



SHAVINGTON
CUM
GRESTY

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

26 September 2024

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 **7:30PM** on **Wednesday 2 October 2024** at **Shavington-cum-Gresty Village Hall, 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 held on 25 September 2024 (attached)
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 4 September 2024 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee (DRAFT minutes attached) <u>Chair:</u> Cllr K Gibbs Meeting held on 11 September 2024 Items for consideration:</p> <p style="padding-left: 40px;">a. that the item [PCSO priorities] is forwarded to the Full Council for consideration on 2nd October, ahead of the meeting with the PCC. Councillors are invited to submit their comments to the clerk prior to the meeting.</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Cllr Ferguson</p> <p><u>Committee:</u> Finance & Strategy Committee (DRAFT minutes attached) <u>Chair:</u> Cllr K Gibbs Meeting held on 25 September 2024</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 4 September 2024 (minutes attached)</p>
6	To receive the August report from the Village Beat Manager (attached) and to consider a list of priorities for the funded PCSO
7	To note the YTD Parish Council finance position (attached)
8	To note and approve all payments since 1 April 2024 (attached)
9	To receive and consider the next round of payments (attached)
10	To receive and consider an update on the Weston Mitigation Land acquisition project (attached)
11	To receive an update on the Parish Council Delivery Plan 2024-25 (attached)
12	To receive and consider a report from the Clerk outlining priorities for the period from October 2024 to March 2025 (report to follow)
13	To consider requesting an extension of the design service contract, subject to discussion with the supplier, to enable the new Clerk to lead the tender process and manage the

	supplier appointment (attached)
14	To receive and consider a report from ChALC with regards to the Parish Council governance and structure (attached)
15	To receive and consider DRAFT budget 2025-26 recommendations from Committees (attached)
16	To note the date of the next Council Meeting – 6 November 2024 7:30PM

Shavington-cum-Gresty Parish Council
Extra-Ordinary Parish Council Meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the Extra- Ordinary
Meeting of the Parish Council
held on 25 September 2024

In attendance: Cllrs L. Buchanan, K. Cruickshank, B. Gibbs, K. Gibbs, R. Jones, S. Jones G.
McIntyre, S. Randle

ScG/24/05/1	To receive and consider apologies for absence
	Apologies were received from Cllrs M. Ferguson, R. Hancock, L. Buchanan ¹ and P. McHugh
ScG/24/05/2	To note declarations of Members' interest
	No declarations of interest were made
ScG/24/05/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 4 September 2024
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG/24/05/4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG/24/05/5	To receive an update on staffing and consider the proposed recruitment process for the new Parish Clerk/RFO. This includes reviewing the

¹ Cllr Buchanan joined the meeting later, but her apologies had already been noted.

	attached Job Description, Person Specification, interim arrangements for meeting schedules, and the appointment of a Locum Clerk to ensure business continuity
	<p>Councillors NOTED the report.²</p> <p>A vote of thanks was extended to the Clerk for her dedicated work over the past three and a half years.</p> <p>RESOLVED: that the recruitment process and timeline is approved.</p> <p>RESOLVED: Cllrs L Buchanan, R Jones, K Gibbs, K Cruickshank, and B Gibbs are nominated to serve on the appointment panel (with a minimum of three councillors required to be present) and are authorised to oversee the recruitment process, conduct candidate interviews, and present a final recommendation to the council for the selected candidate. Cllr S Jones has agreed to step in if fewer than three councillors are available to attend the interview.</p> <p>RESOLVED: That the Clerk/RFO job description and person specification attached to this report be approved with the following amendment:</p> <ul style="list-style-type: none">• The term 'Hybrid role' should be added to the description following the location. <p>RESOLVED: that Cllr R Jones is nominated to held informal conversation with candidates ahead of the interview process to learn more about the role</p> <p>RESOLVED: that the Clerk/RFO band salary is approved to SCP 33-36</p> <p>RESOLVED: A Locum Clerk/RFO should be contracted from the start of November 2024 for a minimum of three months, with the possibility of extension. The Clerk, Chair of the Council, and Vice-Chair of the Council are delegated the authority to negotiate arrangements such as weekly hours and salary, and to sign the contract. The agreed pay rate should not exceed £45 per hour unless approved by the council</p> <p>RESOLVED: that the recruitment of the Communication Officer is paused until the new Clerk is appointed</p> <p>RESOLVED: that the revision of the meeting schedule is postponed until the appointment of the Locum Clerk/RFO is completed and will be reviewed accordingly to their working arrangements</p>

² Cllr Buchanan joined the meeting at 19:39hrs

ScG/24/05/6	To note the date of the next Council Meeting – 2 October 2024 7:30PM
	Councillors NOTED the date of the next meeting

Meeting Closed 2051 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero

DRAFT

Shavington-cum-Gresty Council
Community & Engagement Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 11 September 2024**

In attendance: Cllrs K Cruickshank, B Gibbs, K Gibbs, R Jones, S Jones, G McIntyre, P McHugh

Community Manager, A George, J McIntyre, A Snell

ScG CE/24/02/01	To receive and consider apologies for absence.
	No apologies was received.
ScG CE/24/02/02	To note declarations of Members' interests.¹
	No declaration of personal interest was raised.
ScG CE/24/02/03	To confirm and sign the minutes of the Community & Engagement Committee Meeting held on 12 June 2024
	RESOLVED: that the minutes of the previous meeting are approved and signed as an accurate record
ScG CE/24/02/04	Public Participation A period not exceeding 20 minutes for members of the public to ask questions or submit comments
	No comment was raised.
ScG	To receive and consider the YTD financial position of the Community &

¹ Cllr Cruickshank joined the meeting at 1931hrs

CE/24/02/05	Engagement Committee
	Councillors NOTED the YTD position of the Committee
ScG CE/24/02/06	To consider and inform the budget setting process for 2025/26 financial year
	<p>Councillors NOTED the report.</p> <p>RESOLVED: That the DRAFT Community & Engagement Budget for 2025/26 v.1.0.1 is approved and recommended to the Finance & Strategy Committee, subject to the following amendments:</p> <ul style="list-style-type: none"> • Addition of a budget for community projects: £3,300 • Review and adjustment of the community event budget: £2,500 • Revision of the newsletter description to: 'Production and delivery of 14,000 newsletters' <p>Furthermore, once the Communications Officer is appointed, they will be tasked with exploring sponsorship opportunities to help reduce the cost of the newsletter. A time allocation will be provided for the analysis of these opportunities.</p>
ScG CE/24/02/07	To consider and review PCSO priorities for 2024/25
	RESOLVED: that the item is forwarded to the Full Council for consideration on 2nd October, ahead of the meeting with the PCC. Councillors are invited to submit their comments to the clerk prior to the meeting.
ScG CE/24/02/08	To receive and consider an update concerning the Shavington-cum-Gresty Heritage Working Group
	<p>The Community Manger briefed Councillors on the item.</p> <p>Councillors NOTED the update.</p> <p>RESOLVED: that Cllr S Jones is delegated to chair the first meeting of the Heritage Working Group.</p> <p>RESOLVED: For the first six months following the initial meeting, the Parish Council will support the group by providing administrative assistance, a venue, and facilitation.</p>
ScG CE/24/02/09	To receive and consider an update on the Wellbeing Wednesdays programme
	Councillors NOTED the report. ²

² Cllr K Gibbs left the room at 2100hrs. Cllr K Gibbs rejoined the meeting at 2104hrs

	RESOLVED: that the Community Manager is instructed to submit an application to Cheshire East Council (CEC) for the extension of the Wellbeing Wednesday program
ScG CE/24/02/10	To receive an update on a grant application to create an immersive historical IT experience for the parish.
	The Community Manger briefed Councillors on the item. Councillors NOTED the update.
ScG CE/24/02/11	To receive and consider a proposal to apply for funding to create a Parish Book of Walks in collaboration with the WI
	Councillors NOTED the report RESOLVED: that the Community Manager is tasked with applying for funding to support the design and production of the WI 'Book of Walks' RESOLVED: that standing orders are suspended to allow the meeting to continue beyond 9:30 pm
ScG CE/24/02/12	To receive and consider an update on the following events: - Shavington-cum-Gresty Remembrance Service 2024 - Shavington-cum-Gresty Christmas Carol 2024
	The Community Manger briefed Councillors on the item. Councillors NOTED the update.
ScG CE/24/02/13	To receive and consider a proposal for a VE 80th Anniversary Event in Shavington-cum-Gresty
	Councillors NOTED the report RESOLVED: that the Chair and Vice-Chair of the C&E Committee alongside the Community Manger are delegated to proceed with the delivery of the VE 80th Anniversary event as detailed in the report attached within the allocated budget
ScG CE/24/02/14	To receive and review a proposed collaboration project with Shavington Primary School and Shavington Academy
	Councillors NOTED the report

	<p>RESOLVED: that local primary schools and Shavington Academy are invited to participate in the Heritage Working Group</p> <p>RESOLVED: That the following resolution will be conducted via a recorded vote</p> <p>RESOLVED: That the committee supports the Heritage project (proposed by Cllr K Cruickshank, seconded by Cllr McHugh).</p> <ul style="list-style-type: none">• In favour: Cllrs P McHugh, R Jones, S Jones, K Cruickshank, G McIntyre• Against: None• Abstained: B Gibbs, K Gibb
ScG CE/24/02/15	To note the date of the next Community & Engagement Committee Meeting – 12 March 2025 7:30PM
	Councillors NOTED the date of the next meeting.

Meeting Closed at 2200 hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

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



MINUTES of the meeting held on **Wednesday 25 September 2024**

In attendance: Cllrs K. Gibbs, B. Gibbs, S. Jones, S. Randle

ScG FSC/24/02/01	To elect the Chair and Deputy Chair of the Finance & Strategy Committee¹.
	RESOLVED: that Cllr K Gibbs and Cllr S Jones are elected Chair and Deputy Chair of the Finance & Strategy Committee respectively
ScG FSC/24/02/02	To receive and consider apologies for absence.
	Apologies were received from Cllrs M. Ferguson, P. McHugh
ScG FSC/24/02/03	To note declarations of Members' interests.
	Cllr S. Randle declared an interest in Item 7, in accordance with his registered interests.
ScG FSC/24/02/04	To confirm and sign the minutes of the Finance & Strategy Committee Meeting held on 26 June 2024
	RESOLVED: that the minutes of the previous meeting are approved and signed as an accurate record.
ScG FSC/24/02/05	<i>Public Participation</i> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

¹ Meeting started at 2055hrs

	No comment was made
ScG FSC/24/02/06	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements
	Members NOTED the Parish Council YTD financial position. It was NOTED that the month-end reconciliations statements ending 30 June, 31 July and 31 August 2024, were checked and signed by Cllrs S Jones and B Gibbs
FSC/24/02/07	To review the forecast of the Council's financial position as of 31 March 2025 and discuss any necessary corrective actions
	Councillors NOTED the report. The Clerk briefed Councillors with regards to an unbudgeted charge for PPL licence for dance classes at Village Hall. RESOLVED: that a recommendation be made to the Village Hall Committee to review the fees for 2025/26, taking into account the PRS costs
FSC/24/02/08	To receive and consider the following Project Initiation Documents a. Gresty Lane, Speed Cushions (Cllr Buchanan)
	Councillors NOTED the report. RESOLVED: That the project is supported in principle, pending further details. It is advised that Cllr L Buchanan should approach Cllr Gage (Willaston and Rope Ward) to seek match funding. The project will be included in the 2025/26 draft budget.
FSC/24/02/09	To consider and inform the budget setting process for 2025/26 financial year
	Councillors NOTED the report. RESOLVED: That the DRAFT budget (version 2.0.1) is approved, subject to the following adjustments: <ul style="list-style-type: none"> • Insurance: £4,000 • Transparency: £500 • Chairman's Allowance: £100 • Rolling Program: £40,000
FSC/24/02/10	To note the date of the next Finance & Strategy Committee Meeting – 13 November 2024 7:30PM

Councillors NOTED the date of the next Committee meeting.
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Meeting Closed at 2213 hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

DRAFT

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



MINUTES of the meeting held on **Wednesday 4 September 2024**

In attendance: Cllrs K Gibbs, McIntyre, McHugh, Wain

ScG PC/24/04/01	To receive and consider apologies for absence
	Apologies were received from Cllr Ferguson
ScG PC/24/04/02	To note declarations of Members' interests
	No declarations of interest were made.
ScG PC/24/04/03	To confirm and sign the minutes of the Planning Committee Meeting held on 3 July 2024
	RESOLVED: That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG PC/24/04/04	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made.
ScG PC/24/04/05	To consider making a response to the following planning applications: a. Application No: 24/2800N Proposal: Variation of condition 2 on 22/0443N - Remove the rear porch wall, extend the wall of the utility room and the kitchen diner,

existing flat roof of the utility room will be replaced by a double hipped sloping roof, which will extend over to the newly extended kitchen.

Location: 272, NEWCASTLE ROAD, BLAKELOW, CHESHIRE, CW5 7ET

National Grid Ref: 369182.3975 351249.0203

RESOLVED: No comments

b. Application No: 24/2643N

Proposal: Deed of variation of S106 on approved application 21/4136N: Particulars of Development Hybrid planning application comprising (i) A full planning application for residential dwellings (Use Class C3) with access, public open space and associated infrastructure; and (ii) An outline planning application (with all matters reserved except for means of access) for up to 700sqm of commercial development (Use Classes E and Sui Generis).

Location: This is an Anwyl Homes site, Queens Mead

National Grid Ref: 369985.1842 351267.8799

RESOLVED: No comments

c. Application No: 24/2928N

Proposal: Single storey rear extension

Location: THE LODGE, MAIN ROAD, SHAVINGTON, CW2 5DY

National Grid Ref: 369365.2428 351504.7545

RESOLVED: No comments

d. Application No: 24/2960N

Proposal: Demolition of existing outbuilding, erection of extensions and garages, associated parking and landscaping.

Location: 349, CREWE ROAD, SHAVINGTON, CHESHIRE, CW2 5AD

National Grid Ref: 370819 353437

RESOLVED: No comments

e. Application No: 24/3033N

Proposal: Amendment to the front elevation of AFC 1 with the addition of 2nr. fixed windows to give light to the logistics warehouse with ancillary offices.

Location: Crewe Logistics Park, Jack Mills Way, Shavington, Cheshire East, CW2 5XF

National Grid Ref: 371177.5871 353440.4873

RESOLVED: No comments

ScG PC/24/04/06	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
	No urgent planning application was received.
ScG PC/24/04/07	To receive and consider the latest update of the ScG Parish Council – Planning Application Record
	Councillors NOTED the report
ScG PC/24/02/08	To note the date of the next Planning Committee Meeting – 2 October 2024 7:00PM
	Councillors NOTED the date of the next Planning committee meeting.

Meeting Closed at 1910 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide the August 2024 reports

Version Control: v0

Author: PCSO Walley

BEAT MANAGERS REPORT

Shavington Cam Cresty Council, Parish Council Meeting 26.08.2024
Agenda Item 6

AUGUST 2024

Completing officers	P.C.S.O 24152 Dan Walley
Ward	Shavington.
Community Engagement undertaken:	<p>Local shops visited.</p> <p>Patrols of garages, Local convenience stores and pet food shops after an increase in thefts.</p> <p>Continued welfare checks on identified vulnerable residents.</p> <p>Visits to Crewe Alex Training Centre</p> <p>Visits to Alexandra Mill Care Home</p> <p>Regular visits to Co-op Rope Lane</p>
Traffic activity/enforcement	<p><u>Tru-Cam.</u></p> <p><u>Speed watch (PCSO Dan Walley and Volunteer).</u></p> <p>Re-instated and awaiting training of volunteers.</p>
Surgeries	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
Schools + Young People.	<p>Parking Patrols.</p> <p>Shavington Academy visited.</p> <p>Shavington Primary School visited</p> <p>Glow Afterschool club</p>
Priority/problems raised, and activity carried out to combat	Speeding, parking, Increased presence around Play areas reference ASB. Co-op being targeted by shoplifters and kids.
Feedback (how have you made the community aware of what you have done?)	<p>Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting.</p> <p>**Drug work not posted**</p> <p>Cheshire Alert.</p>

<p>Notable contact with partner agencies.</p>	<p>Aspire Housing. Guinness housing. NHS Paramedics / Ambulance crew / crisis team. Health safety exec. (Industrial accident.) Probation service. Cheshire Fire and rescue. British transport police. Shavington Parish Council Sage Housing Alexandra Mill Care Home</p>
<p>Any wider community issues, which have been addressed?</p>	<p>02/08/2024- Neighbour Issues (Cameron Avenue)- Neighbours keep lighting fires. CLOSED AS NOT A POLICING ISSUE.</p> <p>03/08/2024- Road Related Offence (Main Road)- Report of dangerous driver in the area. REPORT WAS MADE TOO LONG AFTER SPOTTING VEHICLE SO CLOSED DOWN.</p> <p>04/08/2024- RTC (Rope Lane)- Two vehicle RTC. ONE VEHICLE HAS BEEN SEIZED FOR OUT-OF-DATE LICENSE.</p> <p>06/08/2024- Missing Person (Persimmon Estate)- Regular missing from home. FOUND AND RETURNED HOME.</p> <p>07/08/2024- Criminal Damage (Main Road)- Car has broken down and has now been damaged. ONGOING INVESTIGATION.</p> <p>08/08/2024- RTC (Jack Mills Way)- Two vehicle RTC with no injuries. DETAILS EXCHANGED AND BOTH VEHICLES LT ON THEIR WAY.</p> <p>11/08/2024- Violence Incident (Crewe Road)- verbal threats made to informant by three people. POLICE ATTENDED AND WORDS OF ADVICE GIVEN TO ALL PARTIES.</p> <p>13/08/2024- Public Order (Crewe Road)- In relation to earlier incident whereby car has been damaged. Now arguing in the street. ONGOING INVESTIGATION.</p> <p>13/08/2024- RTC (Jack Mills Way)- Two vehicle RTC with no injuries. DETAILS EXCHANGED AND BOTH LET ON THEIR WAY.</p> <p>15/08/2024- Theft (Jack Mills way)- Person reporting staff member has stolen from business. ONGOING.</p>

	<p>17/08/2024- Arson (Crewe Road)- report of vehicle on fire. ONGOING INVESTIGATION.</p> <p>17/08/2024- Road incident (Jack Mills Way)- Report of drink driver. DRIVER BLEW 13 AND LET ON THEIR WAY.</p> <p>18/08/2024- Shoplifting (Rope Lane)- Theft from store from unknown family. CLOSED.</p> <p>20/08/2024- Criminal Damage (Galway Grove)- Ex Tenant has smashed up a sign on the property. ONGOING.</p> <p>21/08/2024- RTC (Jack Mills Way)- Two vehicle RTC with no injuries. CLOSED AS DETAILS EXCHANGED.</p> <p>22/08/2024- ASB (Charles Kirk Place)- Kids throwing stones at an address. CLOSED AS SEARCH MADE NO TRACE FOR THE YOUTHS, REASSURANCE OFFERED.</p> <p>23/08/2024- RTC (Gresty Road)- Two vehicle RTC with minor injuries. DETAILS EXCHANGED AND PAPERWORK FINALISED.</p> <p>27/08/2024- Fly tipping (Jack Mills Way)- Report of vehicle fly tipping at location. CLOSED FOR COUNCIL TO DEAL WITH.</p> <p>28/08/2024- Burglary Dwelling (Main Road)- Address attempted to be broken into via window in kitchen. ONGOING</p> <p>29/08/2024- RTC (Vine Tree Avenue)- Potential RTC as person has rang up and witnessed one. CLOSED FOR INTEL.</p> <p>30/08/2024- Vehicle ASB (Jack Mills Way)- Report of bikes racing around jack mills way. CLOSED FOR INTEL.</p> <p>31/08/2024- E Scooters (Alfred Potts Way)- Report of E scooters being used. ONGOING INTEL DEVELOPMENT.</p>
<p>Abstractions.</p>	<p>07/08/2024- 8 Hours 08/08/2024- 8 Hours 09/08/2024- 8 Hours 12/08/2024- 10 Hours 13/08/2024- 10 Hours</p>

	ALL ARE IN RELATION TO THE RIOTS FROM THE NEWS AND I WAS BEING USED IN CREWE IN THE HOTSPOTS WHERE THERE WAS MOST CONCERNS THERE COULD BE RIOTS.
Other information / Incidents of note.	DOMESTICS NOT LISTED

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%)
SUB TOTAL					35,200.00	11,578.56	23,621.44	23,621.44 (67%)

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%)
SUB TOTAL		700.00	600.00	-100.00	20,900.00	5,681.49	15,218.51	15,118.51 (69%)

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)
SUB TOTAL			10,800.00	10,800.00		8,899.75	-8,899.75	1,900.25 (N/A)

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%)		
SUB TOTAL				116,127.00	116,127.00	32,785.00	10,967.90	21,817.10	137,944.10 (420%)

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 pari				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%)
SUB TOTAL					69,626.90	14,825.00	54,801.90	54,801.90 (78%)

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%)
SUB TOTAL					108,300.00	42,432.21	65,867.79	65,867.79 (60%)

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%)
SUB TOTAL	21,600.00	9,957.00	-11,643.00	24,500.00	9,504.44	14,995.56	3,352.56 (7%)

Summary

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



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Parish Council Meeting

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

Version Control: v0

Author: Clerk

1. Report Summary

The report provides Members an update with regards to payments made by the Clerk since the 1 April 2024

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 1 April 2024

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

26 September 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Fire emergency panel + smoke	23/04/2024	ScG/24/01/20	Parish Council Main /	32588110	Supply and install fire alarm an	North Staffs Fire	S	1,972.00	394.40	2,366.40
2	Website subscription	23/04/2024	ScG/24/01/20	Parish Council Main /	32588432	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
3	Flourish Fund	23/04/2024	ScG/24/01/20	Parish Council Main /	32588570	Marketing & Newsletter	FearNaught	S	927.92	185.58	1,113.50
4	General Maintenance	23/04/2024	ScG/24/01/20	Parish Council Main /	32588706	EICR Village Hall test	MHA Electrical Contractors	X	350.00		350.00
5	Payroll Service	23/04/2024	ScG/24/01/20	Parish Council Main /	32587823	Payroll Service	Beardmore Accountants	S	94.50	18.90	113.40
6	Hygine service	23/04/2024	ScG/24/01/20	Parish Council Main /	32588805	Hygiene disposal at Village Hall	Dame Hygiene Services	S	578.51	115.69	694.20
7	Cleaning Service	23/04/2024	ScG/24/01/20	Parish Council Main /	32588885	Cleaning Village Hall	Crystal Clean	S	663.70	132.74	796.44
8	Subscription (adobe/office/Cha	02/05/2024	ScG/24/01/20	Parish Council Main /	32905360	Chalc Affiliation Fee	Cheshire Assoc Local Coun	X	1,551.66		1,551.66
9	Staff Salary	23/04/2024	ScG/24/01/20	Parish Council Main /	32587682	P30 - April 2024	HMRC	X	2,405.96		2,405.96
10	Staff Salary	23/04/2024	ScG/24/01/20	Parish Council Main /	32587761	April 2024 - pay	Staff	X	940.45		940.45
11	Staff Salary	28/04/2024	ScG/24/01/20	Parish Council Main /	32587897	April 2024 pay + backdated pa	Clerk	X	3,686.87		3,686.87
12	Staff Salary	23/04/2024	ScG/24/01/20	Parish Council Main /	32588038	April 2024 pension contribution	Cheshire Pension Fund (CP	X	1,914.12		1,914.12
13	Audit Fees	23/04/2024	ScG/24/01/20	Parish Council Main /	32589044	Internal audit for year ended 3	JDH Business Services	S	583.00	116.60	699.60
14	SPF E6 Cultural Activity Grant	23/04/2024	ScG/24/01/20	Parish Council Main /	32589384	PRS licence for film at D-Day p	PPL PRS United for Music	S	35.82	7.16	42.98
15	Waste collection	02/04/2024	ScG/24/02/8	Parish Council Main /		VH waste service	ASH Waste Services	S	89.98	18.00	107.98
16	Water supply	02/05/2024	ScG/24/02/8	Parish Council Main /		Village Hall waste collection	ASH Waste Services	S	96.33	19.27	115.60
17	Power supply	02/04/2024	ScG/24/02/8	Parish Council Main /		DD monthly fixed £137	Scottish Power	X	137.00		137.00
18	Subscription (adobe/office/Cha	08/04/2024	ScG/24/02/8	Parish Council Main /		Adobe lightroom	Adobe	S	8.32	1.66	9.98
19	Subscription (adobe/office/Cha	04/05/2024	ScG/24/02/8	Parish Council Main /		Adobe lightroom	Adobe	S	8.32	1.66	9.98
20	IMPACT (budget 2023/24)	08/04/2024	ScG/24/02/8	Parish Council Main /		IMPACT -Seeds	ASDA Superstore	X	14.00		14.00
21	Gas supply	10/04/2024	ScG/24/02/8	Parish Council Main /		British Gas Village Hall	British Gas	L	160.48	8.02	168.50
22	Water supply	18/04/2024	ScG/24/02/8	Parish Council Main /		Water Village Hall	Water Plus	Z	190.27		190.27
23	Water supply	10/05/2024	ScG/24/02/8	Parish Council Main /		water consumption Village Hall	Water Plus	Z	197.28		197.28
24	SPF E6 Cultural Activity Grant	23/04/2024	ScG/24/02/8	Parish Council Main /		D-Day exhibition materials	Amazon Business EU S.à.r.	S	7.09	1.42	8.51
25	SPF E6 Cultural Activity Grant	23/04/2024	ScG/24/02/8	Parish Council Main /		D-Day exhibition materials	Amazon Services Europe S	S	8.95	1.79	10.74
26	SPF E6 Cultural Activity Grant	23/04/2024	ScG/24/02/8	Parish Council Main /		D-Day exhibition materials	Amazon Services Europe S	S	12.44	2.49	14.93
27	SPF E6 Cultural Activity Grant	24/04/2024	ScG/24/02/8	Parish Council Main /		D-Day exhibition materials	ARDISLE TRADING LIMITE	S	47.40	9.54	56.94
28	SPF E6 Cultural Activity Grant	29/04/2024	ScG/24/02/8	Parish Council Main /		D-Day exhibition materials	Amazon Services Europe S	S	32.96	6.60	39.56
29	ICT equipment	29/04/2024	ScG/24/02/8	Parish Council Main /		New charger for staff pc	Amazon Services Europe S	S	55.82	11.17	66.99
30	Telephone and WiFi	29/04/2024	ScG/24/02/8	Parish Council Main /		BT wifi and phone	BT	S	78.83	15.77	94.60
31	IMPACT (budget 2023/24)	30/04/2024	ScG/24/02/8	Parish Council Main /		IMPACT- Compost	Aldi	S	14.13	2.83	16.96
32	Stationary	10/05/2024	ScG/24/02/8	Parish Council Main /		stationary + clean team equipr	Viking	S	156.36	31.27	187.63
32	Stationary	10/05/2024	ScG/24/02/8	Parish Council Main /		stationary + clean team equipr	Viking	Z	18.75		18.75
32	Ground Maintenance - General	10/05/2024	ScG/24/02/8	Parish Council Main /		stationary + clean team equipr	Viking	Z	19.02		19.02

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	Allotment maintenance cost	10/05/2024	ScG/24/02/8	Parish Council Main /		stationary + clean team equipr	Viking	Z	10.80		10.80
33	IMPACT (budget 2023/24)	20/05/2024	ScG/24/02/8	Parish Council Main /	33376082	IMPACT -Banner	Solopress	Z	35.99		35.99
34	Civic events	20/05/2024	ScG/24/02/8	Parish Council Main /	33376110	Marketing and design D-Day bc	FearNaught	S	927.92	185.58	1,113.50
35	Website subscription	20/05/2024	ScG/24/02/8	Parish Council Main /	33376131	website hosting @shavingtonoi	FearNaught	S	175.00	35.00	210.00
36	Micro & Small Grant Scheme	20/05/2024	ScG/24/02/8	Parish Council Main /	33376156	Grant scheme - award	Shavington Village Festival	X	250.00		250.00
37	Payroll Service	20/05/2024	ScG/24/02/8	Parish Council Main /	33376177	Payroll Service	Beardmore Accountants	S	50.00	10.00	60.00
38	SPF E6 Cultural Activity Grant	21/05/2024	ScG/24/02/8	Parish Council Main /	33381824	D-Day exhibition materials	Mark Pott	X	189.82		189.82
39	Cleaning Service	20/05/2024	ScG/24/02/8	Parish Council Main /	33376203	Cleaning Village Hall	Crystal Clean	S	511.00	102.20	613.20
40	Flourish Fund	21/05/2024	ScG/24/02/8	Parish Council Main /	33381859	Wellbeing wednesdays - cardio	AJT Dance	Z	300.00		300.00
41	PC/VH subscription and adv	20/05/2024	ScG/24/02/8	Parish Council Main /	33376236	Advertising in Village Voice	Shavington Village Festival	Z	97.20		97.20
42	IMPACT (budget 2023/24)	20/05/2024	ScG/24/02/8	Parish Council Main /	33376264	IMPACT - banner	Solopress	S	29.99	6.00	35.99
43	Civic events	20/05/2024	ScG/24/02/8	Parish Council Main /	33376297	D-Day commemorative booklet	Solopress	Z	42.05		42.05
44	Civic events	20/05/2024	ScG/24/02/8	Parish Council Main /	33376318	D-day exhibition banners	Solopress	S	50.28	10.06	60.34
45	SPF E6 Cultural Activity Grant	20/05/2024	ScG/24/02/8	Parish Council Main /	33376340	D-day event - banner	Solopress	S	50.28	10.06	60.34
46	Newsletter: design, printing an	20/05/2024	ScG/24/02/8	Parish Council Main /	33376363	Distribution of June newsletter	The Leaflet Team	Z	349.00		349.00
46	Civic events	20/05/2024	ScG/24/02/8	Parish Council Main /	33376363	Distribution of June newsletter	The Leaflet Team	Z	174.50		174.50
47	SPF E6 Cultural Activity Grant	21/05/2024	ScG/24/02/8	Parish Council Main /	33382649	D-day poetry workshops at sch	John Lindley	Z	217.00		217.00
48	IMPACT (budget 2023/24)	16/05/2024	ScG/24/02/8	Parish Council Main /		IMPACT- workshop materials	Leoprinting Limited	S	235.00	47.00	282.00
49	Staff Salary	20/05/2024	ScG/24/02/8	Parish Council Main /	33376388	P30 - May 2024	HMRC	X	1,401.90		1,401.90
50	Staff Salary	28/05/2024	ScG/24/02/8	Parish Council Main /	33376398	May 2024 salary	Staff	X	940.45		940.45
51	Staff Salary	28/05/2024	ScG/24/02/8	Parish Council Main /	33376414	May 2024 salary	Clerk	X	2,816.06		2,816.06
52	Staff Salary	20/05/2024	ScG/24/02/8	Parish Council Main /	33376436	Pension contribution -May 2024	Cheshire Pension Fund (CP	X	1,354.50		1,354.50
53	SPF E6 Cultural Activity Grant	18/06/2024	ScG/24/03/8	Parish Council Main /	34195633	D-Day program: poppies gard	NonnaGlass	X	230.00		230.00
54	Newsletter: design, printing an	18/06/2024	ScG/24/03/8	Parish Council Main /	34195908	June newsletter 2024 - printing	Solopress	Z	1,169.72		1,169.72
55	Civic events	18/06/2024	ScG/24/03/8	Parish Council Main /	34196003	D-Day booklet printing	Solopress	Z	839.60		839.60
56	IMPACT (budget 2023/24)	18/06/2024	ScG/24/03/8	Parish Council Main /	34196189	IMPACT- printed flags	Solopress	S	345.33	69.07	414.40
57	Newsletter: design, printing an	18/06/2024	ScG/24/03/8	Parish Council Main /	34196246	Design newsletter and D-day l	FearNaught	S	927.92	185.58	1,113.50
58	Website subscription	18/06/2024	ScG/24/03/8	Parish Council Main /	34196308	website hosting @shavingtonoi	FearNaught	S	175.00	35.00	210.00
59	SPF E6 Cultural Activity Grant	18/06/2024	ScG/24/03/8	Parish Council Main /	34203230	D-Day program: art workshop	Lynsey Ferguson-Rogers	X	550.00		550.00
60	Payroll Service	18/06/2024	ScG/24/03/8	Parish Council Main /	34196388	Payroll Service	Beardmore Accountants	S	80.00	16.00	96.00
61	Staff Training	18/06/2024	ScG/24/03/8	Parish Council Main /	34196669	SLCC membership	SLCC	Z	206.00		206.00
62	Flourish Fund	18/06/2024	ScG/24/03/8	Parish Council Main /	34203294	Wellbeing Wednesdays- trainin	One stop clinical training se	Z	35.00		35.00
63	General Maintenance	18/06/2024	ScG/24/03/8	Parish Council Main /	34196729	Staff Claim - Key cut for Village	Clerk	X	25.00		25.00
64	IMPACT (budget 2023/24)	18/06/2024	ScG/24/03/8	Parish Council Main /	34196966	IMPACT - refreshment	Woodnoth cum Shavington	X	29.18		29.18
65	SPF E6 Cultural Activity Grant	18/06/2024	ScG/24/03/8	Parish Council Main /	34197045	D-Day program: videos and ed	Little Forest Film	Z	900.00		900.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
66	SPF E6 Cultural Activity Grant	18/06/2024	ScG/24/03/8	Parish Council Main /	34197144	D-Day program: filming and ed	Little Forest Film	Z	300.00		300.00
67	Flourish Fund	18/06/2024	ScG/24/03/8	Parish Council Main /	34197235	Wellbeing Wednesdays refresh	Woodnoth cum Shavington	Z	60.00		60.00
68	IMPACT (budget 2023/24)	18/06/2024	ScG/24/03/8	Parish Council Main /	34197419	IMPACT - refreshment costs fo	Woodnoth cum Shavington	X	100.00		100.00
69	Staff Salary	18/06/2024	ScG/24/03/8	Parish Council Main /	34197542	June 2024 - P30	HMRC	X	1,401.90		1,401.90
70	Staff Salary	28/06/2024	ScG/24/03/8	Parish Council Main /	34197720	June 2024 - pay	Staff	X	940.45		940.45
71	Staff Salary	28/06/2024	ScG/24/03/8	Parish Council Main /	34197801	June 2024 - pay	Clerk	X	2,816.06		2,816.06
72	Staff Salary	18/06/2024	ScG/24/03/8	Parish Council Main /	34197903	June 24 - pension contribution	Cheshire Pension Fund (CP	X	1,384.44		1,384.44
73	Flourish Fund	18/06/2024	ScG/24/03/8	Parish Council Main /	34203435	Wellbeing wednesday evening-	Anna's Art	X	60.00		60.00
74	IMPACT (budget 2023/24)	01/05/2024	ScG/24/03/8	Parish Council Main /		IMPACRT plants	Sainsbury's	X	10.00		10.00
75	SPF E6 Cultural Activity Grant	01/05/2024	ScG/24/03/8	Parish Council Main /		D-Day exhibition - table cloths	Amazon Business EU S.à.r.	S	42.02	8.40	50.42
76	SPF E6 Cultural Activity Grant	01/05/2024	ScG/24/03/8	Parish Council Main /		D-Day exhibition - table cloths	Amazon Business EU S.à.r.	S	84.04	16.80	100.84
77	Power supply	01/05/2024	ScG/24/03/8	Parish Council Main /		DD monthly fixed £137	Scottish Power	Z	137.00		137.00
78	SPF E6 Cultural Activity Grant	07/05/2024	ScG/24/03/8	Parish Council Main /		D-day exhibition	Marks&Spencer	Z	11.50		11.50
79	Online booking system	13/05/2024	ScG/24/03/8	Parish Council Main /		Online booking system -12 moi	Skedda	X	359.88		359.88
79	Online booking system	13/05/2024	ScG/24/03/8	Parish Council Main /		Online booking system -12 moi	Skedda	X	9.89		9.89
80	IMPACT (budget 2023/24)	15/05/2024	ScG/24/03/8	Parish Council Main /		IMPACT - Hanging baskets	Amberol Limited	S	77.00	15.40	92.40
81	SPF E6 Cultural Activity Grant	21/05/2024	ScG/24/03/8	Parish Council Main /		D-Day exhibithion visitor book	Amazon Business EU S.à.r.	S	10.61	2.12	12.73
82	SPF E6 Cultural Activity Grant	22/05/2024	ScG/24/03/8	Parish Council Main /		D-Day exhibition - stickers	Big Mabel	X	17.50		17.50
83	SPF E6 Cultural Activity Grant	23/05/2024	ScG/24/03/8	Parish Council Main /		D-day event: lighter for beacor	Amazon Services Europe S	S	10.82	2.17	12.99
84	SPF E6 Cultural Activity Grant	23/05/2024	ScG/24/03/8	Parish Council Main /		D-day exhibition : bunting	Amazon Services Europe S	S	14.98	3.00	17.98
85	SPF E6 Cultural Activity Grant	28/05/2024	ScG/24/03/8	Parish Council Main /		D-Day event - refreshment	ASDA Superstore	X	2.00		2.00
86	Flourish Fund	28/05/2024	ScG/24/03/8	Parish Council Main /		Wellbeing wednesday - cups	Amazon Business EU S.à.r.	S	9.96	1.99	11.95
87	SPF E6 Cultural Activity Grant	28/05/2024	ScG/24/03/8	Parish Council Main /		D-day exhibition - FB adv	Facebook	X	17.00		17.00
88	SPF E6 Cultural Activity Grant	28/05/2024	ScG/24/03/8	Parish Council Main /		D-day exhibition - FB adv	Facebook	X	17.00		17.00
89	SPF E6 Cultural Activity Grant	28/05/2024	ScG/24/03/8	Parish Council Main /		D_Day exhibition material	ASDA Superstore	X	17.95		17.95
90	SPF E6 Cultural Activity Grant	28/05/2024	ScG/24/03/8	Parish Council Main /		D-Da event: fencing pins	ANSIO LTD	S	29.12	5.82	34.94
91	IMPACT (budget 2023/24)	28/05/2024	ScG/24/03/8	Parish Council Main /		IMPACT_ Seed papers	VOID	S			
92	Telephone and WiFi	28/05/2024	ScG/24/03/8	Parish Council Main /		BT wifi and phone	BT	S	78.83	15.77	94.60
93	SPF E6 Cultural Activity Grant	29/05/2024	ScG/24/03/8	Parish Council Main /		D-day exhibition - FB adv	Facebook	X	17.00		17.00
94	PC/VH subscription and adv	29/05/2024	ScG/24/03/8	Parish Council Main /		OpenIA substcription 12 month	OpenAI, LLC	S	470.55	94.11	564.66
94	PC/VH subscription and adv	29/05/2024	ScG/24/03/8	Parish Council Main /		OpenIA substcription 12 month	OpenAI, LLC	X	15.52		15.52
95	General Parish Council design	10/07/2024	ScG/24/04/8	Parish Council Main /	34880817	Parish Council strategy booklet	Solopress	Z	265.08		265.08
96	Community events	10/07/2024	ScG/24/04/8	Parish Council Main /	34880836	Village Festival event banner	Solopress	S	22.00	4.40	26.40
97	Community events	10/07/2024	ScG/24/04/8	Parish Council Main /	34880856	Village Festival event banner	Solopress	S	22.00	4.40	26.40
98	Civic events	10/07/2024	ScG/24/04/8	Parish Council Main /	34880869	Village Festival event banner	Solopress	S	22.00	4.40	26.40

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
99	SPF E6 Cultural Activity Grant	10/07/2024	ScG/24/04/8	Parish Council Main /	34880876	D-Day event - refreshment	Hickory's (ROS) Limited	Z	250.00		250.00
100	ICT equipment	10/07/2024	ScG/24/04/8	Parish Council Main /	34880882	Laptop touchpad buttons repair	NGL Technology LTD	S	90.00	18.00	108.00
101	Payroll Service	10/07/2024	ScG/24/04/8	Parish Council Main /	34880896	Payroll Service	Beardmore Accountants	S	50.00	10.00	60.00
102	Subscription (adobe/office/Cha	15/07/2024	ScG/24/04/8	Parish Council Main /	Inv 00EQ114-0005	Parish Online subscription	Parish Online	S	225.00	45.00	270.00
103	Subscription (adobe/office/Cha	05/06/2024	ScG/24/04/8	Parish Council Main /		Adobe lightroom	Adobe	S	8.32	1.66	9.98
104	Waste collection	05/06/2024	ScG/24/04/8	Parish Council Main /		Village Hall waste collection	ASH Waste Services	S	101.73	20.35	122.08
105	Members Training	22/07/2024	ScG/24/04/8	Parish Council Main /	35166626	Chairmanship training – Cllr Crn	Cheshire Assoc Local Coun	Z	25.00		25.00
106	SPF E6 Cultural Activity Grant	10/06/2024	ScG/24/04/8	Parish Council Main /		Paid advert Facebook - D Day	Meta Platforms Ireland Lim	X	19.00		19.00
107	SPF E6 Cultural Activity Grant	10/06/2024	ScG/24/04/8	Parish Council Main /		Paid advert Facebook - D Day	Meta Platforms Ireland Lim	Z	21.00		21.00
108	SPF E6 Cultural Activity Grant	01/07/2024	ScG/24/04/8	Parish Council Main /		Paid advert Facebook - D Day	Meta Platforms Ireland Lim	Z	4.00		4.00
109	IMPACT (budget 2023/24)	22/07/2024	ScG/24/04/8	Parish Council Main /	35150556	IMPACT- workshop	NonnaGlass	Z	200.00		200.00
110	Staff Expenses	22/07/2024	ScG/24/04/8	Parish Council Main /	35166729	Staff refund	Staff	X	36.00		36.00
110	IMPACT (budget 2023/24)	22/07/2024	ScG/24/04/8	Parish Council Main /	35166729	Staff refund	Staff	X	27.00		27.00
110	SPF E6 Cultural Activity Grant	22/07/2024	ScG/24/04/8	Parish Council Main /	35166729	Staff refund	Staff	X	130.00		130.00
110	Flourish Fund	22/07/2024	ScG/24/04/8	Parish Council Main /	35166729	Staff refund	Staff	X	14.85		14.85
111	Suppliers	22/07/2024	ScG/24/04/8	Parish Council Main /	35166837	Village Hall cleaning service	MM Domestic Cleaning (Cr	X	53.82		53.82
111	Cleaning Service	22/07/2024	ScG/24/04/8	Parish Council Main /	35166837	Village Hall cleaning service	MM Domestic Cleaning (Cr	Z	516.00		516.00
112	General Parish Council design &	22/07/2024	ScG/24/04/8	Parish Council Main /	35154236	marketing and design services	FearNaught	S	927.92	185.58	1,113.50
113	Website subscription	22/07/2024	ScG/24/04/8	Parish Council Main /	35154324	website hosting @shavingtonor	FearNaught	S	175.00	35.00	210.00
114	Ground Maintenance- supplier	22/07/2024	ScG/24/04/8	Parish Council Main /	35154520	Garden service - May 24, June	Green Living Horticultural I	Z	2,950.84		2,950.84
115	Legal and professional fee	22/07/2024	ScG/24/04/8	Parish Council Main /	35166947	Legal Support for Shavington P	HCR Legal LLP	S	750.00	150.00	900.00
116	Newsletter: design, printing an	22/07/2024	ScG/24/04/8	Parish Council Main /	35167018	Newsletter delivery	The Leaflet Team	Z	349.00		349.00
117	Staff Training	22/07/2024	ScG/24/04/8	Parish Council Main /	35154880	Safeguarding Everyone e-Cour	SLCC	S	30.00	6.00	36.00
118	Staff Training	22/07/2024	ScG/24/04/8	Parish Council Main /	35154977	Staff training - Themed Summi	SLCC	S	65.00	13.00	78.00
119	Staff Training	22/07/2024	ScG/24/04/8	Parish Council Main /	35155084	Staff training - Themed Summi	SLCC	S	65.00	13.00	78.00
120	Staff Training	22/07/2024	ScG/24/04/8	Parish Council Main /	35155307	Staff training -Operation Londo	SLCC	S	35.00	7.00	42.00
121	IMPACT (budget 2023/24)	25/06/2024	ScG/24/04/8	Parish Council Main /		IMPACT - plants for kiosks	Minshulls Garden Centre L1	S	333.33	66.67	400.00
122	Misc/Expenses	18/07/2024	ScG/24/04/8	Parish Council Main /		Non-domestic rate demand 20	Cheshire East Council	Z			
123	Civic events	22/07/2024	ScG/24/04/8	Parish Council Main /	35182692	D-day community event	Shavington Academy	Z	100.00		100.00
124	Flourish Fund	22/07/2024	ScG/24/04/8	Parish Council Main /	35155464	Wellbeing Wednesdays- trainin	AJT Dance	Z	1,320.00		1,320.00
125	Flourish Fund	22/07/2024	ScG/24/04/8	Parish Council Main /	35155516	Wellbeing Wednesdays- trainin	AJT Dance	Z	100.00		100.00
126	Flourish Fund	30/06/2024	ScG/24/04/8	Parish Council Main /		Wellbeing wednesday - evening	ASDA Superstore	Z	31.50		31.50
127	SPF E6 Cultural Activity Grant	03/06/2024	ScG/24/04/8	Parish Council Main /		D-Day refreshment	Morrison	Z	2.00		2.00
128	SPF E6 Cultural Activity Grant	03/06/2024	ScG/24/04/8	Parish Council Main /		D-Day exhibition materials	Marks&Spencer	Z	19.50		19.50
129	Civic events	03/06/2024	ScG/24/04/8	Parish Council Main /		D-Day exhibition trophy	Concorde Trophies	S	34.99	7.00	41.99

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
130	Power supply	03/06/2024	ScG/24/04/8	Parish Council Main /		DD monthly fixed £137	Scottish Power	Z	137.00		137.00
131	SPF E6 Cultural Activity Grant	05/06/2024	ScG/24/04/8	Parish Council Main /		D-Day event: Cable for speaker	Amazon Services Europe S	S	14.39	2.88	17.27
132	Gas supply	05/06/2024	ScG/24/04/8	Parish Council Main /		British Gas Village Hall	British Gas	L	470.10	23.50	493.60
133	SPF E6 Cultural Activity Grant	10/06/2024	ScG/24/04/8	Parish Council Main /		void BANK error	VOID	Z			
134	SPF E6 Cultural Activity Grant	10/06/2024	ScG/24/04/8	Parish Council Main /		void BANK error	VOID	X			
135	Water supply	18/06/2024	ScG/24/04/8	Parish Council Main /		water consumption Village Hall	Water Plus	Z	206.43		206.43
136	Subscription (adobe/office/Cha	20/06/2024	ScG/24/04/8	Parish Council Main /		Amazon Business prime subscri	Amazon EU S.a r.l. UK Brar	S	95.00	19.00	114.00
137	Community events	25/06/2024	ScG/24/04/8	Parish Council Main /		Village Festival stall - material	Amazon Business EU S.à.r.	S	4.98	1.00	5.98
138	Community events	26/06/2024	ScG/24/04/8	Parish Council Main /		Village Festival stall - material	Amazon Business EU S.à.r.	S	5.82	1.16	6.98
139	Community events	26/06/2024	ScG/24/04/8	Parish Council Main /		Village Festival stall - material	Amazon Business EU S.à.r.	S	10.38	2.08	12.46
140	Community events	26/06/2024	ScG/24/04/8	Parish Council Main /		Village Festival stall - material	Amazon Services Europe S	S	10.48	2.10	12.58
141	Community events	24/06/2024	ScG/24/04/8	Parish Council Main /		Village Festival Stall - gazebo	Argos	Z	200.00		200.00
142	IMPACT (budget 2023/24)	26/06/2024	ScG/24/04/8	Parish Council Main /		Village Festival stall - material	Minshulls Garden Centre LI	S	147.47	29.49	176.96
143	PC/VH subscription and adv	27/06/2024	ScG/24/04/8	Parish Council Main /		Paid campaign for comms offic	LinkedIn Ireland Unlimited	S	54.88	10.98	65.86
144	PC/VH subscription and adv	02/07/2024	ScG/24/04/8	Parish Council Main /		Paid campaign for comms offic	LinkedIn Ireland Unlimited	S	17.12	3.42	20.54
145	Telephone and WiFi	28/06/2024	ScG/24/04/8	Parish Council Main /		BT wifi and phone	BT	S	79.09	15.82	94.91
146	Staff Salary	22/07/2024	ScG/24/04/8	Parish Council Main /	35155874	P30 - July 2024	HMRC	Z	1,442.63		1,442.63
147	Staff Salary	28/07/2024	ScG/24/04/8	Parish Council Main /	35167207	Staff salary July 2024	Staff	X	940.45		940.45
147	Staff Salary	28/07/2024	ScG/24/04/8	Parish Council Main /	35167207	Staff salary July 2024	Staff	X	2,775.33		2,775.33
148	Staff Salary	22/07/2024	ScG/24/04/8	Parish Council Main /	35156399	Pension contribution - July 202	Cheshire Pension Fund (CP	X	1,384.44		1,384.44
149	General Maintenance	09/08/2024	ScG/24/04/8	Parish Council Main /	35716944	Refund - repairs sink kitchen vi	Gordon McIntyre	X	13.47		13.47
150	Cleaning Service	09/08/2024	ScG/24/04/8	Parish Council Main /	35716958	Village Hall cleaning service	MM Domestic Cleaning (Cr	Z	602.00		602.00
151	Newsletter: design, printing an	09/08/2024	ScG/24/04/8	Parish Council Main /	35716988	Design and Marketing - Newsle	FearNaught	S	927.92	185.58	1,113.50
152	Website subscription	09/08/2024	ScG/24/04/8	Parish Council Main /	35717005	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
153	IMPACT (budget 2023/24)	09/08/2024	ScG/24/04/8	Parish Council Main /	35717032	IMPACT - kiosk	Green Living Horticultural I	Z	200.00		200.00
154	Ground Maintenance- supplier	09/08/2024	ScG/24/04/8	Parish Council Main /	35717057	Ground maintenance contract -	Green Living Horticultural I	Z	1,315.42		1,315.42
155	Ground Maintenance - General	09/08/2024	ScG/24/04/8	Parish Council Main /	35717080	New bowser Pump	Green Living Horticultural I	X	69.99		69.99
156	Payroll Service	09/08/2024	ScG/24/04/8	Parish Council Main /	35717099	Payroll Service	Beardmore Accountants	S	50.00	10.00	60.00
157	Staff Salary	09/08/2024	ScG/24/04/8	Parish Council Main /	35717130	HMRC - P30 August 2024	HMRC	Z	1,499.43		1,499.43
158	Staff Salary	28/08/2024	ScG/24/04/8	Parish Council Main /	35717193	Staff salary August 2024	Staff	Z	940.45		940.45
158	Staff Salary	28/08/2024	ScG/24/04/8	Parish Council Main /	35717193	Staff salary August 2024	Staff	Z	2,718.53		2,718.53
159	Staff Salary	28/08/2024	ScG/24/04/8	Parish Council Main /	35717222	August 2024 - pension contribu	Cheshire Pension Fund (CP	Z	1,384.44		1,384.44
160	Insurance	17/09/2024		Parish Council Main /	36762710	Insurance 2024-2025	Hiscox	X	3,419.79		3,419.79
161	Audit Fees	06/09/2024		Parish Council Main /	36505741	External audit 2023/24	PKF Littlejohn	S	630.00	126.00	756.00
162	Newsletter: design, printing an	06/09/2024		Parish Council Main /	36505825	Newsletter - September 2024	Solopress	X	1,314.81		1,314.81

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
163	Newsletter: design, printing an	06/09/2024		Parish Council Main /	36505911	Newsletter distribution - Septer	The Leaflet Team	Z	349.00		349.00
164	Remembrance Service	06/09/2024		Parish Council Main /	36505990	Remembrance service booklet	The Leaflet Team	Z	349.00		349.00
165	Newsletter: design, printing an	06/09/2024		Parish Council Main /	36506075	Newsletter distribution -dec 20	The Leaflet Team	Z	349.00		349.00
166	Accountancy software	06/09/2024		Parish Council Main /	36506197	Scribe - account software	Scribe	S	777.60	155.52	933.12
167	Flourish Fund	01/07/2024		Parish Council Main /		Refreshment wellbeing wednes	Aldi	S	2.91	0.58	3.49
168	Waste collection	01/07/2024		Parish Council Main /		Village Hall waste collection	ASH Waste Services	S	135.17	27.03	162.20
169	Power supply	01/07/2024		Parish Council Main /		DD monthly fixed £137	Scottish Power	Z	137.00		137.00
170	Gas supply	08/07/2024		Parish Council Main /		British Gas Village Hall	British Gas	L	52.41	2.62	55.03
171	Suppliers	05/07/2024		Parish Council Main /		Black Plastic Bin Bags for VH	UHH ESSENTIALS LTD	S	5.74	1.15	6.89
172	Subscription (adobe/office/Cha	05/07/2024		Parish Council Main /		Adobe lightroom	Adobe	S	8.32	1.66	9.98
173	Subscription (adobe/office/Cha	05/08/2024		Parish Council Main /		Adobe lightroom	Adobe	S	8.32	1.66	9.98
174	Subscription (adobe/office/Cha	05/09/2024		Parish Council Main /		Adobe lightroom	Adobe	S	8.32	1.66	9.98
175	Suppliers	05/07/2024		Parish Council Main /		VH toilet products	Amazon Business EU S.à.r.	S	15.75	3.15	18.90
176	Gas supply	08/07/2024		Parish Council Main /		Gas Village Hall	British Gas	L	148.95	7.44	156.39
177	Suppliers	09/07/2024		Parish Council Main /		battery for clock at VH	London Soho Ltd	S	2.81	0.56	3.37
177	Suppliers	09/07/2024		Parish Council Main /		battery for clock at VH	London Soho Ltd	Z	-0.28		-0.28
178	Suppliers	09/07/2024		Parish Council Main /		VH toilet products	MISP Ltd	S	4.12	0.82	4.94
179	Water supply	18/07/2024		Parish Council Main /		VH water	Water Plus	Z	193.77		193.77
180	Water supply	04/08/2024		Parish Council Main /		VH water	Water Plus	Z	202.92		202.92
181	Water supply	04/09/2024		Parish Council Main /		VH water	Water Plus	Z	202.92		202.92
182	Gas supply	22/07/2024		Parish Council Main /		British Gas Village Hall	British Gas	L	25.29	1.26	26.55
183	Telephone and WiFi	29/07/2024		Parish Council Main /		BT wifi and phone	BT	S	78.83	15.77	94.60
184	Waste collection	01/08/2024		Parish Council Main /		VH waste service	ASH Waste Services	S	90.33	18.07	108.40
185	Power supply	01/08/2024		Parish Council Main /		dd monthly fixed £126	Scottish Power	Z	126.00		126.00
186	Telephone and WiFi	28/08/2024		Parish Council Main /		telephone and wifi	BT	S	78.83	15.77	94.60
187	Telephone and WiFi	18/09/2024		Parish Council Main /		telephone and wifi	BT	S	92.43	18.49	110.92
188	General Maintenance	24/09/2024		Parish Council Main /	36957120	Supply & Fit of new dorr barrel	Cheshire Conservatories &	S	66.67	13.33	80.00
189	Flourish Fund	24/09/2024		Parish Council Main /	36957217	Wellbeing Wednesday - May to	Crewe Alexandra in the Coi	X	510.00		510.00
190	Cleaning Service	24/09/2024		Parish Council Main /	36946367	VH cleaning	MM Domestic Cleaning (Cr	Z	516.00		516.00
191	General Parish Council design	24/09/2024		Parish Council Main /	36946663	marketing and design services	FearNaught	S	927.92	185.58	1,113.50
192	Website subscription	24/09/2024		Parish Council Main /	36946726	website hosting @shavingtonoi	FearNaught	S	175.00	35.00	210.00
193	Ground Maintenance- supplier	24/09/2024		Parish Council Main /	36946800	ground maintenance - August ;	Green Living Horticultural I	Z	1,315.42		1,315.42
194	Subscription (adobe/office/Cha	24/09/2024		Parish Council Main /	36946881	Microsof 12 months subscriptio	NGL Technology LTD	Z	39.36		39.36
194	Subscription (adobe/office/Cha	24/09/2024		Parish Council Main /	36946881	Microsof 12 months subscriptio	NGL Technology LTD	S	705.60	141.12	846.72
194	Subscription (adobe/office/Cha	24/09/2024		Parish Council Main /	36946881	Microsof 12 months subscriptio	NGL Technology LTD	S	247.20	49.44	296.64

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
195	Payroll Service	24/09/2024		Parish Council Main /	36946962	Payroll Service	Beardmore Accountants	S	50.00	10.00	60.00
196	Community Support	24/09/2024		Parish Council Main /	36947207	PCSO charges Q1	Cheshire Constabulary	Z	10,325.00		10,325.00
197	Flourish Fund	24/09/2024		Parish Council Main /	36947290	Wellbeing Wednesdat - Venue	AJT Dance	Z	396.00		396.00
198	Sponsorship Main Road Car pai	24/09/2024		Parish Council Main /	36957299	Community Use of Shavington	The Learning Partnership	Z	4,500.00		4,500.00
199	Staff Salary	24/09/2024		Parish Council Main /	36947698	P30 - September 2024	HMRC	Z	1,499.43		1,499.43
200	Staff Salary	24/09/2024		Parish Council Main /	36947778	Pension contribution - Septeml	Cheshire Pension Fund (CP	X	1,384.44		1,384.44
201	Staff Salary	24/09/2024		Parish Council Main /	36948143	Staff salaries Sept 2024	Staff	X	940.45		940.45
201	Staff Salary	24/09/2024		Parish Council Main /	36948143	Staff salaries Sept 2024	Staff	X	2,718.53		2,718.53
								Total	103,889.35	3,781.84	107,671.19



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

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
202	General Maintenance	26/09/2024		Parish Council Main /		VH electric work and repairs	MHA Electrical Contractors	Z	652.31		652.31
203	General Maintenance	26/09/2024		Parish Council Main /		VH car park light repair	MHA Electrical Contractors	Z	215.00		215.00
204	PPS/PRS	26/09/2024		Parish Council Main /		PPL PRS licence Sep 2023 - Sej	PPL PRS United for Music	S	2,818.33	563.67	3,382.00
Total									3,685.64	563.67	4,249.31



SHAVINGTON
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GRESTY

Report Statement

Meeting: Parish Council, 02.10.2024

Report Purpose: To present an update on the Weston Ecological Mitigation Land project

Version Control: v1

Author: Clerk

1. Report Summary

To present an update on the Weston Ecological Mitigation Land project

2. Background

On 23 September 2024, the Clerk was contacted by Mr. Skates, Principal Development Engineer at Cheshire East Council, regarding an opportunity concerning the Willow Brook Grange footpath onto Crewe Road

3. Position

Below the email received for members' consideration

Dear Simona Garnero

I have recently concluded a meeting with Cllr Buchanan regarding the proposal for a footpath extension from Jack Mills Way onto Crewe Road to facilitate better pedestrian and cycling route between the new estate and Shavington.

Cllr Buchanan has been very proactive in trying to resolve the outstanding matters that have so far prevented the footpath from being brought to fruition. It was in part due to these obstructions that I have also been brought in to assist in taking this forward to completion.

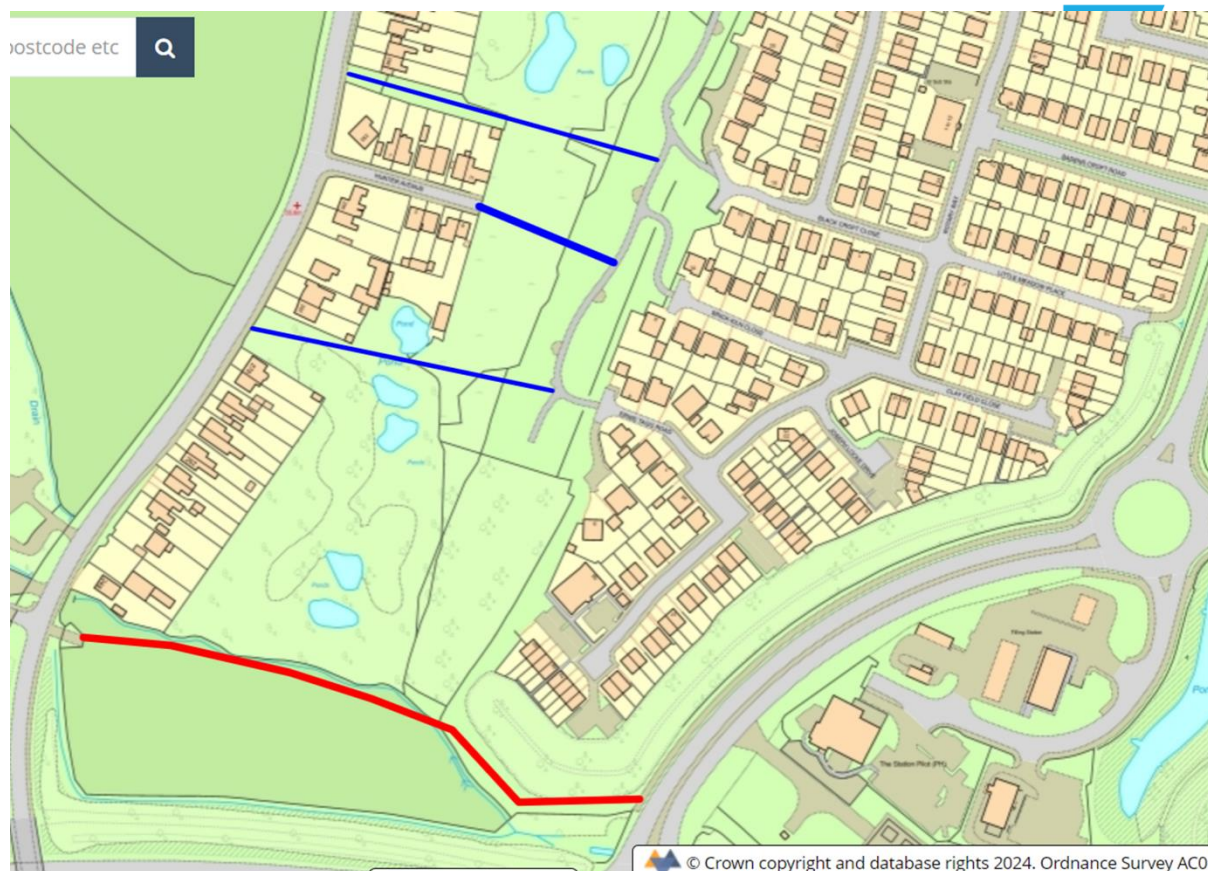
Following a review of the current position, I have identified that there are potentially three alternative routes to the original one. These are shown below in blue with the original route shown in red. Unfortunately, it would seem that existing constraints would likely make the original route unachievable within the allocated budget. It was therefore important to define alternatives that provide similar or better alignment for the residents.

Whilst we have not yet made a definitive decision on which option to take forwards it was both Cllr Buchanan's and my own appraisal to identify that the most suitable, logic and sustainable route of the three would be the most southern one linking the existing footpath



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cycleway near Ernie Tagg Road to Crewe Road. We believe that this would provide the most direct connectivity between the transit points.



I have also made enquiries into the land ownership of the green space via Land Registry who have confirmed that the current proprietor is Goodman Real Estate (Ltd). Cllr Buchanan informed me that there is potential that Goodman will be gifting this green space to the Parish for utilisation of an environmental park.

If this is currently in the process, then I would very much appreciate an opportunity to speak with you regarding potential timeframes by which we may see the transfer concluded. It would also be very much appreciated if you could share the above route proposals and our views on selection with the Parish and either provide me with comment or may I be invited to a Parish Council meeting to discuss in person.

If you should require any further clarification or information, please do not hesitate to contact me.

4. Equality Impact

The proposal improves accessibility and connectivity for all residents, ensuring safer routes for pedestrians and cyclists, including those with mobility challenges.



5. Sustainability Impact

The proposal supports sustainability by encouraging walking and cycling, reducing car dependency, and promoting greener transportation options within the community.

6. Community Impact

The proposal enhances community connectivity, providing safer routes and improved access to local amenities, fostering a more inclusive and engaged neighborhood.

7. Governance

General Power of Competence

8. Financial Impact

Nil

9. Resource Impact

Clerk and staff time

10. Consultation/Engagement

Goodman

11. Conclusions

Councillors are asked to note the report and consider the following options:

- a. Endorse the opportunity in principle and instruct the Clerk, along with the Chair of the Council and the Chair of the Environment & Recreation Committee, to proceed with discussions with Cheshire East Council and present the opportunity to Goodman.
- b. Choose not to endorse the opportunity.

12. Consideration Sought

That the Clerk, together with the Chair of the Council and the Chair of the Environment & Recreation Committee, are instructed to proceed with discussions with CEC and present the opportunity to Goodman



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Report Statement

Meeting: Parish Council, 02.10.2024

Report Purpose: To receive an update on the Delivery Plan 24-25

Version Control: v1

Author: Clerk

Goal	Action	Task	Owner	Status	Anticipated date	Priority	Timeline	Notes
BUILDING AN UNITED COMMUNITY	We will celebrate the growing diversity of our communities by ensuring that everyone is consulted and represented and we will work to connect neighborhoods together.	Complete Strategy consultation and take account of comments received in writing final Strategy document.	Clerk	Done	15/04/2024	High	01/03/2024 to 16/04/2024	
		Consult on major new projects where expenditure is above 25% of Precept	Clerk	As needed	01/06/2025	TBC		
		-Continue to celebrate successes in the community or by individuals 4 times per year.	CM	Working on it	01/06/2025	Medium	01/01/2024 to 01/01/2025	
		-Continue to provide at least one new public bench during year, continue "Donate a bench" scheme but review in March.	Clerk	Working on it	01/06/2025	Low	01/06/2025 to 01/06/2025	
	We will actively engage with and support a wide range of community organisations that help us achieve our goals and continue to provide	Revise Micro and Small Grant Scheme and Donations Policy to ensure they align with new Strategy.	Clerk	Completed	18/09/2024	Medium		
		-Continue to support community and voluntary groups through the Grant Scheme.	CM	Working on it	31/03/2025	Medium		
		-Host at least 2 events which bring together community and voluntary groups and identify how the Parish Council can best support them collectively and how they can support each other.	CM	Not started yet	31/03/2025	Medium		
		-Publicise community and voluntary groups through all Parish Council channels, and promote the concept of volunteering and the opportunity to join specific groups.	CM	Working on it	31/03/2025	Medium		Wellbeing Wednesday, Newsletter
	We will collaborate with partners and service providers, and hold them accountable when necessary. We'll also coordinate with stakeholders to develop a shared plan for improving local services	-Respond to consultations by service providers to ensure the community views are fully articulated.	Clerk	Working on it	01/06/2025	Medium		Ongoing via Planning Committee mainly
		Engage with both voluntary and statutory service and facility providers to understand how local services might be improved or supplemented.	Clerk	Working on it	01/06/2025	Medium		Ongoing
		We will support residents' campaigns for better broadband	Clerk	As needed	01/06/2025	TBC		
		We will lobby stakeholders to improve the mobile signal in the Parish	Clerk	As needed	01/06/2025	TBC		
	We will implement our Neighbourhood Plan, ensuring it stays relevant, and advocate effectively for our parish in planning	Use on going planning observations to ensure NP policies are being enforced.	Clerk	Working on it	01/06/2025	Medium		Ongoing via Planning Committee mainly
		Liaise with community partners to identify any NP policies which are not progressing	Clerk	As needed	01/06/2025	TBC		Ongoing via Planning Committee mainly
		Complete a mid-term review of the Neighbourhood Plan with community partners	Clerk	Working on it	31/12/2025	Medium		
		Agree programme, and commence development on a new Neighbourhood Plan.	Clerk	Working on it	01/01/2030	Low		
	We will advocate for balanced development in our community, ensuring a variety of housing options that meet the diverse needs of our residents throughout their lives. We will work to prevent excessive development in the Parish.	We will review planning applications fairly and objectively, casting a critical eye over proposals and applying the Neighbourhood Plan, Local, and National policies in order to form a balanced view on behalf of the Parish	Clerk	Working on it	01/06/2025	Medium		Ongoing via Planning Committee mainly
	We will also advocate for sufficient infrastructure and social services to support our community's growth and development.	Lobby through planning for increased infrastructure to meet the need generated by development or for a contribution from developers.	Clerk	Working on it	01/06/2025	Medium		Ongoing via Planning Committee mainly
		Lobby statutory providers for increased provision when a need can be justified.	Clerk	As needed	01/06/2025	TBC		Ongoing via Planning Committee mainly
We will engage with the Local Authority regarding s.106/CIL matters to optimise community benefits within the Parish		Clerk	Not started yet	01/01/2030	Low			
We will make an effort to connect with the younger generation and meet their needs within the parish. We will ensure they have opportunities to aspire to and engage with the community.	Liaise with schools and ensure local government is understood.	CM	Working on it	01/06/2025	Medium		Workshops at the school re-IMPACT and D-Day Program. + Councillors invited at school for International day	
	Support a school parliament and make part of the small grant budget available to projects of their choice.	CM	Working on it	01/06/2025	Medium			
	Support youth organisations within the Parish	CM	Not started yet	01/06/2025	TBC			
	Seek external funding opportunities to deliver activity workshops for under 18s	CM	Working on it	01/06/2025	Medium		Application for Shakedown Wednesday unsuccessful. But D-Day programme included filming and creative writing workshops for Shavington Academy	
We will make sure to keep promoting and organising high-quality events with partners that bring our community together and strengthen our bonds, or highlight the Parish. We will ensure that we actively participate in community events and initiatives to support and enhance our parish.	Develop our digital strategy to ensure better social media communication with the under 25s.	Comms Off	Not started yet	01/06/2025	Medium			
	Support events which bring our communities together through the Grants Scheme.	CM	Working on it	01/06/2025	Medium		£250 to Shavington Village Festival	
	Lead on Christmas Carol service function for the Parish.	CM	Working on it	01/06/2025	High			
	Promote other community events through all Council channels.	Comms Off	Working on it	01/06/2025	High			
	We will implement the "Honorary Freemen/ Honorary Freewomen" scheme	Clerk	Working on it	01/06/2025	Low		Policy in place	
We will stay vigilant about any concerns regarding the potential loss of community assets, and provide assistance whenever possible.	We will introduce a "Community Hero" award scheme	Clerk - Comms C	Not started yet	01/06/2025	Low			
	Ongoing	Clerk	As needed	01/06/2025	TBC			
We will ensure that the public can participate in Council and committee meetings.	Continue to hold a public participation session at all public meetings.	Clerk	Completed	01/06/2025	High		All meeting to be held downstairs	
CELEBRATING OUR HERITAGE	We will actively support significant public and civic events with historical importance.							

		D-Day Remembrance Service and programme	CM	Working on it	10/11/2024	High	
		Other National days of importance	CM	Completed	08/06/2024	High	D-day program
		We will make sure the history of Shavington-cum-Gresty is documented and available for everyone to access.					
		Include an historical article in each Quarterly Newsletter	CM	Working on it	01/06/2025	Medium	One historical article in each newsletter
		D-Day Commemorative booklet	CM	Completed	08/06/2025	Medium	
		Contact organisations active in the Parish to understand the proposed or ongoing schemes and information available.	CM	Working on it	01/06/2025	Medium	
		Create a History and Heritage section online and gradually populate it.	Comms Off	Working on it	01/06/2025	Low	
		Appeal to community for historical facts, photographs or anecdotes about the Parish	Comms Off	Working on it	01/06/2025	Low	
		Host with the community, a history and heritage event in the Village Hall.	CM	Completed	08/06/2025	Medium	D-Day exhibition
		Investigate into the feasibility of re-publishing history book on parish 1952-53 and updating, with Heritage History grant.	Comms Off	Not started yet	01/06/2025	Low	
		We will team up with partners to promote more walking paths and trails, opening up access to the heritage of our parish.					
		Compile an inventory of existing walks and trails	Comms Off	Working on it	01/06/2025	Low	
		Map of public footpaths in all notice boards with additional info	Comms Off	Not started yet	01/06/2025	Low	
		Liaise with partners for developing walks and trails	Comms Off	Working on it	01/06/2025	Low	
		Produce maps for all existing walks	Comms Off	Working on it	01/06/2025	Low	
		Continue to support seasonal walks organised by the Women's Institute	CM	Working on it	01/06/2025	Medium	
		With community partners, develop at least one Heritage Trail in the Parish and an accompanying guide.	Comms Off	Working on it	01/06/2025	Low	
		We will ensure that residents are aware on how to access and make a representation to the Listed Buildings Register and the Local List					
		Review and publish the recorded Listed buildings in the Parish and from a walk-by survey, note any which look in poor condition or at risk and refer to Cheshire East Council.	Comms Off	Not started yet	01/06/2025	Low	
		Review and publish list of buildings on the Local List.	Comms Off	Not started yet	01/06/2025	Low	
		We will use the planning process to ensure that new buildings respect the unique character of the parish. We will explore the advantages of implementing a Parish Design Guide.					
		Use NP to comment on the suitability of new development design	Clerk	Working on it	01/06/2025	Medium	Ongoing via Planning Committee mainly
		Work with community partners at the time of the Neighbourhood Plan mid-term review, to assess the benefits and social value of developing a Parish Design Guide for the Parish to supplement the wider Cheshire East Guide.	Clerk	Completed	01/06/2025	Medium	Social value positive, but fund needed to complete the Parish Design Guide
		We will care for the village War Memorial.					
		Conduct a biannual cleaning schedule to ensure the War Memorial is in pristine condition year-round	Clerk	Working on it	01/06/2025	Medium	
		Improve the accessibility pathway to the War Memorial to ensure it is wheelchair accessible by mid-term.	Clerk	Completed	01/06/2025	Low	Fund needed to progress with this action and at the moment they haven't been budgeted
		Ensure the War memorial is visible from the road at all times. Pruning or removal of some plants.	Clerk	Working on it	01/06/2025	Low	
Improving HEALTH AND WELLBEING							
		We will support and collaborate with initiatives that help locals lead healthier lives.					
		Regularly promulgate advice from partners on staying healthy, through our communications channels.	Comms Off /CM	Working on it	01/06/2025	Low	
		Continue to support Shakedown Wednesday school holiday only if funded	CM	Completed	23/05/2024		Fund have not been awarded toward the project
		Give priority to supporting and promoting events and clubs in the Parish which help physical, social and mental health and in the longer term look to facilitate in the Village Hall.	CM	Working on it	01/06/2025	Medium	Wellbeing Wednesday AM and PM sessions
		To bring community together by leading or promoting which build social cohesion					
		Host Community Places sessions in Village Hall.	CM	Completed	01/06/2025	Medium	Coffee garden sessions hosted at the VH as par of IMPACT
		Support Wellbeing Wednesday programme	CM	Working on it	01/06/2025	Medium	
		Support IMPACT programme	CM	Completed	01/06/2025	Medium	
		All events lead or organised by the Community & Recreation Committee (such Christmas Carol, Remembrance Service,...)	CM	Working on it	01/06/2025	High	
		We will advocate for better access to health and social care services within our community, ensuring that everyone, especially at the local level, has the support they need.					
		Act as a point of contact through our Information Gateway to direct residents to services.	Comms Off (Clerk + Comms C	Working on it	01/06/2025	Medium	
		Contribute to the provision, recording and maintenance of defibrillators in the Parish, publicising the availability of grants	Clerk + Comms C	Working on it	01/06/2025	Medium	
		To promote Defibrillator Training sessions in Village Hall	CM	Completed	01/06/2025	Low	First Wellbeing Wednesday session May 2024
		We will ensure that individuals with disabilities have their needs met by enhancing accessibility and providing adequate facilities.					
		Have the marketing assets (e.g website, newsletter, signage,...) of the Parish Council professionally assessed for accessibility over the next 3 years	Comms Off	Not started yet	01/06/2028	Medium	
		Have the physical assets (e.g Village Hall, Vine Tree, signage,...) of the Parish Council professionally assessed for accessibility over the next 5 years	Clerk	Not started yet	01/06/2030	Medium	
		We will oppose any new developments that result in the loss of recreational, green fields or sports facilities unless equivalent					
		Through the planning process or consultations from developers.	Clerk	Working on it	01/06/2025	Medium	Via Planning Committee
		We will campaign for improved recreational or sports facilities throughout the parish, in accordance with development of the parish and NP	Clerk	Working on it	01/06/2025	Medium	Via Planning Committee
		We will help local sports and leisure groups play a bigger part in meeting the community's needs.					
		Liaise with sports and leisure organisations and look for opportunities to support through advice, facilitation, grants or lobbying.	Clerk	Completed	01/06/2025	Low	Via Wellbeing Wednesday
		Support and promote the development of new sports and leisure facilities to meet the needs of the local and surrounding population.	Clerk	Working on it	01/06/2025	Low	
		Recognise the needs of pedestrians and promote walking in the Parish.	CM	Working on it	01/06/2025	Medium	WI walk promote on newsletter
		Use planning system to include better facilities for cycling/walking in development proposals	Clerk	Working on it	01/06/2025	Medium	Via Planning Committee
		We will maintain the Vine Tree Play area.					
		Undertake regular safety checks and keep clean and tidy	Clerk	Working on it	01/06/2025	High	

		Put together a 10 year plan to replace and improve the Vine Tree play area	Clerk	Not started yet	01/06/2025	Low	
		Maintain boundary fences.	Clerk	Working on it	01/06/2025	High	Ground maintenance contract
		Have annual independent safety inspection.	Clerk	Working on it	01/06/2025	High	Done in July-September
		We will provide allotments for residents					
		Continue to provide a range of allotment services and to manage in accordance with our stated policy.	Clerk	Working on it	01/06/2025	High	
		Undertake regular site inspections, to ensure that each site is being properly maintained and used.	Clerk	Working on it	01/06/2025	High	
		Maintain boundary security at each site.	Clerk	Working on it	01/06/2025	Medium	
		We will collaborate with the Police and other partners to enhance community safety initiatives.					
		Liaise with the Police concerning issues of crime or anti-social behaviour of particular concern to residents or businesses.	Clerk	Working on it	01/06/2025	High	
		To disseminate information to help them stay safe via the Parish Council channels.	Comms Off (CM)	Working on it	01/06/2025	Medium	
		Continue to fund a PCSO for as long as the role is supported by the council	Clerk	Completed	01/06/2025	Medium	
		Continue to publish information about the work of the PCSO in the Newsletter and on the Website.	Comms Off (CM)	Working on it	01/06/2025	Medium	
		Ensure information is published weekly/fortnightly based on outcomes rather than day-to-day duties	Comms Off	Not started yet	01/06/2025	Low	
		Ask PCSO to encourage safer and more considerable parking where footpath safety is compromised	Clerk	Working on it	01/06/2025	High	
		We will create a Parish Emergency Plan in collaboration with relevant external organisations.					
		Liaise with the Emergency Planning Team at Cheshire Shared Services to ensure a local emergency plan cascades from the County Plan.	Clerk	Not started yet	01/06/2025	Low	
		Identify potential community partners and ask for local volunteers.	Clerk	Not started yet	01/06/2025	Low	
		Produce first draft of Emergency Plan to discuss with partners.	Clerk	Not started yet	31/12/2025	Low	
		Publish final Emergency Plan.	Clerk	Not started yet	01/06/2026	Low	
		We will ensure that current home safety and health advice/information relevant to the Parish is accessible.					
		Disseminate information on home and water safety through Parish Council channels.	Comms Off (CM)	Working on it	01/06/2025	Medium	
		Disseminate information from Cheshire Fire and Rescue Service and support their campaigns.	Comms Off (CM)	Working on it	01/06/2025	Medium	
		Share the latest information/advice from health providers and Police	Comms Off (CM)	Working on it	01/06/2025	Medium	
		We will conduct a thorough examination of the Council's activities and facilities to reduce					
		To comply with the Parish Council's legal obligation by undertaking the audit across its range of functions and implementing recommendations.	Clerk	Working on it	01/06/2026	High	
		We will advocate for better roads and regular maintenance, enhancing safety for all.					
		Support the use of Speed Indication Devices and community speed watch.	Clerk	Working on it	01/06/2025	High	
		Lobby the Police for mobile speed monitoring where necessary	Clerk	Completed	01/06/2025	High	ScG registered in the PCC SID program
		Use our influence to bring about speed limit reductions by lobbying Cheshire East Council and the Police, and through Planning and highways consultations.	Clerk	Working on it	01/06/2025	High	Ongoing provision of data to support speed review in Crewe Road, Gresty Road and Newcastle road
		Set up a Neighbourhood Watch for Potholes/street signs/road group to regular report issue to highways	CM	Working on it	01/06/2025	Low	
		PROTECTING THE ENVIRONMENT					
		We will collaborate with partners to safeguard and improve our local environment by preserving its natural beauty, biodiversity, and important landscapes.					
		Review the Council's Environmental and Sustainability Policy to ensure it fully addresses the goals in this Strategy.	Clerk	Not started yet	01/06/2025	Medium	
		Seek to preserve and enhance the Parish's biodiversity through supporting the retention, creation, and improvement of water and green infrastructure networks	Clerk	Working on it	01/06/2025	High	Acquisition of ecological mitigation area
		Enhancing the voluntary Watering Team	CM	Working on it	01/06/2025	Medium	
		Continuing Building relationships with local businesses to encourage them to allocate Corporate Social Responsibilities days to best effect and with optimal outcomes in the Parish	CM	Working on it	01/06/2025	Medium	
		Protect the Green Gap by challenging planning decisions that result in its loss, monitoring sites to ensure a gap remains, and through working with the local authority to enhance green gap provision, and by incorporating this into the neighbourhood plan	Clerk	Working on it	01/06/2025	High	Via Planning Committee
		We will team up with partners to enhance our open spaces and green areas in the Parish.					
		To work with partners to identify land which may be available for acquisition and potential uses.	Clerk	Working on it	01/06/2025	Low	If opportunity arises
		To liaise with developers and Cheshire East Council through planning gain.	Clerk	Working on it	01/06/2025	Medium	Via planning committee and other channels
		To consider taking on additional open space from the local authority, if Cheshire East Council can't maintain to an acceptable level.	Clerk	Not started yet	01/06/2025	Low	If opportunity arises
		Continuing to support volunteers who take on and develop green areas to enhance the local environment	Clerk/CM	Working on it	01/06/2025	Medium	
		We will ensure that public areas remain clean, easily accessible, and free of litter.					
		Report major waste deposits to Cheshire East Council.	Clerk	Not started yet	01/06/2025	High	If opportunity arises
		Liaise with Cheshire East Council on joint working, assisting each other and waste disposal.	Clerk	Working on it	01/06/2025	Medium	Public consultation and public event attended
		Encourage residents to keep areas around their own homes/streets free of litter, weeds, ... Encourage residents to report Fly Tipping	Comms Off	Working on it	01/06/2025	High	
		Undertake a feasibility study into establishing a Ranger Service and define a potential role	Clerk	Working on it	01/06/2025	High	
		Organise clean-ups regularly, supporting volunteers with equipment, sacks, and disposal.	CM	Working on it	01/06/2025	Medium	
		Continue to provide the Clean Team volunteers with the correct safety advice and insurance cover.	Clerk	Working on it	01/06/2025	High	
		We will maintain our gardens and flower displays. We will explore the possibility of taking on more responsibilities for grounds upkeep if the Cheshire East Council's budget cuts negatively affect our parish					
		Ensure Grounds Maintenance Contract is in place, & operational with published standards.	Clerk	Completed	01/06/2025	High	Contract in place
		Invite local organisations to help maintain flower beds/garden areas in return for advertising.	CM	Completed	01/06/2025	Medium	Scout, WI and residents
		Carry out regular monthly monitoring of Ground Maintenance Contract.	CM	Working on it	01/06/2025	Medium	
		Through contractors, maintain garden areas and floral displays for which the Council is responsible.	Clerk	Completed	01/06/2025	High	Contract in place
		Undertake Spring Bulb Planting as part of IMPACT	CM	Completed	01/06/2025	Medium	
		Complete Impact pollinator friendly projects.	CM	Completed	01/06/2025	Medium	
		Maintain Telephone kiosk vertical gardens	CM	Completed	01/06/2025	High	
		Enlarge plant watering scheme	CM	Working on it	01/06/2025	Medium	

	We will actively acquire and support the development and maintenance of an ecological area.							
	Complete the acquisition of the Western Ecological Area subject to a S106 agreement.	Clerk	Working on it	01/06/2025	High			
	Draw up a development scheme and accompanying project plan.	Clerk	Working on it	01/06/2025	High			
	Include routine maintenance in the Ground Maintenance Contract.	Clerk	Working on it	01/06/2025	High			
	Campaign for provision of footpaths through and adjacent-to the area	Clerk	Working on it	01/06/2025	High			
	Work as part of the ChALC Net Zero efforts and identify initiatives that would benefit the Parish							
	To join as member the ChALC Net Zero Working Group	Clerk	Completed	01/06/2025	Medium			Clerk joined the WG
	We will serve as advocates and liaisons with other agencies to address and resolve issues within the							
	Refer to CEC and other agencies through the Office Gateway	Clerk/Comms Of	Working on it	01/06/2025	High			
	MAKING THE COUNCIL WORK BETTER							
	We will organise our work priorities based on a corporate strategy, after consulting with our communities and partners.							
	Adopt corporate Strategy after consultation.	Clerk	Completed	01/07/2024	High			
	Adopt Delivery Plan for 2024-25	Clerk	Completed	01/07/2024	High			
	Adopt Delivery Plan for 2025-26	Clerk	Completed	01/06/2025	High			
	We will enhance the skills and capabilities of the Council.							
	Adopt a Training and Development Policy for Members and officers.	Clerk	Completed	01/06/2025	Medium			
	Adopt annual Training Plan for 2024-5	Clerk	Completed	01/06/2025	Medium			For officers
	Deliver Training Plan for 2024-5	Clerk	Working on it	01/06/2025	High			
	Review Staff requirements & structure to deliver Strategy	Clerk	Working on it	01/06/2025	High			
	Recruit necessary staff for current year	Clerk	Working on it	01/06/2025	High			
	Recruit Remaining staff	Clerk	Not started yet	01/06/2026	Medium			
	Adopt new/revised Job Descriptions/Person Specs.	Clerk	Completed	01/06/2025	Medium			
	Implement any changes from Staffing Review for existing staff & issue revised contracts.	Clerk	Working on it	01/06/2025	High			
	Review Employee Handbook and Employee appraisal scheme.	Clerk	Working on it	01/06/2025	High			
	Complete Employee Development Reviews	Clerk	Not started yet	01/06/2025	High			
	Remain eligible for the general power of competence.	Clerk	Completed	01/06/2025	High			
	We'll deliver excellent services either directly or through partnerships, tailored to meet both the needs of the community and individual							
	Maintain an office at the Village Hall	Clerk	Completed	01/06/2025	High			
	Consider accessibility issues as they arise and feasibility for improving accessibility at village hall.	Clerk	Completed	01/06/2025	High			
	Provide a full range of democratic and support services to Council, committees and individual members	Clerk	Working on it	01/06/2025	High			Ongoing
	Provide an information gateway to other public bodies and voluntary organisations.	Clerk/Comms Of	Working on it	01/06/2025	High			
	Manage the Village Hall as a community asset, optimising occupancy & income.	Clerk	Working on it	01/06/2025	High			Ongoing
	Ensure the Village Hall is maintained to a high standard with areas identified to be included in the Village Hall budget.	Clerk	Working on it	01/06/2025	High			Ongoing
	Publish occupancy statistics for the Village Hall.	Clerk	Completed	01/06/2025	High			published in the VH agenda pack
	Undertake Village Hall Kitchen refurbishment project subject to grant approval.	Clerk	Completed	01/06/2025	Medium			Grant has been unsuccessful for the kitchen refurbishment
	Review the utilisation of workspace in the Village Hall.	Clerk	Completed	01/06/2025	Medium			Downstairs lounge new meeting room
	Review the stated standards of Cheshire East Council's Street Cleansing and Grounds maintenance services for the parish, whether this is being achieved and whether they are adequate.	Clerk	Not started yet	01/06/2025	Low			
	Consider how services might be enhanced to meet the needs of the Parish, consulting community partners as necessary.	Clerk	Not started yet	01/06/2025	Low			Up to member request
	To have tentative discussions with CEC on how these may be best supplemented, subject to avoiding double taxation and demonstrating community social value.	Clerk	Not started yet	01/06/2025	Low			
	Continue contributions to Shavington Primary School to enable Parish/public use of Main Road/Primary School car park.	Clerk	Completed	01/06/2025	High			
	Look at the feasibility of taking on devolved services from the principal authority where not to do so would have an adverse effect on our Parish and it would meet social value criteria.	Clerk	Not started yet	01/06/2025	Low			
	We will implement a Delivery Plan focused on achieving outcomes, along with performance management to track progress.							
	Adopt Performance Management Policy	Clerk	Working on it	01/06/2025	Medium			
	Report performance against Delivery Plan, Officer delegated decisions & non-implementation of resolutions every 2 nd month	Clerk	Working on it	01/06/2025	High			
	Adopt a Quality Policy and set up staff "Quality Circles"	Clerk	Completed	01/06/2025	Medium			
	Implement Annual Improvement recommendations from Quality Circle	Clerk	Working on it	01/06/2025	Medium			
	Supplement Delivery Plan for major projects with a detailed Project Plan	Clerk	Not started yet	01/06/2025	Medium			
	Ensure proactive leadership and effective systems and checks to enhance the functioning of the Parish Council.							
	Review committee TOR and include detailed delegation to committees and officers.	Clerk	Completed	01/06/2025	High			
	Review Standing Orders & Financial Regs.	Clerk	Completed	01/06/2025	High			
	We will set review dates against every policy and make sure these are adhered to	Clerk	Working on it	01/06/2025	High			
	Add additional governance and policy documents including Publication Scheme Information Guide and Pensions Discretions Policy	Clerk	Completed	01/06/2025	High			
	Adopt Budget for 2025-26	Clerk	Working on it	01/06/2025	High			
	Adopt Medium Term Financial Plan	Clerk	Working on it	01/06/2025	High			
	Revise MTFP	Clerk	Not started yet	01/06/2025	High			
	Finalise Accounts 2023-24 & approve AGAR	Clerk	Completed	01/06/2025	High			
	Undertake VAT returns Quarterly & review VAT status	Clerk	Working on it	01/06/2025	High			
	Monthly Financial Reports to Council/Committee	Clerk	Working on it	01/06/2025	High			
	Continue all financial transactions in a timely manner in accordance with Financial Regulations	Clerk	Working on it	01/06/2025	High			
	Undertake review of ear-marked reserves	Clerk	Working on it	01/06/2025	High			
	Review and update Asset Register and expand information on major assets	Clerk	Working on it	01/06/2025	High			Ongoing
	Gain accreditation under the Local Council Award Scheme, Quality Level, Gold Level	Clerk	Not started yet	01/06/2027	Low			
	Develop a range of quality based operating procedures: -Financial Procedures -Personnel Procedures -15 key procedures -All other procedures -Monitor compliance with operating procedures.	Clerk	Not started yet	01/06/2026	Low			
	Complete all health and safety risk assessments for the year, including events.	Clerk	Working on it	01/06/2025	High			

		Complete all statutory periodic safety inspections and checks.	Clerk	Working on it	01/06/2025	High		
		Introduce regular safety toolbox talks/briefings to supplement formal safety training.	Clerk	Completed	01/06/2025	High		
		Review Health and Safety Policy with Advisors	Clerk	Not started yet	01/06/2026	Low		Planned in 2025
		Undertake all business and financial risk assessments.	Clerk	Working on it	01/06/2025	High		
		Review all business and financial risk assessments.	Clerk	Working on it	01/06/2026	Low		
	We will ensure clear and open communication channels, fostering transparency in our actions.							
		Undertake a review of the Council's Information Technology and security, develop an implementation plan. And digital strategy.	Comms Off	Not started yet	01/06/2025	Medium		
		Develop and adopt Communications and Marketing Policy.	Clerk	Completed	01/06/2024	High		Will need to be reviewed by the new Comms Off
		Continually improve the content of the Website, (including compliance with Transparency Regulations) social media posts and other channels of communication to make the Council more accessible and efficient.	Comms Off	Not started yet	01/06/2025	High		
		Maintain and service all public noticeboards	Comms Off (CM)	Working on it	01/06/2025	Medium		
		Produce an Annual Report for 2023-24	CM	Completed	01/06/2024	High		
		Continue to publish quarterly newsletters	CM	Working on it	01/06/2024	High		
		Keep our Publication Scheme and Information Guide current and exceed "data transparency" requirements.	Clerk	Completed	01/06/2024	High		
		Develop a suite of data protection policies	Clerk	Working on it	01/06/2024	High		
		Maintain compliance with Data Protection and Freedom of Information requirements	Clerk	Completed	01/06/2024	High		



Report Statement

Meeting:	Parish Council
Report Purpose:	To seek approval for an extension to the design service contract
Version Control:	v1
Author:	Clerk

1. Report Summary

The purpose of this report is to seek approval for an extension to the design service contract with FearNaught Studio Ltd, allowing the new Clerk to oversee the tender process and the appointment of a supplier for the Council's creative design services. This request will involve discussions with the supplier to confirm their willingness to extend the current contract.

2. Background

The Council entered into a two-year contract with FearNaught Studio Ltd on 1 May 2023, which is scheduled to terminate on 30 April 2025. The contract outlines the provision of creative design services to support the Parish Council's communication and branding efforts. The extension is proposed to ensure continuity of service and to allow the newly appointed Clerk to lead the tender process for the appointment of the next supplier.

3. Position

The current contract with FearNaught Studio Ltd allows for the potential of discussions around contract extensions. This report seeks approval to initiate such discussions to extend the contract, allowing the new Clerk sufficient time to lead a smooth transition and tender process. Extending this contract will prevent disruption to the Council's design services.

4. Equality Impact

The extension of the contract will ensure ongoing accessibility and quality of communication materials for all residents, without any interruptions.

5. Community Impact

The proposed extension will ensure that the Parish Council continues to communicate effectively with residents, maintaining the quality and consistency of information shared across various channels.

6. Governance

The request aligns with the Council's governance procedures, as outlined in the current financial regulations. The contract's extension would be conducted in accordance with clause 3.4 of the current agreement, which allows for such negotiations.



7. Financial Impact

The extension will be negotiated within the existing budget allocations for the design service.

8. Resource Impact

Clerk time

9. Conclusions

Councillors are asked to note the report and consider the following options:

- a. Approve the proposal for the contract extension and instruct the Clerk to negotiate a 6-month extension with the supplier.
- b. Decline the proposal

10. Consideration Sought

Councillors are asked to consider and approve the proposal to request an extension to the design service contract with FearNaught Studio Ltd, enabling the new Clerk to lead the tender process.



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Parish Council, 02.10.2024

Report Purpose: To inform members of Jackie Weaver's (ChALC) first recommendation on reviewing the council's structure and organisation to make it more fluid and efficient.

Version Control: v1

Author: Clerk

1. Report Summary

Jackie Weaver conducted a review of the council's current structure and provided suggestions aimed at enhancing efficiency, decision-making speed, and overall council cohesion. The recommendations focus on simplifying the existing committee structure and enabling more effective delegation and decision-making processes.

2. Background

The existing council structure comprises around 32 meetings annually, which is considered disproportionate to the council's size, given the limited staffing of only two (Clerk and Community Manager). The current system results in an inefficient use of resources and hinders the council's ability to respond swiftly to emerging matters.

3. Position

Jackie Weaver recommends restructuring the current setup to create a more efficient, streamlined council organization. Key suggestions include:

1. **Full Council:** Transition from bi-monthly to monthly meetings to enhance decision-making speed and involvement of all members in the process.
2. **Committee Recommendations:**
 - **Community and Engagement:** Delete this committee. Instead, the Council should set a communication and branding policy and establish a working group to execute this policy effectively.
 - **Environment and Recreation:** Disband this committee and bring any concerns or opportunities directly to the Full Council for timely debate and resolution.
 - **Finance and Strategy:** Replace with a dedicated Finance Committee focusing on finance, policy review, budget management, audit, and risk management.
 - **Village Hall:** Disband this committee and delegate operational matters to staff, while the Council sets overarching policies and plans.



- **Staffing:** Retain this committee but convene it only as needed to handle grievance/disciplinary matters and appraisals.
 - **Planning:** Consider whether planning matters can be incorporated into the proposed monthly Full Council meetings or if a separate committee is essential due to the volume of work.
3. **Working Groups:** Use working groups more effectively for issues such as social media, branding, and community engagement, rather than creating permanent committees.

4. Equality Impact

The proposed changes aim to ensure all councillors have an equal opportunity to participate in decision-making processes.

5. Sustainability Impact

Streamlining the council's structure will improve the efficient use of resources, ensuring sustainable council operations.

6. Community Impact

The changes should result in a more responsive and agile council, enabling faster decision-making that benefits the community.

7. Governance

Shavington-cum-Gresty Parish Council Stranding Order
Shavington-cum-Gresty Parish Council Strategy

8. Financial Impact

The reduction in the number of meetings and committees should lead to cost savings, primarily through more efficient use of staff time and resources.

9. Resource Impact

The Clerk's workload will be more manageable, allowing a focus on essential council functions and responsibilities.

10. Conclusions

Members are invited to consider these recommendations and discuss their potential adoption. However, it is advised that any changes be postponed until the appointment and induction of the new Clerk, ensuring a smoother transition.



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Parish Council, 02.10.2024

Report Purpose: To present the draft budgets from the Community & Engagement (C&E) Committee and Finance & Strategy (F&S) Committee for the 2025/26 financial year.

Version Control: v1

Author: Clerk

1. Report Summary

The C&E and F&S Committees have reviewed and approved their draft budgets for 2025/26. These drafts will contribute to the overall council budget, which will be finalised in December 2024. Other committees are still in the process of formulating their budgets, and recommendations are expected in the coming weeks.

2. Background

The council's budget-setting schedule for 2025/26 was approved on 3 July 2024, aiming to ensure thorough deliberation and consensus-building across all committees and the Council.

3. Position

Attached to this report the DRAFT budget 2025/26 v.2.0.1

4. Equality Impact

The budget proposals consider the diverse needs of the community and aim to support inclusive initiatives.

5. Sustainability Impact

The draft budgets emphasize efficient use of resources, with provisions for community projects and environmental considerations.

6. Community Impact

The proposed budgets support initiatives that promote community engagement, wellbeing, and heritage.

7. Governance

Finance Regulation
General Power of competence

8. Financial Impact

The proposed budgets have been carefully reviewed to ensure they align with the council's strategic goals while remaining financially prudent.

9. Conclusions

Members are requested to review the presented draft budgets and provide any feedback or suggestions ahead of the final budget approval process in December.



A	B	C	D	E	F	G	H	I
1	Shavington-cum-Gresty Parish Council							
2	2024/25 budget	£386,562.16	2025/26 budget		£386,562.16			
3	Spend	£309,249.73	Spend		£309,249.73		Reserve needed	£77,312.43
4	Reserves	£77,312.43	Reserves		£77,312.43		Bank End of Year	#REF!
5	2024/254 precept	£232,254.00	2025/26 precept		#REF!			
6	2024/25 Per Band D equiv.	£88.76	Band D equiv.		#REF!			
7			% diff to 24/25		#REF!		BandD Number (2023) TBC	2616.61
8		£ available to 5%			#REF!			
9								
10								
11	Community and Engagement Committee							
12		2024/25			2025/26			
13	Code	Title	Receipts	Payments	Receipts	Payments		
14	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	
15	21	General Parish Council design and print		£ 3,600.00		£ 2,900.00	£1,900 various design FN + £1,000 printing various	
16	22	PC/VH subscription and ADV		£ 1,600.00		£ 1,600.00	£600 design for social media +£1,000 for paid services(including AI)	
17		Christmas Carol		£ 1,500.00		£ 1,600.00	£1000 design, £600 service	
18	25	Remembrance Service		£ 4,100.00		£ 4,100.00	£1,800 design + £2,300 for event deliverly	
19		Community event support (design)		£ 900.00		£ -		
20	43	PPS/PRS		£ 300.00		£ 300.00		
21		Parish Map frame		£ 800.00		£ -		
22	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?	
23	49	Micro & Small Grant Scheme		£ 2,500.00		£ 2,500.00		
24	61	Civic events		£ 2,600.00		£ 2,600.00		
25	NEW	Comminity Projects				£ 3,300.00		
26								
27		SUB TOTAL	£ -	£ 35,000.00	£ -	£ 36,400.00		
28								
29								
30	Environment and Recreation Committee							
31	27	Ground Maintenance - General amenities		£ 500.00		£ 500.00		
32	28	Ground Maintenance- supplier		£ 17,000.00		£ 17,000.00		
33	29	Vine Tree Play area - maintenance		£ 1,000.00		£ 1,000.00		
34	30	Vine Tree Play Area - Inspection		£ 400.00		£ 400.00		
35	31	Allotment fee	£ 700.00					
36	32	Allotment maintenance cost		£ 700.00		£ 700.00		
37	52	Defibrillator and kiosk		£ 300.00		£ 300.00		
38	NEW!	Ground Maintenance contingency		£ 1,000.00		£ 1,000.00		
39	54	CIL (ear marked)						
40	62	New planters						
41								
42		SUB TOTAL	£ 700.00	£ 20,900.00	£ -	£ 20,900.00		
43								
44								
45	Finance and Strategy Committee							
46	3	Staff Expenses		£ 150.00		£ 150.00		
47	4	Stationary		£ 500.00		£ 500.00		
48	5	Accountancy software		£ 835.00		£ 800.93		
49	6	ICT equipment		£ 1,500.00		£ 1,500.00	Clerk laptop (rolling program replacement of devices)	
50	9	Audit Fees		£ 1,000.00		£ 1,249.39	This year we had an increase in the audit cost (£1213)	
51	10	Insurance		£ 4,000.00		£ 4,000.00	This year £3419	
52	11	Legal and professional fee		£ 2,000.00		£ 2,000.00	Rhino safety should be contracted to renew the RA and HS policies	
53	12	Subscription (adobe/office/Chalc)		£4,050		£ 4,032.00		
54	13	Telephone		£ 950.00		£ 1,000.00	New contract to be negotiated	
55	14	Website subscription		£ 2,400.00		£ 2,400.00		
56	15	Website transparency		£ 500.00		£ 500.00		
57	16	Misc/Expenses		£ 1,000.00		£ 1,000.00		
58	17	Precept						

