



**SHAVINGTON**  
CUM  
**GRESTY**

**Shavington-cum-Gresty Council**  
**Finance & Strategy Committee meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP  
[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

19 September 2024

To: **Members of the Finance & Strategy Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Finance & Strategy Committee** to be held at **8PM on Wednesday 25 September 2024** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP.**

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

1	To elect the Chair and Deputy Chair of the Finance & Strategy Committee.
2	To receive and consider apologies for absence.
3	To note declarations of Members' interests.
4	To confirm and sign the minutes of the Finance & Strategy Committee Meeting held on 26 June 2024 ( <b>attached</b> )
5	<b>Public Participation</b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
6	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements ( <b>attached</b> )

<b>7</b>	To review the forecast of the Council's financial position as of 31 March 2025 <b>(attached)</b> and discuss any necessary corrective actions
<b>8</b>	To receive and consider the following Project Initiation Documents <b>(attached)</b> :  a. Corporate workwear (Cllr Buchanan)
<b>9</b>	To consider and inform the budget setting process for 2025/26 financial year <b>(attached)</b>
<b>10</b>	To note the date of the next Finance & Strategy Committee Meeting – <b>13 November 2024 7:30PM</b>

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



**MINUTES of the meeting held on**  
**Wednesday 26 June 2024**

In attendance: Cllrs B Gibbs, S Jones, McHugh, Randle

ScG FSC/24/01/01	<b>To elect the Chair and Deputy Chair of the Finance &amp; Strategy Committee.</b>
	<b>RESOLVED:</b> that the election of the Chair and Deputy Chair is postponed to the next committee meeting <b>RESOLVED:</b> that Cllr S. Jones is nominated to chair the meeting
ScG FSC/24/01/02	<b>To receive and consider apologies for absence.</b>
	Apologies were received from Cllr K Gibbs
ScG FSC/24/01/03	<b>To note declarations of Members' interests.</b>
	No declaration of interest was made.
ScG FSC/24/01/04	<b>To note the Terms of Reference of the Finance &amp; Strategy Committee.</b>
	The Terms of Reference of the Finance & Strategy Committee were <b>NOTED</b> .
ScG FSC/24/01/05	<b>To confirm and sign the minutes of the Finance &amp; Strategy Committee Meeting held on 28 February 2024</b>
	<b>RESOLVED:</b> that the minutes of the previous meeting are approved and signed as an accurate record.

<p>ScG FSC/24/01/06</p>	<p><b>Public participation</b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i></p>
	<p>No comment was raised.</p>
<p>FSC/24/01/07</p>	<p><b>To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements</b></p>
	<p>Members <b>NOTED</b> the Parish Council YTD financial position.</p> <p>It was <b>NOTED</b> that the month-end reconciliations statements ending 30 April 2024, 31 May 2024 were checked and signed by Cllrs S Jones and McHugh</p>
<p>FSC/24/01/08</p>	<p><b>To receive and consider to recommend to Full Council the budget setting schedule for 2025/2026</b></p>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Budget Setting Schedule for 2025/26 is approved and recommended to Full Council for adoption</p>
<p>FSC/24/01/09</p>	<p><b>To receive and consider the DRAFT following policy</b></p> <ul style="list-style-type: none"> <li>a. <b>Shavington-cum-Gresty Parish Council Fast Fail Policy (new)</b></li> <li>b. <b>Shavington-cum-Gresty Parish Council Performance Management Policy (new)</b></li> <li>c. <b>Shavington-cum-Gresty Parish Council Quality Policy (new)</b></li> <li>d. <b>Shavington-cum-Gresty Parish Council Allotment Policy (revisions in yellow)</b></li> <li>e. <b>Shavington-cum-Gresty Parish Council Bench Sponsorship Policy (revisions in yellow)</b></li> <li>f. <b>Shavington-cum-Gresty Parish Council Child Protection and Safeguarding (revisions in yellow)</b></li> <li>g. <b>Shavington-cum-Gresty Parish Council Complaint Policy (revisions in yellow)</b></li> <li>h. <b>Shavington-cum-Gresty Parish Council Dignity at Work (revisions in yellow)</b></li> <li>i. <b>Shavington-cum-Gresty Parish Council Document Retention Policy (revisions in yellow)</b></li> <li>j. <b>Shavington-cum-Gresty Parish Council Environment and Sustainability Policy (revisions in yellow)</b></li> <li>k. <b>Shavington-cum-Gresty Parish Council Fixed Asset and Content Management Policy (revisions in yellow)</b></li> <li>l. <b>Shavington-cum-Gresty Parish Council Granting of Honorary Freedom of the Parish (revisions in yellow)</b></li> </ul>

	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the following policies are approved and recommended to Full Council for adoption:</p> <ul style="list-style-type: none"> <li>a. Shavington-cum-Gresty Parish Council Performance Management Policy</li> <li>b. Shavington-cum-Gresty Parish Council Quality Policy</li> <li>c. Shavington-cum-Gresty Parish Council Allotment Policy</li> <li>d. Shavington-cum-Gresty Parish Council Bench Sponsorship Policy</li> <li>e. Shavington-cum-Gresty Parish Council Child Protection and Safeguarding</li> <li>f. Shavington-cum-Gresty Parish Council Complaint Policy</li> <li>g. Shavington-cum-Gresty Parish Council Dignity at Work</li> <li>h. Shavington-cum-Gresty Parish Council Document Retention Policy</li> <li>i. Shavington-cum-Gresty Parish Council Environment and Sustainability Policy</li> <li>j. Shavington-cum-Gresty Parish Council Fixed Asset and Content Management Policy</li> <li>k. Shavington-cum-Gresty Parish Council Granting of Honorary Freedom of the Parish</li> </ul> <p><b>RESOLVED:</b> that the following policy is approved, subject to the name being amended from 'Shavington-cum-Gresty Parish Council Fast Fail Policy' to 'Shavington-cum-Gresty Parish Council Fail Fast Policy'.</p>
FSC/24/01/10	<p><b>To receive and consider a proposal to assess the council structure, with the support of ChALC, to better support the Council Strategy 2024-2029.</b></p>
	<p>The Clerk briefed Councillors on the item. Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Clerk is instructed to work with ChALC at a proposal to review the council structure to better support the Council Strategy 2024-29 and report this back to the Committee on its next meeting</p>
FSC/24/01/11	<p><b>To review and consider the updated version of Shavington-cum-Gresty Financial Regulations, revised in alignment with the newly published NALC Model Financial Regulations 2024</b></p>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the updated version of the Shavington-cum-Gresty Financial Regulations, revised in alignment with the newly published NALC Model Financial Regulations 2024 is approved and recommended to Full Council for adoption</p>
FSC/24/01/12	<p><b>To note the date of the next Finance &amp; Strategy Committee Meeting – 25 September 2024 7:30PM</b></p>

	Councillors <b>NOTED</b> the date of the next Committee meeting.

Meeting Closed at 2029 hrs

Chair: Cllr S Jones

Clerk: S Garnero

DRAFT

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				14,600.00	5,736.37	8,863.63	8,863.63 (60%)
21	General Parish Council design a				3,600.00	2,120.92	1,479.08	1,479.08 (41%)
22	PC/VH subscription and adv				1,600.00	655.27	944.73	944.73 (59%)
24	Christmas Carol				1,500.00		1,500.00	1,500.00 (100%)
25	Remembrance Service				4,100.00	349.00	3,751.00	3,751.00 (91%)
26	Community events				2,500.00	275.66	2,224.34	2,224.34 (88%)
43	PPS/PRS				300.00		300.00	300.00 (100%)
49	Micro & Small Grant Scheme				2,500.00	250.00	2,250.00	2,250.00 (90%)
61	Civic events				2,600.00	2,191.34	408.66	408.66 (15%)
70	Parish Map Framework				1,000.00		1,000.00	1,000.00 (100%)
73	Community Event Marketing and				900.00		900.00	900.00 (100%)
<b>SUB TOTAL</b>					<b>35,200.00</b>	<b>11,578.56</b>	<b>23,621.44</b>	<b>23,621.44 (67%)</b>

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General a				500.00	89.01	410.99	410.99 (82%)
28	Ground Maintenance- supplier				17,000.00	5,581.68	11,418.32	11,418.32 (67%)
29	Vine Tree Play area - mainten				1,000.00		1,000.00	1,000.00 (100%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	700.00	600.00	-100.00				-100.00 (-14%)
32	Allotment maintenance cost				700.00	10.80	689.20	689.20 (98%)
52	Defibrillator and kiosk				300.00		300.00	300.00 (100%)
54	CIL - Community Infrastructure L							(N/A)
74	Ground Maintenance Contingenc				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>		<b>700.00</b>	<b>600.00</b>	<b>-100.00</b>	<b>20,900.00</b>	<b>5,681.49</b>	<b>15,218.51</b>	<b>15,118.51 (69%)</b>

External Grants Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	SPF E6 Cultural Activity Grant		3,900.00	3,900.00		3,333.19	-3,333.19	566.81 (N/A)
79	Flourish Fund		5,000.00	5,000.00		3,768.14	-3,768.14	1,231.86 (N/A)
80	Improved, Greener, Community		750.00	750.00				750.00 (N/A)
81	IMPACT (budget 2023/24)					1,798.42	-1,798.42	-1,798.42 (N/A)
82	CEC fund		1,150.00	1,150.00				1,150.00 (N/A)
<b>SUB TOTAL</b>			<b>10,800.00</b>	<b>10,800.00</b>		<b>8,899.75</b>	<b>-8,899.75</b>	<b>1,900.25 (N/A)</b>

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00	36.00	114.00	114.00 (76%)
4	Stationary				500.00	175.11	324.89	324.89 (64%)

Summary of Receipts and Payments

All Cost Centres and Codes

5	Accountancy software			835.00	777.60	57.40	57.40 (6%)		
6	ICT equipment			1,500.00	145.82	1,354.18	1,354.18 (90%)		
9	Audit Fees			1,000.00	1,213.00	-213.00	-213.00 (-21%)		
10	Insurance			4,000.00	3,419.79	580.21	580.21 (14%)		
11	Legal and professional fee			2,000.00	750.00	1,250.00	1,250.00 (62%)		
12	Subscription (adobe/office/Chalc			4,050.00	2,913.74	1,136.26	1,136.26 (28%)		
13	Telephone and WiFi			950.00	486.84	463.16	463.16 (48%)		
14	Website subscription			2,400.00	1,050.00	1,350.00	1,350.00 (56%)		
15	Website transparency			500.00		500.00	500.00 (100%)		
16	Misc/Expenses			1,000.00		1,000.00	1,000.00 (100%)		
17	Precept	116,127.00	116,127.00				116,127.00 (N/A)		
18	VAT reclaim						(N/A)		
19	Other income						(N/A)		
53	Ecological Mitigation Land acqui			7,000.00		7,000.00	7,000.00 (100%)		
59	Office costs			6,600.00		6,600.00	6,600.00 (100%)		
67	IT support			300.00		300.00	300.00 (100%)		
<b>SUB TOTAL</b>				<b>116,127.00</b>	<b>116,127.00</b>	<b>32,785.00</b>	<b>10,967.90</b>	<b>21,817.10</b>	<b>137,944.10 (420%)</b>

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Community Support				41,789.40	10,325.00	31,464.40	31,464.40 (75%)
68	Sponsorship Main Road Car par				4,837.50	4,500.00	337.50	337.50 (6%)
72	Sign restoration project				3,000.00		3,000.00	3,000.00 (100%)
75	Rolling Capital Fund (Strategy)				20,000.00		20,000.00	20,000.00 (100%)
<b>SUB TOTAL</b>					<b>69,626.90</b>	<b>14,825.00</b>	<b>54,801.90</b>	<b>54,801.90 (78%)</b>

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				86,100.00	41,631.71	44,468.29	44,468.29 (51%)
2	Payroll Service				800.00	374.50	425.50	425.50 (53%)
7	Staff Training				1,000.00	401.00	599.00	599.00 (59%)
8	Members Training				400.00	25.00	375.00	375.00 (93%)
76	Communication officer				20,000.00		20,000.00	20,000.00 (100%)
<b>SUB TOTAL</b>					<b>108,300.00</b>	<b>42,432.21</b>	<b>65,867.79</b>	<b>65,867.79 (60%)</b>

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	81.96	218.04	218.04 (72%)
34	Cleaning Service				5,400.00	2,808.70	2,591.30	2,591.30 (47%)
35	Gas supply				4,800.00	857.23	3,942.77	3,942.77 (82%)
36	Power supply				1,600.00	674.00	926.00	926.00 (57%)
37	Fire equipment				330.00		330.00	330.00 (100%)
39	Online booking system				370.00	369.77	0.23	0.23 (0%)
40	Hygine service				700.00	578.51	121.49	121.49 (17%)

Summary of Receipts and Payments

All Cost Centres and Codes

41 Water supply				3,000.00	1,289.92	1,710.08	1,710.08 (57%)
42 Waste collection				1,000.00	417.21	582.79	582.79 (58%)
47 General Maintenance				1,500.00	455.14	1,044.86	1,044.86 (69%)
48 Hall hire	15,000.00	9,957.00	-5,043.00				-5,043.00 (-33%)
60 Office costs income	6,600.00		-6,600.00				-6,600.00 (-100%)
71 Roof maintenance				3,000.00		3,000.00	3,000.00 (100%)
77 Fire emergency panel + smoke c				2,500.00	1,972.00	528.00	528.00 (21%)
<b>SUB TOTAL</b>	<b>21,600.00</b>	<b>9,957.00</b>	<b>-11,643.00</b>	<b>24,500.00</b>	<b>9,504.44</b>	<b>14,995.56</b>	<b>3,352.56 (7%)</b>

Summary

<b>NET TOTAL</b>	<b>22,300.00</b>	<b>137,484.00</b>	<b>115,184.00</b>	<b>291,311.90</b>	<b>103,889.35</b>	<b>187,422.55</b>	<b>302,606.55 (96%)</b>
<b>V.A.T.</b>		<b>2,874.87</b>			<b>3,781.84</b>		
<b>GROSS TOTAL</b>		<b>140,358.87</b>			<b>107,671.19</b>		

# Shavington-cum-Gresty Parish Council

18 September 2024 (2024-2025)

## Summary of Receipts and Payments

All Cost Centres and Codes

### Community & Engagement

		Receipts			Payments			Net Position	FORECAST
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	Under/over spend	
20	Newsletter: design, printing and				14,600.00	5,736.37	8,863.63	8,863.63	14,600.00
21	General Parish Council design				3,600.00	2,120.92	1,479.08	1,479.08	3,600.00
22	PC/VH subscription and adv				1,600.00	655.27	944.73	944.73	1,000.00
24	Christmas Carol				1,500.00		1,500.00	1,500.00	1,500.00
25	Remembrance Service				4,100.00	349.00	3,751.00	3,751.00	4,100.00
26	Community events				2,500.00	275.66	2,224.34	2,224.34	1,500.00
43	PPS/PRS				300.00		300.00	300.00	600.00
49	Micro & Small Grant Scheme				2,500.00	250.00	2,250.00	2,250.00	2,500.00
61	Civic events				2,600.00	2,191.34	408.66	408.66	2,191.34
70	Parish Map Framework				1,000.00		1,000.00	1,000.00	1,000.00
73	Community Event Marketing an				900.00		900.00	900.00	0.00
<b>SUB TOTAL</b>					<b>35,200.00</b>	<b>11,578.56</b>	<b>23,621.44</b>	<b>23,621.44</b>	<b>32,591.34</b>

### Environment & Recreation

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	Under/over spend	
27	Ground Maintenance - General				500.00	89.01	410.99	410.99	500.00
28	Ground Maintenance- supplier				17,000.00	5,581.68	11,418.32	11,418.32	17,000.00
29	Vine Tree Play area - maintena				1,000.00		1,000.00	1,000.00	1,000.00
30	Vine Tree Play Area - Inspectio				400.00		400.00	400.00	400.00
31	Allotment fee	700.00	600.00	-100.00				-100.00	
32	Allotment maintenance cost				700.00	10.80	689.20	689.20	400.00
52	Defibrillator and kiosk				300.00		300.00	300.00	
54	CIL - Community Infrastructure								
74	Ground Maintenance Continger				1,000.00		1,000.00	1,000.00	1,000.00
<b>SUB TOTAL</b>		<b>700.00</b>	<b>600.00</b>	<b>-100.00</b>	<b>20,900.00</b>	<b>5,681.49</b>	<b>15,218.51</b>	<b>15,118.51</b>	<b>20,300.00</b>

### External Grants Fund

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	Under/over spend	
78	SPF E6 Cultural Activity Grant		3,900.00	3,900.00		3,333.19	-3,333.19	566.81	3,900.00
79	Flourish Fund		5,000.00	5,000.00		3,768.14	-3,768.14	1,231.86	5,000.00
80	Improved, Greener, Community		750.00	750.00				750.00	750.00
81	IMPACT (budget 2023/24)					1,798.42	-1,798.42	-1,798.42	1,798.42
82	CEC fund		1,150.00	1,150.00				1,150.00	0.00
<b>SUB TOTAL</b>			<b>10,800.00</b>	<b>10,800.00</b>		<b>8,899.75</b>	<b>-8,899.75</b>	<b>1,900.25</b>	<b>11,448.42</b>

### Finance & Strategy Commit

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	Under/over spend	
3	Staff Expenses				150.00	36.00	114.00	114.00	150.00
4	Stationary				500.00	175.11	324.89	324.89	500.00
5	Accountancy software				835.00	777.60	57.40	57.40	777.60
6	ICT equipment				1,500.00	145.82	1,354.18	1,354.18	1,500.00
9	Audit Fees				1,000.00	1,213.00	-213.00	-213.00	1,213.00
10	Insurance				4,000.00	3,419.79	580.21	580.21	3,419.79
11	Legal and professional fee				2,000.00	750.00	1,250.00	1,250.00	750.00

12	Subscription (adobe/office/Chal					4,050.00	2,913.74	1,136.26		1,136.26	3,921.74
13	Telephone and WiFi					950.00	486.84	463.16		463.16	1,086.84
14	Website subscription					2,400.00	1,050.00	1,350.00		1,350.00	2,100.00
15	Website transparency					500.00		500.00		500.00	500.00
16	Misc/Expenses					1,000.00		1,000.00		1,000.00	1,000.00
17	Precept		116,127.00	116,127.00						116,127.00	
18	VAT reclaim										
19	Other income										
53	Ecological Mitigation Land acqu					7,000.00		7,000.00		7,000.00	7,000.00
59	Office costs					6,600.00		6,600.00		6,600.00	6,600.00
67	IT support					300.00		300.00		300.00	300.00
	<b>SUB TOTAL</b>		<b>116,127.00</b>	<b>116,127.00</b>		<b>32,785.00</b>	<b>10,967.90</b>	<b>21,817.10</b>		<b>137,944.10</b>	<b>30,818.97</b>

## Parish Council Project

		Receipts			Payments			Net Position		
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	nder/over spend		
51	Community Support				41,789.40	10,325.00	31,464.40		31,464.40	41,789.40
68	Sponsorship Main Road Car pa				4,837.50	4,500.00	337.50		337.50	4,500.00
72	Sign restoration project				3,000.00		3,000.00		3,000.00	0.00
75	Rolling Capital Fund (Strategy)				20,000.00		20,000.00		20,000.00	0.00
	<b>SUB TOTAL</b>				<b>69,626.90</b>	<b>14,825.00</b>	<b>54,801.90</b>		<b>54,801.90</b>	<b>46,289.40</b>

## Staffing Committee

		Receipts			Payments			Net Position		
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	nder/over spend		
1	Staff Salary				86,100.00	41,631.71	44,468.29		44,468.29	86,100.00
2	Payroll Service				800.00	374.50	425.50		425.50	800.00
7	Staff Training				1,000.00	401.00	599.00		599.00	700.00
8	Members Training				400.00	25.00	375.00		375.00	400.00
76	Communication officer				20,000.00		20,000.00		20,000.00	10,000.00
	<b>SUB TOTAL</b>				<b>108,300.00</b>	<b>42,432.21</b>	<b>65,867.79</b>		<b>65,867.79</b>	<b>98,000.00</b>

## Village Hall Committee

		Receipts			Payments			Net Position		
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	nder/over spend		
33	Suppliers				300.00	81.96	218.04		218.04	300.00
34	Cleaning Service				5,400.00	2,808.70	2,591.30		2,591.30	5,617.40
35	Gas supply				4,800.00	857.23	3,942.77		3,942.77	4,800.00
36	Power supply				1,600.00	674.00	926.00		926.00	1,600.00
37	Fire equipment				330.00		330.00		330.00	330.00
39	Online booking system				370.00	369.77	0.23		0.23	369.77
40	Hygine service				700.00	578.51	121.49		121.49	578.51
41	Water supply				3,000.00	1,289.92	1,710.08		1,710.08	2,579.84
42	Waste collection				1,000.00	417.21	582.79		582.79	834.42
47	General Maintenance				1,500.00	455.14	1,044.86		1,044.86	1,500.00
48	Hall hire	15,000.00	9,957.00	-5,043.00					-5,043.00	
60	Office costs income	6,600.00		-6,600.00					-6,600.00	
71	Roof maintenance				3,000.00		3,000.00		3,000.00	300.00
77	Fire emergency panel + smoke				2,500.00	1,972.00	528.00		528.00	1,972.00
	<b>SUB TOTAL</b>	<b>21,600.00</b>	<b>9,957.00</b>	<b>-11,643.00</b>	<b>24,500.00</b>	<b>9,504.44</b>	<b>14,995.56</b>		<b>3,352.56</b>	<b>20,781.94</b>

## Summary

<b>NET TOTAL</b>	<b>22,300.00</b>	<b>137,484.00</b>	<b>115,184.00</b>	<b>291,311.90</b>	<b>103,889.35</b>	<b>187,422.55</b>	<b>302,606.55</b>	<b>260,230.07</b>
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## Report Statement

Meeting:	Finance & Strategy Committee
Report Purpose:	To present the Project Initiation Proposal for Councillors' review and approval
Version Control:	v1
Author:	Clerk

### 1. Report Summary

To present the Project Initiation Proposal for Councillors' review and approval

### 2. Background

On 11 September 2024, Councillor Buchanan presented a Project Initiation Document (PID) for the 'Gresty Lane Speed Cushions' project.

### 3. Position

Attached to this report is the Project Initiation Document (PID) for Councillors' consideration.

Councillors are asked to review the proposal and determine if it should be included in the 2025/26 budget, as well as consider making a recommendation to Full Council for its progression

### 4. Community Impact

The installation of speed cushions on Gresty Lane will improve road safety, especially for children and residents, by reducing speeding and enhancing pedestrian conditions.

### 5. Equality impact

The installation of speed cushions on Gresty Lane promotes equality by ensuring safer access for all road users, including vulnerable groups such as children, elderly residents, and people with disabilities.

### 6. Sustainability impact

The installation of speed cushions on Gresty Lane supports sustainability by encouraging slower traffic speeds, which can reduce vehicle emissions and promote safer, more walkable, and bike-friendly environments.

### 7. Governance

Shavington-cum-Gresty Financial Regulation  
Shavington-cum-Gresty Parish Council Project Initiation Policy



**8. Financial Impact**

TBC (up to £7k)

**9. Resource Impact**

Clerk and Community Manager

**10. Conclusions**

Members are asked to review and consider the proposal outlined in this report. If approved, an appropriate budget allocation should be included to advance the project as part of the 2025/26 council budget. Additionally, a recommendation should be made to Full Council to proceed with the project.



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Project Initiation Document		
<b>Name and Position in the Council</b>	Linda Buchanan Ward Councillor	<b>Date: 10/09/24</b>
<b>Project Name</b> Which Committee does this project come under? (if none, then please add Finance and Strategy Committee)	Project Name: Gresty Lane, speed cushions Committee: Finance and Strategy	
<b>Description of project</b>	The aim of the project is to have speed cushions installed in Gresty Lane as a calming measure through the residential portion of Gresty Lane as well as make a safer walking and cycling route for children using the lane to get to Shavington High School	
<b>Project Aims</b> What do you want the project to achieve? How does it support the Council's plans and aims?	I want the project to make Gresty Lane a safer route. This lane is incredibly narrow but drivers speed through it. There are build outs but these are too far apart and mainly at the Rope Lane end of the road. Residents currently complain about the speed of the traffic past their houses. With the development of Willowbrook Grange, a lot more children now use this route to get to school.	
<b>Target Communities</b> What communities are targeted and what benefits will the project bring to them?	<ul style="list-style-type: none"> <li>• Residents who suffer from drivers speeding down the lane and the worry this causes that there might be a serious accident</li> <li>• Children who use this route to get to school. With traffic calming measures the aim is to provide a safer route to school.</li> </ul>	
<b>Research already completed.</b> Please attach all research carried out so far.	I have had several residents contact me about the speed. I have spoken to the PCSO Pete Colbert who has stated it is unsafe to carry out speed watch due to the narrow road, the lack of footpath and poor visibility due to bends. I have sought the help of Cheshire East highways who have stated that the route is too narrow for a cycle path and have recommended speed cushions as a safety measure worth consideration.	
<b>Evidence of need</b> How do you know the project is needed?	When out meeting residents it is nerve wracking walking along the lane as it is so narrow. You walk from the house drive straight into the road. Some drives are on a bend so drivers can't see you.	



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<p><b>Cost of Project</b> Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue &amp; capital and include estimate of Officer Hrs if you are able to.</p>	<p>Cheshire East has stated the cost of the project is £20,000. At this stage I do not have a breakdown of costs. I am able to fund the project up to £13,000 from my ward budget. I am seeing if the Parish Council is able and willing to part fund this project before I take this to Highways.</p>
<p><b>Benefits</b> Please detail all benefits including cost savings, efficiency savings</p>	<p>The benefits are making the road safer through traffic calming measures. The cost saving to the council is that I can use my ward councillor budget towards costs. If the Parish Council is also able to make a financial contribution, this will strengthen my case with highways to proceed with this project. There will also be a cost saving as there will be no Parish Council employee time taken to fulfil this project.</p>
<p><b>Who?</b> Officer /Councillor Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?</p>	<p>The Parish Council do not need to set up a project team. Cheshire East will carry out all the work.</p>
<p><b>Other Organisational Support</b> Who do you think we need to work with or take advice from?</p>	<p>I can arrange for Aki Tsakonas, Cheshire East Highways, to have a team meeting to go through the project with councillors.</p>
<p><b>Timeline</b> What is the length of the project work and when will the benefits be realised? Are there any time constraints?</p>	<p>At the moment I don't have this information. I am waiting for Aki Tsakonas to get back to me. As soon as I have them I will complete this part of the form.</p>
<p><b>Risks</b> Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?</p>	<p>I believe the reputational risks to the council is nil, indeed I believe it will enhance the reputation of the council if promoted in the right way.</p>
<p><b>Is the project a quick win?</b> I.E. does it meet all the following criteria? a. Will cost less than £1,000 b. All expenditure can be met from an existing budget c. Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc) d. Has the support of all Members of the relevant Committee (*please note this will be verified via Call-In)</p>	<p>a. I am hoping the council will be able to contribute of at least £1,000+ b. This would need to be factored into a future budget c. Yes, Cheshire East will carry out the work d. At advice given, this has come straight to Finance e. I do not believe it poses any reputational damage</p>



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<p>e. Does not pose any significant reputational or other risk to the Council or partners</p>	
<p><b>Other information</b> Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.</p>	<p>Attached to this form is a visual plan of the project proposed by Cheshire East highways.</p>



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## Report Statement

Meeting: Finance & Strategy Committee

Report Purpose: To inform the budget 2025/26 process

Version Control: v1

Author: Clerk

### 1. Report Summary

The purpose of this report is to present for Members' consideration, comments, and recommendation the draft 2025/26 budget for Finance & Strategy Committee.

### 2. Background

Members approved the Budget Setting Schedule for the Council's 2025/26 Budget at the Full Parish Council meeting held on 3 July 2024. The Budget Setting Schedule outlined the timeline for budget preparation and reporting of the draft budget to the various Committees of the Council.

The draft 2025/26 Finance & Strategy (F&S) Committee + Parish Council Project Budget is presented in this report, along with the attached appendix, for Members' consideration, including the recommended draft budget for the Community and Engagement Committee.

The draft 2025/26 F&S Committee Budget has been developed in accordance with the key principles of the Parish Council.

### 3. Position

The detailed draft 2025/26 Finance and Strategy Budget is attached at Appendix 1 for Members' consideration, together with the recommended draft budget for the Community and Engagement Committee



Members will note that the attached draft budget figures include references to the 2024/25 budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2025/26 budget proposals.

Please note: figures in pale grey refers to 2024/25 budget and still need to be discussed by the appointed committee.

#### **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 & Engagement Committee

#### **7. Consideration Sought**

It is recommended that Members consider the attached draft 2025/26 budget, and provide comments, feedback or proposed amendments



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Community and Engagement Committee						
		2024/25		2025/26		
Code	Title	Receipts	Payments	Receipts	Payments	
20	Production and delivery of 14,000 newsletters		£ 14,600.00		£ 15,000.00	£8,000 design + £5,600 printing (£1,400 per newsletter) + £1,400 distribution
21	General Parish Council design and print		£ 3,600.00		£ 2,900.00	£1,900 various design FN + £1,000 printing various
22	PC/VH subscription and ADV		£ 1,600.00		£ 1,600.00	£600 design for social media +£1,000 for paid services(including AI)
	Christmas Carol		£ 1,500.00		£ 1,600.00	£1000 design, £600 service
25	Remembrance Service		£ 4,100.00		£ 4,100.00	£1,800 design + £2,300 for event deliverly
	Community event support (design)		£ 900.00		£ -	
43	PPS/PRS		£ 300.00		£ 300.00	
	<i>Parish Map frame</i>		£ 800.00		£ -	
26	Community events		£ 2,500.00		£ 2,500.00	Over the last few year we managed to secure fund from external grant to deliver activities. shall we cut this?
49	Micro & Small Grant Scheme		£ 2,500.00		£ 2,500.00	
61	Civic events		£ 2,600.00		£ 2,600.00	
<b>NEW</b>	<b>Comminity Projects</b>				£ 3,300.00	



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	<b>SUB TOTAL</b>	£ -	£ 35,000.00	£ -	£ 36,400.00	
	<b>Environment and Recreation Committee</b>					
27	Ground Maintenance - General amenities		£ 500.00		£ 500.00	
28	Ground Maintenance- supplier		£ 17,000.00		£ 17,000.00	
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	£ 700.00				
32	Allotment maintenance cost		£ 700.00		£ 700.00	
52	Defibrillator and kiosk		£ 300.00		£ 300.00	
<i>NEW!</i>	<i>Ground Maintenance contingency</i>		£ 1,000.00		£ 1,000.00	
54	CIL (ear marked)					
62	New planters					
	<b>SUB TOTAL</b>	£ 700.00	£ 20,900.00	£ -	£ 20,900.00	
	<b>Finance and Strategy Committee</b>					



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3	Staff Expenses	£	150.00	£	150.00	
4	Stationary	£	500.00	£	500.00	
5	Accountancy software	£	835.00	£	800.93	
6	ICT equipment	£	1,500.00	£	1,500.00	Clerk laptop (rolling program replacement of devices)
9	Audit Fees	£	1,000.00	£	1,249.39	This year we had an increase in the audit cost (£1213)
10	Insurance	£	4,000.00	£	3,760.90	This year £3419
11	Legal and professional fee	£	2,000.00	£	2,000.00	Rhino safety should be contracted to renew the RA and HS policies
12	Subscription (adobe/office/Chalc)		£4,050	£	4,032.00	
13	Telephone	£	950.00	£	1,000.00	New contract to be negotiated
14	Website subscription	£	2,400.00	£	2,400.00	
15	Website transparency	£	500.00			
16	Misc/Expenses	£	1,000.00	£	1,000.00	
17	Precept					
18	VAT reclaim					
19	Other income					
53	Acquisition projects RENAME ECOLOGICAL MITIGATION AREA	£	7,000.00	£	3,000.00	
59	Office costs	£	6,600.00	£	6,600.00	
<b>NEW</b>	IT support	£	300.00	£	300.00	





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8	Members Training		£ 400.00		£ 400.00	
<i>NEW</i>	Comms officer		£ 20,000.00		£ 20,000.00	
	<b>SUB TOTAL</b>	£ -	£ 108,300.00	£ -	£ 108,300.00	
	<b>Village Hall Committee</b>	<b>Income</b>	<b>Expenditure</b>	<b>Income</b>	<b>Expenditure</b>	
33	Suppliers		£ 300.00		£ 300.00	
34	Cleaning Service		£ 5,400.00		£ 5,400.00	
35	Gas supply		£ 4,800.00		£ 4,800.00	
36	Power supply		£ 1,600.00		£ 1,600.00	
37	Fire equipment		£ 330.00		£ 330.00	
39	Online booking system		£ 370.00		£ 370.00	
40	Hygine service		£ 700.00		£ 700.00	
41	Water supply		£ 3,000.00		£ 3,000.00	
42	Waste collection		£ 1,000.00		£ 1,000.00	
47	General Maintenance		£ 1,500.00		£ 1,500.00	



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48	Hall hire	£ 15,000.00				
<i>NEW</i>	<i>Fire emergency panel + smoke detectors</i>		£ 2,500.00			£ 2,500.00
60	Office costs	£ 6,600.00				
<i>NEW</i>	<i>Roof maintenance</i>		£ 3,000.00			£ 3,000.00
	<b>SUB TOTAL</b>	£ <b>21,600.00</b>	£ <b>24,500.00</b>		£ <b>-</b>	£ <b>24,500.00</b>
	<b>TOTAL</b>	£ <b>22,300.00</b>	£ <b>291,111.90</b>		£ <b>-</b>	£ <b>267,109.59</b>