs Ward budget. The ward budgets were an amendment to the budget that I moved at full Council. In my view Officers have not implemented it properly nor as agreed at Council. Anyway, I have now received the cost of the installation of the two new street lighting columns between Ashcroft Avenue and Greenfields Avenue. Due to the increases in material costs, new connection requirements and trenching required in this location the cost would be £9,538.93.

If I can use two years of ward budgets we will still be £1,138.93 short. Would the Parish Council make up the shortfall? Unfortunately, Highways won't install one light, it's none or two.

1 street light is not an option as BS5489 states that lighting does not have to be installed, but if the choice to light is taken then it must adhere to guidance & standards. CEC's lighting designer has done an assessment of the footpath and to light it to the correct lighting levels in line with the British Standard it requires two street lights.





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## Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide the May report from the Village Beat Manager

Version Control: v0

Author: PCSO Corbett

<b>BEAT MANAGERS REPORT</b>	
<b>Month</b>	May 2022
<b>Completing officers</b>	P.C.S.O 20674 P.Corbett.
<b>Ward</b>	Shavington.
<b>Community Engagement undertaken:</b>	Local shops visited. Closed premises checked, including building sites. Patrols of pharmacies, garages and pet food shops Continued welfare checks on identified vulnerable residents.
<b>Traffic activity/enforcement</b>	<u>Tru-Cam.</u>  <u>Returned for use on 27<sup>th</sup>. Gresty Lane session completed on 28<sup>th</sup> May 2022.</u>  <u>Speed watch (PSCO Corbett and Volunteer).</u>  23 <sup>rd</sup> May 2022. (Reduced Number Due To Volunteers Being Unavailable.)
<b>Surgeries</b>	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
<b>Schools</b>	Shavington Primary Visited.
<b>Priority/problems raised and activity carried out to combat</b>	Speeding, parking, Increased presence around certain postcodes after reports of potential bogus callers.
<b>Feedback</b> (how have you made the community aware of what you have done?)	Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting.



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	<p><b>**Drug work not posted**</b></p> <p>Cheshire Alert.</p>
<p>Notable contact with partner agencies.</p>	<p>Aspire Housing.              NHS Mental health crisis team.              Dementia UK.              Admiral Nurses.</p>
<p>Any wider community issues, which have been addressed?</p>	<p>This list is not exhaustive:</p> <p>01/05/2022 Suspicious Male, Rotary Way. Male Checked. Resolved</p> <p>03/05/2022 Neighbour Dispute. (Boundaries) Broomhall Drive. Ongoing.</p> <p>04/05/2022 Concern For Safety, Crewe Road (Dementia Sufferer). Ongoing.</p> <p>05/05/2022 Neighbour Dispute, Broomhall Drive. Ongoing.</p> <p>05/05/2022 Breach Of The Peace (Ex Partners Arguing In Street). Rope Lane. Ongoing.</p> <p>06/05/2022 Threats To Kill, Puseydale. Ongoing.</p> <p>06/05/2022 Theft Of Plants (Business). Main Road. Ongoing.</p> <p>07/05/2022 Drug Driving, Well Close. Ongoing.</p> <p>07/05/2022 Driving Without Insurance, Jack Mills Way. Resolved.</p> <p>08/05/2022 Theft Of Solar Panels, Crewe Road. Ongoing.</p>



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	<p>09/05/2022 Theft Of Fuel (Business), Newcastle Road. Ongoing.</p> <p>09/05/2022 Concern For Safety (Drunk Male.), Gresty Lane. Resolved.</p> <p>10/05/2022 Road Traffic Collision (RTC), (Minor), A500 Resolved.</p> <p>11/05/2022 Driving Without A Licence, Jack Mills Way. Ongoing.</p> <p>12/05/2022 Missing Person (Child), English Oak Avenue. Resolved.</p> <p>13/05/2022 Vehicular ASB Newcastle Road. Resolved.</p> <p>14/05/2022 Missing Person (Child From Sandbach Found In Shavington). Resolved.</p> <p>14/05/2022 Fail To Stop RTC, Gresty Road, Stationary Vehicle Hit. Ongoing.</p> <p>14/05/2022 Firearms (BB Gun Incident), Ashcroft Avenue. Ongoing.</p> <p>15/05/2022 RTC (Minor), Gresty Road. Ongoing.</p> <p>16/05/2022 Highway Obstruction (Bricks), Jack Mills Way. Resolved.</p> <p>17/05/2022 Breach Of Peace, Parents Arguing Outside Primary School Main Road. Ongoing.</p> <p>17/05/2022 Civil Dispute (Fee For Building Work). Resolved.</p>
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	<p>18/05/2022 Suspicious Person. (Female asking residents about cars up their drives.), Shrewsbury Drive. Ongoing.</p> <p>20/05/2022 Concern For Safety (Suicidal Female), Gresty Lane. Ongoing.</p> <p>20/05/2022 RTC (Minor), Crewe Road, Ongoing.</p> <p>21/05/2022 Environmental Nuisance / ASB (Fire), Weston Lane. Unresolved.</p> <p>21/05/2022 Concern For Safety (Drunk Female) Rope Lane. Ongoing.</p> <p>22/05/2022 Concern For Safety (Elderly Male In Carriageway), Newcastle Road. Resolved.</p> <p>22/05/2022 Concern For Safety (Drunk Male), Crewe Road. Resolved.</p> <p>23/05/2022 Criminal Damage (Car Vandalised), Osborne Grove. Ongoing.</p> <p>24/05/2022 Sexual Offences (Potential Online Grooming Of A Minor), Humphry Place. Ongoing.</p> <p>24/05/2022 Fail To Stop RTC (Vehicle Hit Planter On Crewe Road). Ongoing.</p> <p>25/05/2022 Bail Breach, Acres Drive. Resolved.</p> <p>26/05/2022 Theft (House Keys By Ex Tenant.), Rotary Way. Resolved.</p> <p>28/05/2022 Drunk Driver, Gresty Road. Ongoing.</p> <p>28/05/2022 Harassment (Unwanted Repeat Caller At Address). Resolved.</p>
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	<p>28/05/2022 Criminal Damage (CCTV Smashed), Broomhall Drive. Ongoing.</p> <p>29/05/2022 Possession Of A Controlled Substance. (Pregabalin). Ongoing.</p> <p>30/05/2022 Neighbour Dispute, Broomhall Drive. Ongoing.</p> <p>30/05/2022 Missing Person, Well Close. Resolved.</p> <p>31/05/2022 Missing Person (Child From Hungerford Road) Found In Shavington. Resolved.</p> <p>18 Domestic Incidents Inc. 3 Serious. (Violence)</p> <p>12 Vulnerable Person Incidents. (Non-Domestic).</p>
<p>Abstractions.</p>	<p>1<sup>st</sup> Till 4<sup>th</sup> Inclusive Holidays, 16<sup>th</sup> Training (Rural Crime), 21<sup>st</sup> Knife Crime Operation In Crewe, 22<sup>nd</sup> Holiday, 24<sup>TH</sup> Training (Dementia Care Updated Measures)</p>
<p>Other information / Incidents of note.</p>	<p>None.</p>

Traffic Report For Crewe Road Shavington.  
 May 2022.  
 Traffic Overview from Sun May 1 2022 to Tue May 31 2022  
 Vehicle Speed Classes (Mph)

	<15	15 20	20 25	25 30	30 35	35 40	40 45	45 50	50 55	55 60	60 65	65 70	>70	Total	85th Percentile
00:00	1	9	25	113	140	78	16	0	1	<b>2</b>	0	0	0	385	35.6
01:00	0	4	21	48	78	31	16	5	2	0	0	0	0	205	36.9
02:00	0	9	12	35	85	42	14	5	1	0	0	0	0	203	37.3
03:00	0	9	15	22	46	21	19	5	1	1	0	0	0	139	<b>40.6</b>
04:00	0	6	14	61	87	52	19	0	1	0	0	0	0	240	37.4
05:00	0	4	17	68	81	48	14	0	0	0	0	0	0	232	36.6
06:00	0	10	47	208	413	179	58	11	<b>3</b>	0	0	0	0	929	36.4
07:00	1	22	111	450	883	349	<b>71</b>	<b>22</b>	2	0	0	0	0	1911	35.6
08:00	3	23	221	1132	<b>2284</b>	<b>533</b>	49	7	1	0	0	0	<b>1</b>	4254	33.8
09:00	4	31	<b>347</b>	<b>1761</b>	1984	357	33	3	1	0	0	0	1	<b>4522</b>	32.8
10:00	<b>6</b>	33	344	1689	1987	289	26	4	0	0	0	0	0	4378	32.5
11:00	6	<b>46</b>	330	1692	1846	287	17	1	0	0	0	0	0	4225	32.5
12:00	<b>10</b>	57	348	1820	1848	284	34	1	0	0	0	0	0	4402	32.5
13:00	5	45	351	1822	1959	270	30	7	1	0	0	0	0	4490	32.4
14:00	8	46	372	1863	1842	327	31	8	0	0	0	0	<b>1</b>	4498	32.6
15:00	6	51	351	1715	1794	305	25	9	1	0	0	0	0	4257	32.6
16:00	8	<b>69</b>	<b>484</b>	<b>1996</b>	1726	289	30	5	0	0	0	0	0	<b>4607</b>	32.3
17:00	2	40	310	1587	1947	337	<b>54</b>	6	0	1	0	0	0	4284	32.8
18:00	2	44	311	1553	<b>2006</b>	<b>406</b>	49	4	0	1	<b>1</b>	0	1	4378	33.1
19:00	0	36	268	1397	1819	389	41	15	<b>2</b>	<b>2</b>	0	0	0	3969	33.3
20:00	0	16	223	997	1420	323	49	5	1	0	1	0	0	3035	33.5
21:00	2	24	131	674	887	239	43	<b>18</b>	1	1	0	0	0	2020	34.0
22:00	1	17	105	429	607	171	38	5	1	1	0	0	0	1375	34.2
23:00	1	7	64	248	371	152	20	10	2	1	0	0	0	876	<b>35.1</b>
AM Total	21	206	1504	7279	<b>9914</b>	2266	352	63	13	3	0	0	2		
PM Total	45	452	3318	16101	<b>18226</b>	3492	444	93	9	7	2	0	2		
Total	66	658	4822	23380	<b>28140</b>	5758	796	156	22	10	2	0	4		
Percent	0.10%	1.03%	7.56%	36.64%	<b>44.10%</b>	9.02%	1.25%	0.24%	0.03%	0.02%	0.00%	0.00%	0.01%		

Time of day

Total Vehicles : 63814  
 30th Percentile : 27.6 MPH  
 50th Percentile : 29.4 MPH  
 85th Percentile : 33.1 MPH  
 95th Percentile : 35.9 MPH  
 Average Speed : 29.9 MPH  
 Highest Speed : 390.0 MPH  
 Total Over Speed Limit : 54.7 % (34888 / 63814)



**SHAVINGTON**  
CUM  
**GRESTY**

## **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	4,384.26	6,615.74	6,615.74 (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	2,213.00	787.00	787.00 (26%)
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	376.26	2,623.74	2,623.74 (87%)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>					<b>27,200.00</b>	<b>6,973.52</b>	<b>20,226.48</b>	<b>20,226.48 (74%)</b>

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General a		429.91	429.91	2,000.00	194.83	1,805.17	2,235.08 (111%)
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					(0%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
<b>SUB TOTAL</b>		<b>400.00</b>	<b>829.91</b>	<b>429.91</b>	<b>19,200.00</b>	<b>3,298.83</b>	<b>15,901.17</b>	<b>16,331.08 (83%)</b>

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				300.00	13.50	286.50	286.50 (95%)
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	1,990.84	1,009.16	1,009.16 (33%)
13	Telephone				500.00	124.43	375.57	375.57 (75%)
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	56.00	9,944.00	9,944.00 (99%)
<b>SUB TOTAL</b>		<b>161,154.00</b>	<b>80,577.00</b>	<b>-80,577.00</b>	<b>25,600.00</b>	<b>3,182.27</b>	<b>22,417.73</b>	<b>-58,159.27 (-31%)</b>



## Summary of Receipts and Payments

All Cost Centres and Codes

## Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	S.137 Grant- Car Park				5,500.00	5,500.00		(0%)
51	PCSO funding				33,300.00		33,300.00	33,300.00 (100%)
<b>SUB TOTAL</b>					<b>38,800.00</b>	<b>5,500.00</b>	<b>33,300.00</b>	<b>33,300.00 (85%)</b>

## Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				69,250.00	14,429.81	54,820.19	54,820.19 (79%)
2	Payroll Service				920.00	176.50	743.50	743.50 (80%)
7	Staff Training				2,500.00	206.00	2,294.00	2,294.00 (91%)
8	Members Training				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>					<b>72,770.00</b>	<b>14,812.31</b>	<b>57,957.69</b>	<b>57,957.69 (79%)</b>

## 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	810.00	3,690.00	3,690.00 (82%)
35	Gas supply				1,900.00	483.87	1,416.13	1,416.13 (74%)
36	Power supply				1,000.00	139.54	860.46	860.46 (86%)
37	Fire equipment				250.00		250.00	250.00 (100%)
38	Wi-Fi Service				800.00	169.50	630.50	630.50 (78%)
39	Online booking system				300.00	47.13	252.87	252.87 (84%)
40	Hygine service				700.00	527.66	172.34	172.34 (24%)
41	Water supply				2,000.00	544.58	1,455.42	1,455.42 (72%)
42	Waste collection				960.00	251.09	708.91	708.91 (73%)
43	PPS/PRS				250.00		250.00	250.00 (100%)
44	Call minding service				840.00	266.49	573.51	573.51 (68%)
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	427.24	1,072.76	1,072.76 (71%)
48	Hall hire	14,000.00	525.00	-13,475.00		50.00	-50.00	-13,525.00 (-96%)
<b>SUB TOTAL</b>		<b>14,000.00</b>	<b>525.00</b>	<b>-13,475.00</b>	<b>22,300.00</b>	<b>3,760.10</b>	<b>18,539.90</b>	<b>5,064.90 (13%)</b>

## Summary

<b>NET TOTAL</b>	<b>175,554.00</b>	<b>81,931.91</b>	<b>-93,622.09</b>	<b>205,870.00</b>	<b>37,527.03</b>	<b>168,342.97</b>	<b>74,720.88 (19%)</b>
<b>V.A.T.</b>		2,618.20			1,667.69		
<b>GROSS TOTAL</b>		<b>84,550.11</b>			<b>39,194.72</b>		



## Report Statement

Meeting: Parish Council  
Report Purpose: Budget Monitoring- Quarter 1  
Version Control: v1  
Author: Clerk

### 1. Report Summary

The report sets out a summary of the Council's actual spending for the first Quarter to June 2022. It identifies the main variations from the approved spending levels and any potential impact on future budgets.

### 2. Background

The Parish Council has in place robust budget monitoring systems to ensure that unapproved overspends are avoided.

Budget monitoring is undertaken on a monthly basis by the Clerk, and regularly reported to F&S Committee or full Parish Council meeting.

### 3. Position

The cost of living has been increasing across UK since 2021, and in May 2022 the annual rate of inflation has touch its highest level of 9.1%

The rate is expected to raise further in the second half of the year up to 11%

In December 2021, the Parish Council considered an increment of up to 5% of cost of living while discussing the budget for the financial year 2022/23, which unfortunately has proven not to be sufficient to cover the unpredictable jump of inflation rate.

Currently the financial position of the Council is positive and strong, however it is wise to expect over-expenditure on different budget lines by the end of the year.

To try to measure the impact of price rise, below are reported some comparison of costs between the Parish Council budget on 29.06.2021 and 29.06.2022.

#### Newsletter:

Printing of May newsletter:

2021 £917

2022 £1294<sup>1</sup>

+40%

#### Office 365

29.06.2021 £222.60

29.06.2022 £272.93

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<sup>1</sup> Please note this was the Jubilee newsletter so we had more pages printed



+23%

**VOIP**

29.06.2021 £55.61  
29.06.2022 £124.43  
+123%<sup>2</sup>

**Energy**

29.06.2021 £39.74  
29.06.2022 £139.54  
+251%

**Hygiene service**

29.06.2021 £481.87  
29.06.2022 £527.66  
+9.5%

**Waste collection**

29.06.2021 £286.09  
29.06.2022 £322.91  
+12.87%

**Call minding service**

29.06.2021 £168  
29.06.2022 £266.49  
+58.63%

**4. Conclusions**

Whilst the Parish Council financial position remains strong and positive, it is wise to start thinking to possible corrective actions to consider later in the year.

The options available are:

- a. to balance the over-expenditure with Parish Council reserves – but the level of reserves used will have to be re-balanced next year
- b. to be cautious when evaluating new projects without a pre-allocated budget
- c. to consider whether to pause some new projects, and use those budgets to face the price increase instead (such Village Hall Kitchen refurbishment budget)

**5. Consideration Sought**

To note the report.

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<sup>2</sup> Please note: in the same period last year only one officer was working for the PC. Currently two officers are employed, this is to be considered when looking at the data

**Shavington-cum-Gresty Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2022 and 29/06/2022)**

Cost Centre Name		2022/23			Year end forecast (where possible)	2021/22			
<b>Community &amp; Engagement Committee</b>		<b>Receipts</b>		<b>Payments</b>		<b>Receipts</b>		<b>Payments</b>	
<b>Code</b>	<b>Title</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
20	Newsletter: design, printing and delivery		£11,000.00	£4,384.26	£11,000.00			£10,400.00	£4,934.83
21	General Parish Council design and print		£3,500.00		£3,500.00			£2,500.00	£241.19
22	Social Media Marketing		£500.00		£500.00				
23	Village Festival		£3,000.00	£2,213.00	£3,000.00			£1,700.00	£811.98
24	Christmas/Winter event		£1,600.00		£1,600.00				
25	Remembrance Service		£4,500.00		£4,500.00				
26	Community events		£3,000.00	£376.26	£3,000.00				
49	Small Grant Scheme		£100.00		£75.00				
			<b>£27,200.00</b>	<b>£6,973.52</b>	<b>£27,175.00</b>				
<b>Environment &amp; Recreation Committee</b>		<b>Receipts</b>		<b>Payments</b>		<b>Receipts</b>		<b>Payments</b>	
<b>Code</b>	<b>Title</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
27	Ground Maintenance - General amenities	£429.91	£2,000.00	£194.83	£2,000.00			£1,800.00	£593.00
28	Ground Maintenance- supplier		£15,000.00	£2,990.00	£14,730.00			£12,000.00	£1,780.75
29	Vine Tree Play area - maintenance		£1,000.00	£114.00	£1,000.00				
30	Vine Tree Play Area - Inspection		£400.00		£400.00			£400.00	£0.00
31	Allotment fee	£400.00							
32	Allotment maintenance cost								
52	Defibrillator and kiosk		£800.00		£800.00				
		<b>£829.91</b>	<b>£19,200.00</b>	<b>£3,298.83</b>	<b>£18,930.00</b>				
<b>Finance &amp; Strategy Committee</b>		<b>Receipts</b>		<b>Payments</b>		<b>Receipts</b>		<b>Payments</b>	
<b>Code</b>	<b>Title</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
3	Staff Expenses		£300.00	£13.50	£300.00			£1,250.00	£268.41
4	Stationary		£600.00		£600.00				
5	Accountancy software		£650.00		£650.00				
6	ICT equipment		£750.00		£750.00				
9	Audit Fees		£1,500.00	£472.50	£1,500.00				
10	Insurance		£2,700.00		£2,700.00				
11	Legal and professional fee		£1,500.00		£1,500.00				
12	Subscription (adobe/office/Chalc)		£3,000.00	£1,765.84	£3,500.00				
13	Telephone		£500.00	£124.43	£497.72			£400.00	£55.61
14	Website subscription		£2,100.00	£525.00	£2,100.00			£2,100.00	£525.00
15	Website transparency		£1,000.00		£1,000.00				
16	Misc/Expenses		£1,000.00		£1,000.00				
17	Precept	£80,577.00							
18	VAT reclaim								
19	Other income								
53	Acquisition projects		£10,000.00	£56.00	£10,000.00				
		<b>£80,577.00</b>	<b>£25,600.00</b>	<b>£2,957.27</b>	<b>£26,097.72</b>				
<b>Parish Council Project</b>		<b>Receipts</b>		<b>Payments</b>		<b>Receipts</b>		<b>Payments</b>	
<b>Code</b>	<b>Title</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
50	S.137 Grant- Car Park		£5,500.00	£5,500.00	£5,500.00				
51	PCSO funding		£33,300.00		£33,280.00			£33,300.00	
			<b>£38,800.00</b>	<b>£5,500.00</b>	<b>£38,780.00</b>				
<b>Staffing Committee</b>		<b>Receipts</b>		<b>Payments</b>		<b>Receipts</b>		<b>Payments</b>	

	Code	Title	Actual	Budget	Actual	Budget	Actual	Budget	Actual
	1	Staff Salary		£69,250.00	£14,429.81	£63,317.81		£63,354.00	£13,870.57
	2	Payroll Service		£920.00	£176.50	£577.00		£500.00	£230.00
	7	Staff Training		£2,500.00	£206.00	£2,500.00			
	8	Members Training		£100.00		£100.00			
				£72,770.00	£14,812.31	£66,494.81			

Village Hall Committee		Receipts		Payments		Receipts		Payments	
Code	Title	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	33	Suppliers		£300.00	£43.00	£300.00			
	34	Cleaning Service		£4,500.00	£810.00	£4,752.00		£6,000.00	£840.00
	35	Gas supply		£1,900.00	£519.75	£2,079.00		£1,600.00	£840.00
	36	Power supply		£1,000.00	£139.54	£837.24		£800.00	£39.74
	37	Fire equipment		£250.00		£250.00	£0.59		
	38	Wi-Fi Service		£800.00	£169.50	£684.00		£800.00	£169.50
	39	Online booking system		£300.00	£47.13	£288.00			
	40	Hygine service		£700.00	£527.66	£527.66		£700.00	£481.87
	41	Water supply		£2,000.00	£544.58	£2,178.32		£1,500.00	£611.27
	42	Waste collection		£960.00	£322.91	£1,291.64		£800.00	£286.09
	43	PPS/PRS		£250.00		£250.00			
	44	Call minding service		£840.00	£266.49	£1,065.96		£800.00	£168.00
	45	Marketing		£2,000.00		£2,000.00			
	46	Kitchen Refurbishment		£5,000.00		£5,000.00			
	47	General Maintenance		£1,500.00	£427.24	£1,500.00			
	48	Hall hire	£525.00		£50.00				
			£525.00	£22,300.00	£3,867.80	£23,003.82		£18,640.00	£3,287.00

<b>NET TOTAL</b>			£81,931.91	£205,870.00	£37,409.73	£200,481.35			
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**SHAVINGTON**  
CUM  
**GRESTY**

## **Report Statement**

Meeting: Parish Council Meeting

Report Purpose: To provide Members an update with regards to payments since 1 April 2022

Version Control: v0

Author: Clerk

### **1. Report Summary**

The report provides Members an update with regards to payments made by the Clerk since 1 April 2022

### **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 since 1 April 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
9	Waste collection	01/04/2022	ScG/22/01/16	Parish Council Main A	Direct Debit	Village Hall waste collection	ASH Waste	S	97.12	19.42	116.54
34	Waste collection	01/04/2022		Parish Council Main A	VOID	VOID	ASH Waste	X			
73	Power supply	04/04/2022		Parish Council Main A	VOID	Scottish Power	Scottish Power	L			
35	Subscription (adobe/office/Cl	04/04/2022		Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Azure	S	9.55	1.91	11.46
72	Power supply	04/04/2022		Parish Council Main A	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
5	Village Festival	05/04/2022	ScG/22/01/16	Parish Council Main A	12276342	Deposit Marquee Jubilee Festi	Exquisite Marquees	Z	280.00		280.00
36	Subscription (adobe/office/Cl	05/04/2022		Parish Council Main A	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
2	Hygine service	06/04/2022	ScG/21/17/9	Parish Council Main A	12340707	Hygiene disposal	Dame Hygiene Services	S	527.66	105.53	633.19
3	Newsletter: design, printing i	06/04/2022	ScG/21/17/9	Parish Council Main A	12340540	Service Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
4	Website subscription	06/04/2022	ScG/21/17/9	Parish Council Main A	12340461	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
1	S.137 Grant- Car Park	06/04/2022	ScG/21/17/9	Parish Council Main A	12340601	Car park contribution	Shavington Primary School	X	5,500.00		5,500.00
7	General Maintenance	07/04/2022	ScG/22/01/16	Parish Council Main A	BACS	Non-Domestic Rate demand 2l	Cheshire East Council	X			
14	Wi-Fi Service	09/04/2022	ScG/22/01/16	Parish Council Main A	Direct Debit	Wifi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
8	Call minding service	12/04/2022	ScG/22/01/16	Parish Council Main A	Direct Debit	Voice message service	Cymphony	S	158.14	31.62	189.76
12	Gas supply	20/04/2022	ScG/22/01/16	Parish Council Main A	Direct Debit	British Gas Village Hall	British Gas	L	273.30	13.66	286.96
74	Subscription (adobe/office/Cl	22/04/2022		Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.27	2.05	12.32
37	Online booking system	25/04/2022		Parish Council Main A	Direct Debit	Village Hall booking service	Skedda	X	23.24		23.24
18	Subscription (adobe/office/Cl	26/04/2022	ScG/22/01/16	Parish Council Main A	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
6	General Maintenance	27/04/2022	ScG/22/01/16	Parish Council Main A	12810062	Emergency repairs Unblock se	Mark Everill Ltd	S	80.00	16.00	96.00
15	Payroll Service	27/04/2022	ScG/22/01/16	Parish Council Main A	12809576	Payroll Service	Beardmore Accountants	S	87.50	17.50	105.00
16	Payroll Service	27/04/2022	ScG/22/01/16	Parish Council Main A	12809630	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
20	Staff Salary	27/04/2022	ScG/22/01/16	Parish Council Main A	12809436	HMRC - P30	HMRC	X	1,290.95		1,290.95
19	Water supply	27/04/2022	ScG/22/01/16	Parish Council Main A	12809168	Water Village Hall	Water Plus	Z	188.36		188.36
21	Staff Salary	28/04/2022	ScG/22/01/16	Parish Council Main A	12809515	Salary April 2022	S Randle	X	862.06		862.06
22	Staff Salary	28/04/2022	ScG/22/01/16	Parish Council Main A	12809699	Salary April 2022	S Garnerro	X	2,136.95		2,136.95
38	Staff Salary	28/04/2022		Parish Council Main A	Direct Debit	Pension contribution April 202	NEST	X	209.40		209.40
17	Telephone	28/04/2022	ScG/22/01/16	Parish Council Main A	Direct Debit	VOIP	Gradwell Communications	S	24.00	4.80	28.80
50	Subscription (adobe/office/Cl	02/05/2022		Parish Council Main A	Direct Debit	Microsoft Azure	Microsoft Ireland Operations	S	10.00	2.00	12.00
10	Website subscription	02/05/2022	ScG/22/01/16	Parish Council Main A	12809788	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
11	Newsletter: design, printing i	02/05/2022	ScG/22/01/16	Parish Council Main A	12809915	Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
23	General Maintenance	05/05/2022	ScG/22/01/17	Parish Council Main A	13065763	Refund - wood filler for disable	G McIntyre	X	9.00		9.00
13	Subscription (adobe/office/Cl	05/05/2022	ScG/22/01/17	Parish Council Main A	13065628	Chalc Affiliation Fee	Cheshire Assoc Local Council	X	1,470.04		1,470.04
24	Ground Maintenance- supplie	05/05/2022	ScG/22/01/17	Parish Council Main A	13065918	Ground contract Qrt 1	Green Living Horticultural ltd	Z	2,990.00		2,990.00
75	Subscription (adobe/office/Cl	06/05/2022		Parish Council Main A	Direct Debit	Adobe	Adobe	S	8.32	1.66	9.98
76	General Maintenance	06/05/2022		Parish Council Main A	CARD	Padlock VH	HENRY SQUIRE & SONS LIM	S	19.99	4.00	23.99
32	Subscription (adobe/office/Cl	12/05/2022	ScG/22/02/16	Parish Council Main A	Direct Debit	Office 365	Strategy 365	S	74.20	14.84	89.04

## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
25	Telephone	12/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Cymphony	S	63.53	12.70	76.23
26	Waste collection	12/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	78.30	15.66	93.96
27	Wi-Fi Service	12/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
43	Telephone	13/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	VOIP	Gradwell Communications	S	18.08	3.62	21.70
83	Community events	16/05/2022		Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	Potterycrafts Ltd	S	22.33	4.47	26.80
89	Community events	16/05/2022		Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	Impression	S	29.15	5.85	35.00
77	Community events	18/05/2022		Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	Amazon EU S.a r.l. UK Branch	S	4.16	0.83	4.99
48	Staff Salary	18/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	Pension contribution May 2022	NEST	X	209.40		209.40
55	Ground Maintenance - Gener	18/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Card	Litter Picker Clean Team	The Safety Supply Company	S	164.50	32.90	197.40
84	Community events	21/05/2022		Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	Aldi	X	19.95		19.95
85	Community events	21/05/2022		Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	B&Q	X	11.88		11.88
86	Community events	24/05/2022		Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	Crewe Road Nursery	X	24.83		24.83
87	Community events	24/05/2022		Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	Aldi	X	5.98		5.98
78	Online booking system	25/05/2022		Parish Council Main A <sub>y</sub>	CARD	Village Hall booking service	Skedda	X	23.89		23.89
44	Water supply	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13569740	Water Village Hall	Water Plus	Z	168.32		168.32
40	Website subscription	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570445	Parish Council website license	Brave Little Tank	S	175.00	35.00	210.00
42	Payroll Service	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570003	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
28	Audit Fees	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13568980	Internal Audit account 2021/2:	JDH Business Services	S	472.50	94.50	567.00
29	Cleaning Service	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13569182	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
30	Suppliers	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13569311	Cleaning Village Hall	Crystal Clean	S	43.00	8.60	51.60
31	Hall hire	25/05/2022	ScG/22/02/16	Village Hall A/C	13569393	Cleaning Village Hall	Crystal Clean	S	50.00	10.00	60.00
57	Gas supply	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	Direct Debit	British Gas Village Hall	British Gas	X	210.57		210.57
33	General Maintenance	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13569503	Cllr McIntyre refund - painting	G McIntyre	X	7.20		7.20
39	Community events	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13569635	S Garnero refund: #QueenBee	S Garnero	X	77.93		77.93
41	General Maintenance	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570082	Cllr McIntyre refund - VH repai	G McIntyre	X	1.05		1.05
45	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570273	HMRC - P30	HMRC	X	1,291.15		1,291.15
46	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570630	Staff salary May 2022	S Randle	X	861.86		861.86
47	Staff Salary	25/05/2022	ScG/22/02/16	Parish Council Main A <sub>y</sub>	13570743	Staff salary May 2022	S Garnero	X	2,136.95		2,136.95
79	Community events	25/05/2022		Parish Council Main A <sub>y</sub>	CARD	VF event PC stall - balloons	balloonprinting.co.uk	S	108.50	21.70	130.20
90	Community events	25/05/2022	STILL WAITING	Parish Council Main A <sub>y</sub>	Card	QueenBee activity materials	The Mug Printing Company	S	29.17	5.83	35.00
80	Community events	30/05/2022		Parish Council Main A <sub>y</sub>	CARD	VF event - QueenBee activity	Nyalkaran Limited	S	6.14	1.24	7.38
81	Community events	30/05/2022		Parish Council Main A <sub>y</sub>	BACS	Refun - queenbee	Amazon EU S.a r.l. UK Branch	S	-4.16	-0.83	-4.99
82	Community events	01/06/2022		Parish Council Main A <sub>y</sub>	CARD	QueenBee activity materials	Dunelm	X	19.00		19.00
59	General Maintenance	02/06/2022	ScG/22/02/17	Parish Council Main A <sub>y</sub>	13895222	VH repairs: wall lights lounge	Mick Ascroft	S	310.00	62.00	372.00
49	Newsletter: design, printing	02/06/2022	ScG/22/02/17	Parish Council Main A <sub>y</sub>	13895164	Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
51	Vine Tree Play area - mainte	06/06/2022	ScG/22/02/17	Parish Council Main A <sub>y</sub>	13895188	Signs Vine Tree Play area	Inprint Colour	S	114.00	22.80	136.80
52	Village Festival	06/06/2022	ScG/22/02/17	Parish Council Main A <sub>y</sub>	13895205	Banner VF Event	Inprint Colour	S	168.00	33.60	201.60
58	Community events	06/06/2022	ScG/22/02/17	Parish Council Main A <sub>y</sub>	13895239	Expenses refund	S Randle	X	21.40		21.40
60	Village Festival	06/06/2022		Parish Council Main A <sub>y</sub>	13895340	SVCF sponsorship- marquee	Exquisite Marquees	X	1,120.00		1,120.00



## Shavington-cum-Gresty Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
53 Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A <sub>y</sub>	13895264	Newsletter - Jubilee	Solopress	Z	731.37		731.37
54 Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A <sub>y</sub>	13895298	Newsletter - Jubilee	Solopress	Z	563.89		563.89
56 Newsletter: design, printing :	06/06/2022	ScG/22/02/17	Parish Council Main A <sub>y</sub>	13895319	Newsletter delivery	The Leaflet Team	Z	389.00		389.00
88 Village Festival	14/06/2022		Parish Council Main A <sub>y</sub>	14261587	VF film	Little Forest Film	X	150.00		150.00
64 Wi-Fi Service	14/06/2022		Parish Council Main A <sub>y</sub>		Internet Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
65 Ground Maintenance - Gener	14/06/2022		Parish Council Main A <sub>y</sub>	CARD	Vine Tree sign replacement	Sign Trade Supplies	S	30.33	6.07	36.40
67 Telephone	14/06/2022		Parish Council Main A <sub>y</sub>		VOIP	Gradwell Communications	S	18.82	3.77	22.59
70 Subscription (adobe/office/Cl	14/06/2022		Parish Council Main A <sub>y</sub>		Office 365	Strategy 365	S	100.94	20.19	121.13
61 Call minding service	14/06/2022		Parish Council Main A <sub>y</sub>		Voice message service	Cymphony	S	108.35	21.67	130.02
62 Waste collection	14/06/2022		Parish Council Main A <sub>y</sub>		Waste collection Village Hall	ASH Waste Services	S	75.67	15.13	90.80
63 Acquisition projects	17/06/2022		Parish Council Main A <sub>y</sub>	14197544	Banner Public consultation	Inprint Colour	S	56.00	11.20	67.20
69 Cleaning Service	17/06/2022		Parish Council Main A <sub>y</sub>	14197724	Village Hall cleaning service	Crystal Clean	S	390.00	78.00	468.00
66 Village Festival	17/06/2022		Parish Council Main A <sub>y</sub>	14197641	Road Closure Village Festival s	Blue Arrow Traffic Managem	S	495.00	99.00	594.00
91 Staff Salary	17/06/2022		Parish Council Main A <sub>y</sub>	14198288	HMRC - P30 June 2022	HMRC	X	1,329.85		1,329.85
93 Staff Salary	17/06/2022		Parish Council Main A <sub>y</sub>	14198464	Salary June 2022	S Randle	X	823.56		823.56
94 Staff Salary	17/06/2022		Parish Council Main A <sub>y</sub>	14198649	Salary June 2022	S Garner	X	2,092.95		2,092.95
96 Water supply	17/06/2022		Parish Council Main A <sub>y</sub>	14198135	Water Village Hall	Water Plus	Z	187.90		187.90
71 Staff Expenses	17/06/2022		Parish Council Main A <sub>y</sub>	14197986	SG expenses claim	S Garner	X	13.50		13.50
68 Staff Training	21/06/2022	ScG/22/02/23	Parish Council Main A <sub>y</sub>	14261482	SLCC membership	SLCC	X	206.00		206.00
92 Staff Salary	28/06/2022		Parish Council Main A <sub>y</sub>	14261796	CPF contribution June 2022	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
95 Subscription (adobe/office/Cl	06/07/2022		Parish Council Main A <sub>y</sub>		Parish Online subscription	Parish Online	S	225.00	45.00	270.00
<b>Total</b>								<b>37,527.03</b>	<b>1,667.69</b>	<b>39,194.72</b>



**SHAVINGTON**  
CUM  
**GRESTY**

## **Report Statement**

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

### **1. Report Summary**

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

### **2. Background**

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

### **3. Position**

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

### **4. Conclusions**

Members are asked to consider the following:

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

### **5. Consideration Sought**

That the payments are approved.

## **ANNEX 1**

List of payments to be considered by Members

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
95	Subscription (adobe/office/Cl	06/07/2022		Parish Council Main A <sub>y</sub>		Parish Online subscription	Parish Online	S	225.00	45.00	270.00
97	Website subscription	06/07/2022		Parish Council Main A <sub>y</sub>		Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
98	General Parish Council design	06/07/2022		Parish Council Main A <sub>y</sub>		Marketing and Design	Brave Little Tank	S	900.00	180.00	1,080.00
100	Payroll Service	06/07/2022		Parish Council Main A <sub>y</sub>		Payroll Service	Beardmore Accountants	S	144.50	28.90	173.40
<b>Total</b>									<b>1,444.50</b>	<b>288.90</b>	<b>1,733.40</b>



**SHAVINGTON**  
CUM  
**GRESTY**

## **Report Statement**

Meeting: Parish Council

Report Purpose: To provide Councillors information with regards to the Local Council Award Scheme

Version Control: v1

Author: Clerk

### **1. Report Summary**

To determine whether the Parish Council wishes to apply for accreditation to the Local Council Award Scheme.

### **2. Background**

The Local Council Award Scheme is designed to celebrate the successes of the best local councils and provides a framework for all local councils to work towards.

Awards are offered at three levels: Foundation, Quality and Quality Gold. Each level has a criterion which covers selected aspects of a council's work and a requirement for certain information to be published online.

The themes are governance, community and development of the council.

A council registers with NALC to take part, completes the template application form and pays the appropriate accreditation fee. The council must pass a resolution that they comply with the requirement for the level applied for and submits the application to NALC.

Applications are reviewed and assessed, and a decision made. The council can celebrate their success and is entitled to use LCAS logo for the period of the award.

Attached in annex 1 a guide to the Local Council Award Scheme.

### **3. Position**

The Parish Clerk has reviewed the criteria for each award and is of the opinion that Shavington-cum-Gresty Parish Council should be able to apply for the Quality Status.

In the Parish Clerk's opinion there is still work to be done by the council to apply with confidence for Quality Status. To complete the application and be in a position to submit it, the Parish Clerk will have to invest time and implement changes and



processes. The Clerk estimates that it might take up to one year for the Council to be in the position to submit the application.

Also, as one of the requirements of the Quality Scheme is that the Council should have at least 2/3 of its Councillors as elected Members, the Parish Council would need to wait until the election next year to be able to fulfil this requirement.

It is opinion of the Parish Clerk that the Parish Council will benefit from all these actions, which will impact its governance and community engagement models.

#### **4. Equality Impact**

Positive: the accreditation will require the Council to comply with equality regulations.

#### **5. Sustainability Impact**

Positive: the benefit to the Council is evidence to the community and peers that the council is delivering to a national professional standard in the sector, assurance of being up-to-date and progressive to electors and recognition for the council.

#### **6. Community Impact**

Positive: having an implemented and reviewed community engagement model will strengthen the cooperation with community groups and residents

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

The NALC standard registration fee is £50, and the accreditation fee is £100 for the Quality award.

Budget should be allocated from Council's reserves

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

Clerk and Community Manager time

#### **9. Wards Affected**

All

#### **10. Conclusions**

Councillors are asked to note the report and to consider:

- a. To agree to seek accreditation at Quality Council level and instruct the Clerk to prepare the submission to be reviewed and approved by the Council in May/June 2023. To agree to allocate a budget of £150 from reserves to cover the registration and accreditation fees
- b. To agree to seek accreditation at LCAS, but to aim at the Foundation Council level instead. To instruct the Clerk to prepare the submission to be reviewed



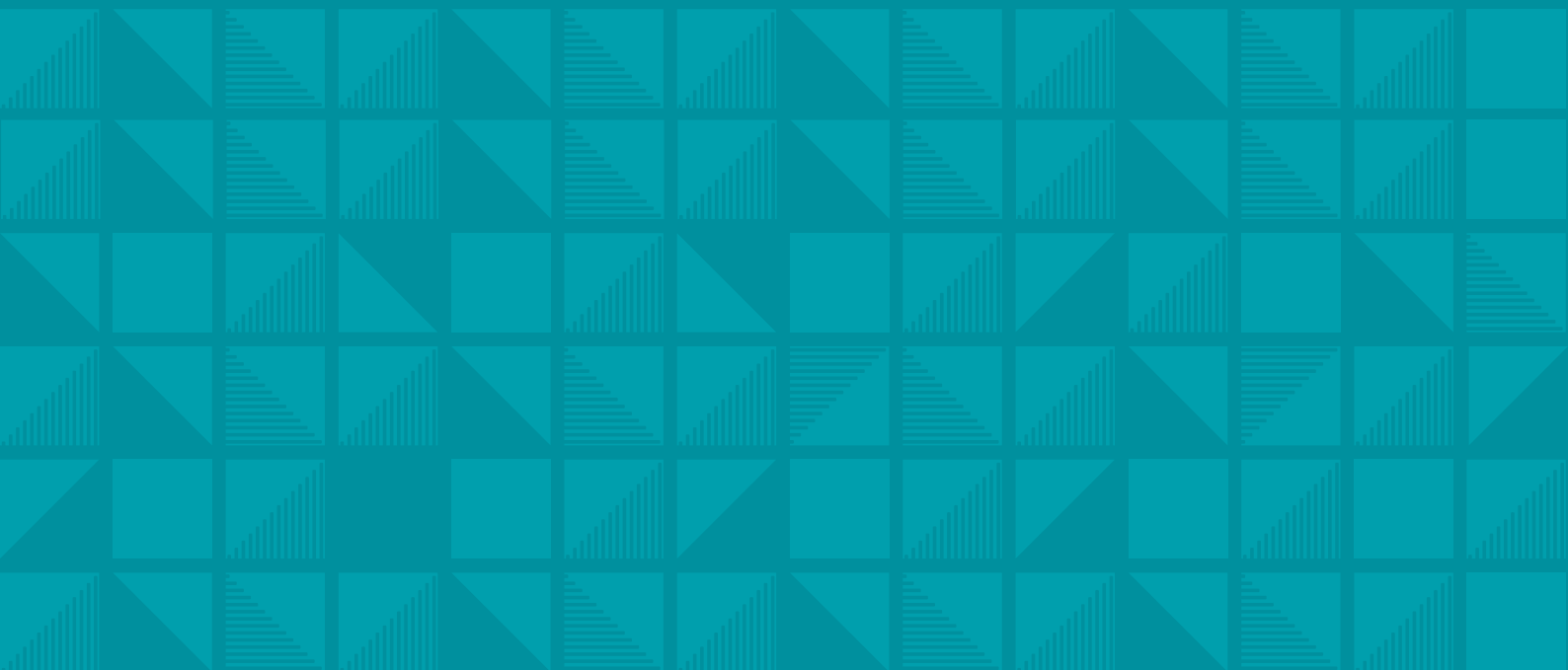
and approve by the Council. To agree to allocate a budget of £150 from reserves to cover the registration and accreditation fees

- c. Not to agree to seek the LCAS accreditation at Quality Council level

### **11. Consideration Sought**

That Shavington-cum-Gresty Parish Council resolves to seek reaccreditation at Quality Council level and instruct the Clerk to prepare the submission to be reviewed and approved to be submitted to NALC by May/June 2023.

# A guide to the Local Council Award Scheme



## THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

**The Foundation Award** demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

**The Quality Award** demonstrates that a council achieves good practice in governance, community engagement and council improvement.

**The Quality Gold Award** demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

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## CONTENTS

### 06 AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

### 18 ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

### 21 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

### 22 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

A COUNCIL CAN REGISTER TO TAKE PART IN THE LOCAL COUNCIL AWARD SCHEME BY VISITING [WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme](http://WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme)

THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS SECTION ON PAGE 18.

THE CRITERIA IN THIS BOOKLET APPLY TO COUNCILS SUBMITTING THEIR APPLICATIONS TO THEIR LOCAL ACCREDITATION PANEL. THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME ARE REVIEWED ANNUALLY.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.  
It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
	An annual report that is actively shared with the community	A formal appraisal process for all staff
	Evidence of a customer service in how the council handles correspondence with the public	A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

- The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.
- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

4 4 5 6 6 7 8 8 9 10 10 11 12 12 13 14

Two thirds

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
- The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the council's commitment to customer service.
- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development Points every year. The CPD guidance on how points are allocated can be downloaded from NALC's or SLCC's websites.

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none"> <li>– Engaging with diverse groups in the community using a variety of methods</li> <li>– Community engagement influencing council activity and priorities</li> <li>– A wide range of council activities, including innovative projects, that produce positive outcomes for the community</li> <li>– Co-operating constructively with other organisations</li> </ul>	

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
	Engages with the community on issues related to the environment and climate change	Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online, and the prepared statements.

## WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Quality Gold level. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.
- The panel seeks evidence that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.
- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.
- Finally, the statements on performance management explain the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statements also include confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.

## A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

### REGISTRATION

1. The council registers its intention to apply for a specified award online at [www.nalc.gov.uk/localcouncilawardscheme](http://www.nalc.gov.uk/localcouncilawardscheme)
2. Contact NALC at [lcas@nalc.gov.uk](mailto:lcas@nalc.gov.uk) or on 020 7637 1865.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.
7. The council pays the accreditation fee which covers the costs administering the local service.
8. The local panel co-ordinator keeps a record of all applications and monitors their progress.
9. When the accreditation panel makes its decision it informs the council. It also completes an online form to allow NALC to update national records.

### ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

### THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application

to an appropriate neighbouring or regional panel.

County Association's may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines how often an accreditation process occurs, or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion over the detail of how they organise the accreditation process. In consultation with the panel co-ordinators, NALC will provide regularly updated guidance and support for accreditation panels.

### THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator. The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.



For Quality Gold, the panel may wish to discuss the council’s activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

**THE OUTCOME**

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieved the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee) if it feels that the panel’s decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB’s decision is final.

**UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION**

Accreditation lasts for four years.

**Applying for a higher award:**

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

**Re-accreditation:**

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

**Removal of accreditation:**

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council’s poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

**FEES**

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.<sup>1</sup>

The accreditation fee<sup>2</sup> varies according to:

- The award applied for
- The income of the council
- The council’s accreditation history.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Foundation Standard	£50	£80
Quality Standard	£80	£100
Quality Gold	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

<sup>1</sup> All figures quoted are excluding VAT.

<sup>2</sup> The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

## EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

### QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

### EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

### IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year.

These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.





## Report Statement

Meeting: Parish Council

Report Purpose: To provide the revised Shavington-cum-Gresty Village Hall Hiring Agreement for Councillors' consideration

Version Control: v0

Author: Clerk

### 1. Report Summary

The report provides the revised Shavington-cum-Gresty Village Hall Hiring Agreement for Councillors' consideration.

### 2. Position

**Please note:** amendments to the previous Village Hall Hiring Agreement Policy are highlighted in yellow

### 3. Conclusions

Members are asked to consider the revised Shavington-cum-Gresty Village Hall Hiring Agreement and:

- a. Resolve to approve the policy; or
- b. Consider the draft attached, request some amendments to be made, and approve the policy; or
- c. Consider the draft attached, resolve not to approve the policy

### 4. Consideration Sought

That the Shavington-cum-Gresty Recording Village Hall Hiring Agreement is approved



**SHAVINGTON**  
CUM  
**GRESTY**

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

## **SHAVINGTON-CUM-GRESTY VILLAGE HALL HIRING AGREEMENT**

Approved by Shavington-cum-Gresty Parish Council on 2 February 2022

### **Conditions of Hire between**

**the Owner (Shavington-cum-Gresty Parish Council)**

**and the Client**

### **1. Supervision**

The Client shall, during the period of the hiring, be responsible for:

supervision of the Village Hall, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the Village Hall whatever their capacity. As directed by the Bookings Clerk, the Client shall make good or pay for all damage (including accidental damage) to the Village Hall or to the fixtures, fittings or contents and for loss of contents.

### **2. Car Park**

The Parish Council will not accept liability for any accidents damage or loss incurred.

The Client is responsible for ensuring that vehicles are parked in an orderly way so as to avoid obstruction of other vehicles using the car park, leaving access to the buildings at the rear of the car park and the highway. Alcohol must not be consumed in the car park. The Parish Council accept no responsibility for any damage whatsoever by act of vandalism, theft, fire, flood or force of nature at all times.

The car park must be used for the sole purpose of attending the event being held in the hall.

### **3. Use of the Village Hall**

The Client shall not use the Village hall for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Village Hall or allow the Village Hall to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Village Hall anything which may endanger the same or render invalid any insurance policies in respect thereof.



**SHAVINGTON**  
CUM  
**GRESTY**

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

Access to the ceiling space is strictly prohibited.

#### **4. Licences**

The Client shall be responsible for obtaining licences in respect of playing live or recorded music.

#### **5. Public Safety Compliance**

The Client shall comply with all conditions and regulations made in respect of the Village Hall by the Fire Authority and Local Authority. Whether Covid regulations are in place to limit the number of people allowed in the facility, the hirer must guarantee that the number of persons at any time in the Hall is complying with the local or national regulations.

#### **6. Fire Precautions/Emergency Procedures/Escape Routes**

The Client must familiarise themselves with the location of all emergency exits, the position and instructions for the use of fire extinguishers and to note the fire drill procedure notice which is situated on the notice-board in the foyer of the hall.

The three exit signs must remain switched on at all times.

For occasions when guests are to be seated, there must be a gangway of 3 ft 6 in and access to fire exits must not be blocked.

End of session check-list:

- Search for smouldering fires and clear waste-paper.
- Check that all electrical appliances are turned off and unplugged.
- Turn out all lights not required for security purposes.
- Ensure that curtains are opened.
- Secure all windows and outside doors
- See attached Covid 19 Guidelines with regards to cleaning (if applicable)

#### **7. Gas and Electrical Appliance Safety**

The Client shall ensure that all gas appliances and electrical equipment belonging to the Village Hall and any electrical equipment brought in by the Client are used safely in accordance with the Instructions. If electrical equipment is brought into the hall, there must



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be an appropriate certificate to evidence that the equipment has been subject to PAT (portable appliance testing).

## **8. Accidents and Dangerous Occurrences**

The Client must report to the Bookings Clerk, all accidents involving injury to the public, as soon as possible and complete the relevant section in the Village Hall's accident book. Any damage to Village Hall property, or failure of equipment belonging to the Village Hall, or brought in by the Client must be reported to the Bookings Clerk as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority; these are accidents which cause serious injury or death. The completion of this form is the responsibility of the Bookings Clerk. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

## **9. Animals**

The Client shall ensure that no animals except guide dogs or other support dogs (eg 'Hearing' dogs) are brought into the Village Hall. No animals are to enter the kitchen at any time.

Exception can be approved on a one-to-one basis by the Parish Clerk.

## **10. Fly-Posting**

The Client shall not carry out or permit fly-posting or any other form of unauthorised advertisements for any event taking place at the Village Hall if such fly-posting and advertisements are displayed within the curtilage of the Village Hall and shall indemnify and keep indemnified each member of the Parish Council against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## **13. Permitted Numbers**

Whether Covid regulations are in place to limit the number of people allowed in the facility, the hirer must guarantee that the number of persons at any time in the Hall is complying with the local or national regulations.

## **14. Booking Administration**

Booking request



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Each booking enquiry will be assessed by the Booking Clerk. The Council reserves the right to refuse booking requests that don't comply with this policy or whether supporting documents listed in the booking form are not provided.

To support regular hirer, the Council reserves the right to refuse booking for slots that are regularly hired.

a. Payment for Hire

Full payment is required to secure a booking.

b. Hire Charges

Hirers are advised that charges may be reviewed on 1st April annually. Hirings arranged before that date for events after that date will be charged at the rates applicable at the time of booking.

c. Regular Hire

For anyone booking a 16-week block booking, on an occasional basis the Parish Council reserves the right to move any one of the sessions and extend the hirer period in order for the Parish Council to utilise the premises (i.e. public meetings, vaccination centre, ..)

d. Hire Period

The hiring period shall be between the times specified in the confirmation of booking document. The Client should include time needed for preparation and clearing-up in establishing the total period of hire required. The Client is responsible for making sure that the Village Hall is not left unattended and/or unsecured at any time during, or at the end of the hire period.

The hall must be left in a clean and tidy condition at the end of the hire period.

### 15. Insurance and Indemnity

(a) The Client shall be liable for:

(i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the Village Hall including the curtilage thereof or the contents of the Village Hall.

(ii) All claims, losses, damages and costs made against, or incurred by, the Parish Council, its employees, volunteers, agents or invitees as a result of





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any nuisance caused to a third party as a result of the use of the Village Hall by the Client.

- (b) The Parish Council is insured against any claims arising out of its own negligence.

### 16. Cancellation

~~If a Client wishes to cancel the booking 14 clear days or less before the date of the event and the Parish Council is unable to make a replacement booking, the issue of the payment or the repayment of the fee shall be at the discretion of the Booking Clerk, dependent on the circumstances.~~

~~In case of mandatory self-isolation the hirer will be offered the opportunity to change the date of a confirmed booking. However, if this cannot be done because there is not a suitable slot in the diary, and the~~

The Hirer may surrender the hiring provided that written notice is delivered to the Booking Officer or Parish Clerk prior to the function. The Council may at its discretion vary the sum payable to the Council under the terms of the agreement, upon consideration of the circumstances relating to the surrender of the hiring, and particularly the period of notice given and any subsequent re-letting of the premises. However, if the cancellation is made less than 7 days before the date of the function, the fee will not be refunded.

~~The Parish Council reserves the right to cancel a hiring by written notice to the Client in the event of:~~

The Parish Council shall be entitled summarily to cancel the hiring without in any way being liable to the Hirer or any other person in respect of any loss, damage or expenses suffered by reason of such stoppage or cancellation due to the following circumstances:

- (a) If the Hirer fails to pay the appropriate charges in accordance with the conditions of payment.
- (b) If at any time prior to the commencement of the function it shall appear to the Parish Clerk that the Hirer has made a material omission or mis-statement in the application form.
- (c) If the Village Hall is being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (d) During national mourning period
- (e) The Parish Council reasonably considers that –

<sup>1</sup> Subject to this being reported on the next Village Hall Committee meeting



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- (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
  - (ii) unlawful or unsuitable activities will take place at the Village Hall as a result of this hiring;
- (f) The Village Hall may become unfit or unsafe for the use intended by the Client;
- (g) The hall may be required for an emergency requiring use of the Village Hall as a shelter for the victims of flooding, snowstorm fire, explosion or those at risk of these or similar disasters.

In any such case the Client shall be entitled to a refund of payment, but the Parish Council shall not be liable to the Client for any resultant direct or indirect loss or damages whatsoever.

A copy of this Agreement will be provided to the client as part of the confirmation of a booking. The client is deemed to have accepted the terms and shall be bound by it.



## Report Statement

Meeting: Parish Council  
Report Purpose: To inform the budget 2023/24 process  
Version Control: v1  
Author: Clerk

### 1. Report Summary

The purpose of this report is to give Members an update with regards to the budget setting process.

### 2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2023/24 Budget at the Full Parish Council meeting on 1 June 2022
- The Budget Setting Schedule provided the timeframe for the setting of the budget and the reporting of the draft budget to the various Committees of the Council

### 3. Position

On 15 June 2022, C&E Committee agreed to recommend a draft Community & Engagement Committee budget for the financial year 2023/24.

Draft budget is reported in Annex 2

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation  
Shavington-cum-Gresty Parish Council Budget Setting Schedule

### 5. Financial Impact

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

### 6. Wards Affected

Community and Engagement Committee

### 7. Consideration Sought

Members to note the Draft C&E budget 2023/24 and to consider if any amendment is needed.



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## Shavington-cum-Gresty Parish Council

Community and Engagement Committee						
Code	Title	2022/23		2023/24		
		Receipts	Payments	Receipts	Payments	
20	Newsletter: design, printing and delivery		£ 11,000.00		£ 12,000.00	4 newsletter £2,600 each ( included 4 months of BLT £900/months)
21	General Parish Council design and print		£ 3,500.00		£ 3,500.00	Include 2 months of BLT. Budget available for other is £1700
22	Social Media Marketing		£ 500.00		£ 500.00	
23	Village Festival		£ 3,000.00		£ 4,000.00	Include 1 month BLT. Budget available for event is £3,100
24	Christmas/Winter event		£ 1,600.00		£ 3,000.00	Include 1 month BLT. Budget available for event is £2,100
25	Remembrance Service		£ 4,500.00		£ 5,000.00	Include 1 month BLT. Budget available for event is £4,100
26	Community events		£ 3,000.00		£ 3,000.00	
49	Small Grant Scheme		£ 100.00		£ 500.00	Parish Council Award
NEW	ScG Welcome Pack				£ 2,000.00	
NEW	Engagement and promotion				£ 3,000.00	Covers 3 months of BLT. Budget available for promotion is £300
NEW	Civic events*				£ 3,000.00	**
NEW	Wall of memories Project				£ 1,000.00	
NEW	Honorary Freedom				£ 500.00	



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	<b>SUB TOTAL</b>	£ -	£ 27,200.00	£ -	£ 41,000.00	
<b>Environment and Recreation Committee</b>						
27	Ground Maintenance - General amenities		£ 2,000.00		£ 2,000.00	
28	Ground Maintenance- supplier		£ 15,000.00		£ 15,000.00	
29	Vine Tree Play area - maintenance		£ 1,000.00		£ 1,000.00	
30	Vine Tree Play Area - Inspection		£ 400.00		£ 400.00	
31	Allotment fee	£ 400.00				
32	Allotment maintenance cost					
52	Defibrillator and kiosk		£ 800.00		£ 800.00	
	<b>SUB TOTAL</b>	£ 400.00	£ 19,200.00	£ -	£ 19,200.00	
<b>Finance and Strategy Committee</b>						
3	Staff Expenses		£ 300.00		£ 300.00	
4	Stationary		£ 600.00		£ 600.00	
5	Accountancy software		£ 650.00		£ 650.00	
6	ICT equipment		£ 750.00		£ 750.00	
9	Audit Fees		£ 1,500.00		£ 1,500.00	
10	Insurance		£ 2,700.00		£ 2,700.00	
11	Legal and professional fee		£ 1,500.00		£ 1,500.00	
12	Subscription (adobe/office/Chalc)		£ 3,000.00		£ 3,000.00	
13	Telephone		£ 500.00		£ 500.00	



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14	Website subscription		£ 2,100.00		£ 2,100.00	
15	Website transparency		£ 1,000.00		£ 1,000.00	
16	Misc/Expenses		£ 1,000.00		£ 1,000.00	
17	Precept	£ 161,154.00				
18	VAT reclaim					
19	Other income					
53	Acquisition projects		£ 10,000.00		£ 10,000.00	
	<b>SUB TOTAL</b>	<b>£ 161,154.00</b>	<b>£ 25,600.00</b>	<b>£ -</b>	<b>£ 25,600.00</b>	
<b>Parish Council Projects</b>						
50	S.137 Grant- Car Park		£ 5,500.00		£ 5,500.00	
51	PCSO funding		£ 33,300.00		£ 33,300.00	
	<b>SUB TOTAL</b>	<b>£ -</b>	<b>£ 38,800.00</b>	<b>£ -</b>	<b>£ 38,800.00</b>	
<b>Staffing Committee</b>						
1	Staff Salary		£ 69,250.00		£ 69,250.00	
2	Payroll Service		£ 920.00		£ 920.00	
7	Staff Training		£ 2,500.00		£ 2,500.00	
8	Members Training		£ 100.00		£ 100.00	
	<b>SUB TOTAL</b>	<b>£ -</b>	<b>£ 72,770.00</b>	<b>£ -</b>	<b>£ 72,770.00</b>	



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<b>Village Hall Committee</b>						
33	Suppliers		£ 300.00		£ 300.00	
34	Cleaning Service		£ 4,500.00		£ 4,500.00	
35	Gas supply		£ 1,900.00		£ 1,900.00	
36	Power supply		£ 1,000.00		£ 1,000.00	
37	Fire equipment		£ 250.00		£ 250.00	
38	Wi-Fi Service		£ 800.00		£ 800.00	
39	Online booking system		£ 300.00		£ 300.00	
40	Hygine service		£ 700.00		£ 700.00	
41	Water supply		£ 2,000.00		£ 2,000.00	
42	Waste collection		£ 960.00		£ 960.00	
43	PPS/PRS		£ 250.00		£ 250.00	
44	Call minding service		£ 840.00		£ 840.00	
45	Marketing		£ 2,000.00		£ 2,000.00	
46	Kitchen Refurbishment		£ 5,000.00		£ 5,000.00	
47	General Maintenance		£ 1,500.00		£ 1,500.00	
48	Hall hire	£ 14,000.00				
	<b>SUB TOTAL</b>	<b>£ 14,000.00</b>	<b>£ 22,300.00</b>	<b>£ -</b>	<b>£ 22,300.00</b>	
<b>% diff to 2021/22</b>						
<b>TOTAL</b>		<b>£ 175,554.00</b>	<b>£ 205,870.00</b>	<b>£ -</b>	<b>£ 219,670.00</b>	<b>6.70%</b>



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**Please note:** figures in white reported in the Payment column 2023/24 are for reference only, as Committees still need to meet and to consider the draft budget for the forthcoming year.