



SHAVINGTON
CUM
GRE^{STY}

Shavington-cum-Gresty Council
Finance & Strategy Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP
www.shavingtononline.co.uk

8 November 2024

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

Dear Councillor,

You are summoned to attend the meeting of the **Finance & Strategy Committee** to be held at **7:30PM** on **Wednesday 13 November 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' interests.
3	To confirm and sign the minutes of the Finance & Strategy Committee 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	To review the year-to-date expenditure for the Council as a whole and to consider Month-End reconciliation statements (attached)
6	To review the forecast of the Council's financial position as of 31 March 2025 (attached)

	and discuss any necessary corrective actions
7	To receive and consider the following Project Initiation Documents (attached) : a. Official registration of Coat of Arms for Shavington-cum-Gresty Parish Council (Cllr B. Gibbs)
8	To consider and inform the budget setting process for 2025/26 financial year (attached)
9	To note the date of the next Finance & Strategy Committee Meeting – 26 February 2025 7:30PM

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.
--

Meeting Closed at 2213 hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

DRAFT

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				14,600.00	5,771.37	8,828.63	8,828.63 (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	855.27	744.73	744.73 (46%)
24	Christmas Carol				1,500.00	250.00	1,250.00	1,250.00 (83%)
25	Remembrance Service				4,100.00	989.22	3,110.78	3,110.78 (75%)
26	Community events				2,500.00	275.66	2,224.34	2,224.34 (88%)
43	PPS/PRS				300.00	309.85	-9.85	-9.85 (-3%)
49	Micro & Small Grant Scheme				2,500.00	361.49	2,138.51	2,138.51 (85%)
61	Civic events				2,600.00	2,191.34	408.66	408.66 (15%)
70	Parish Map Framework				1,000.00	925.00	75.00	75.00 (7%)
73	Community Event Marketing and				900.00	6.25	893.75	893.75 (99%)
SUB TOTAL					35,200.00	14,056.37	21,143.63	21,143.63 (60%)

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	6,897.10	10,102.90	10,102.90 (59%)
29	Vine Tree Play area - maintenanc				1,000.00		1,000.00	1,000.00 (100%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	700.00	625.00	-75.00				-75.00 (-10%)
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	625.00	-75.00	20,900.00	6,996.91	13,903.09	13,828.09 (64%)

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		3,418.19	-3,418.19	481.81 (N/A)
79	Flourish Fund		5,000.00	5,000.00		5,194.14	-5,194.14	-194.14 (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		10,410.75	-10,410.75	389.25 (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	52.65	97.35	97.35 (64%)
4	Stationary				500.00	341.35	158.65	158.65 (31%)

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	840.82	659.18	659.18 (43%)		
9	Audit Fees			1,000.00	1,213.00	-213.00	-213.00 (-21%)		
10	Insurance			4,000.00	3,469.79	530.21	530.21 (13%)		
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	232,254.00	232,254.00				232,254.00 (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	80.00	220.00	220.00 (73%)		
SUB TOTAL				232,254.00	232,254.00	32,785.00	11,975.79	20,809.21	253,063.21 (771%)

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	48,174.56	37,925.44	37,925.44 (44%)
2	Payroll Service				800.00	574.50	225.50	225.50 (28%)
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	49,175.06	59,124.94	59,124.94 (54%)

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	3,389.20	2,010.80	2,010.80 (37%)
35	Gas supply				4,800.00	975.90	3,824.10	3,824.10 (79%)
36	Power supply				1,600.00	800.00	800.00	800.00 (50%)
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	627.58	372.42	372.42 (37%)
47	General Maintenance				1,500.00	1,369.10	130.90	130.90 (8%)
48	Hall hire	15,000.00	12,041.00	-2,959.00				-2,959.00 (-19%)
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%)
83	PRS					2,508.48	-2,508.48	-2,508.48 (N/A)
SUB TOTAL		21,600.00	12,041.00	-9,559.00	24,500.00	13,962.42	10,537.58	978.58 (2%)

Summary

NET TOTAL	22,300.00	255,720.00	233,420.00	291,311.90	121,402.30	169,909.60	403,329.60 (128%)
V.A.T.		5,653.91			4,892.42		
GROSS TOTAL		261,373.91			126,294.72		

Shavington-cum-Gresty Parish Council

November 2024 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement

Code	Title	Receipts			Payments			FORECAST EXPENDITURE
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	08.11.2024
20	Newsletter: design, printing anc				14,600.00	5,771.37	8,828.63	14,600.00
21	General Parish Council design				3,600.00	2,120.92	1,479.08	3,600.00
22	PC/VH subscription and adv				1,600.00	855.27	744.73	1,000.00
24	Christmas Carol				1,500.00	250.00	1,250.00	1,500.00
25	Remembrance Service				4,100.00	989.22	3,110.78	4,100.00
26	Community events				2,500.00	275.66	2,224.34	300.00
43	PPS/PRS				300.00	309.85	-9.85	-10.00
49	Micro & Small Grant Scheme				2,500.00	361.49	2,138.51	1,000.00
61	Civic events				2,600.00	2,191.34	408.66	2,191.00
70	Parish Map Framework				1,000.00	925.00	75.00	925.00
73	Community Event Marketing ar				900.00	6.25	893.75	100.00
SUB TOTAL					35,200.00	14,056.37	21,143.63	29,306.00

Environment & Recreation (

Code	Title	Receipts			Payments			Forecast			
		Budgeted	Actual	Variance	Budgeted	Actual	Variance				
27	Ground Maintenance - General				500.00	89.01	410.99	300.00			
28	Ground Maintenance- supplier				17,000.00	6,897.10	10,102.90	17,000.00			
29	Vine Tree Play area - maintena				1,000.00		1,000.00	0.00			
30	Vine Tree Play Area - Inspectio				400.00		400.00	0.00			
31	Allotment fee	700.00	625.00	-75.00							
32	Allotment maintenance cost				700.00	10.80	689.20	400.00			
52	Defibrillator and kiosk				300.00		300.00	0.00			
54	CIL - Community Infrastructure										
74	Ground Maintenance Contingei				1,000.00		1,000.00	0.00			
SUB TOTAL					700.00	625.00	-75.00	20,900.00	6,996.91	13,903.09	17,700.00

External Grants Fund

Code	Title	Receipts			Payments			Forecast position			
		Budgeted	Actual	Variance	Budgeted	Actual	Variance				
78	SPF E6 Cultural Activity Grant		3,900.00	3,900.00		3,418.19	-3,418.19	3,900.00			
79	Flourish Fund		5,000.00	5,000.00		5,194.14	-5,194.14	5,200.00			
80	Improved, Greener, Community		750.00	750.00				1,000.00			
81	IMPACT (budget 2023/24)					1,798.42	-1,798.42	1,798.00			
82	CEC fund		1,150.00	1,150.00							
SUB TOTAL						10,800.00	10,800.00		10,410.75	-10,410.75	11,898.00

Finance & Strategy Commit

Code	Title	Receipts			Payments			Forecast position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
3	Staff Expenses				150.00	52.65	97.35	150.00
4	Stationary				500.00	341.35	158.65	500.00
5	Accountancy software				835.00	777.60	57.40	778.00
6	ICT equipment				1,500.00	840.82	659.18	1,000.00
9	Audit Fees				1,000.00	1,213.00	-213.00	1,213.00
10	Insurance				4,000.00	3,469.79	530.21	3,470.00
11	Legal and professional fee				2,000.00	750.00	1,250.00	2,000.00
12	Subscription (adobe/office/Cha				4,050.00	2,913.74	1,136.26	4,050.00

13 Telephone and WiFi				950.00	486.84	463.16	1,000.00
14 Website subscription				2,400.00	1,050.00	1,350.00	2,400.00
15 Website transparency				500.00		500.00	
16 Misc/Expenses				1,000.00		1,000.00	500.00
17 Precept	232,254.00	232,254.00					
18 VAT reclaim							
19 Other income							
53 Ecological Mitigation Land acq				7,000.00		7,000.00	7,000.00
59 Office costs				6,600.00		6,600.00	6,600.00
67 IT support				300.00	80.00	220.00	300.00
SUB TOTAL	232,254.00	232,254.00		32,785.00	11,975.79	20,809.21	30,961.00

Parish Council Project

Code Title	Budgeted	Receipts		Payments			Forecast position
		Actual	Variance	Budgeted	Actual	Variance	
51 Community Support				41,789.40	10,325.00	31,464.40	41,789.00
68 Sponsorship Main Road Car pa				4,837.50	4,500.00	337.50	4,500.00
72 Sign restoration project				3,000.00		3,000.00	0.00
75 Rolling Capital Fund (Strategy)				20,000.00		20,000.00	0.00
SUB TOTAL				69,626.90	14,825.00	54,801.90	46,289.00

Staffing Committee

Code Title	Budgeted	Receipts		Payments			Forecast position
		Actual	Variance	Budgeted	Actual	Variance	
1 Staff Salary				86,100.00	48,174.56	37,925.44	86,100.00
2 Payroll Service				800.00	574.50	225.50	800.00
7 Staff Training				1,000.00	401.00	599.00	1,000.00
8 Members Training				400.00	25.00	375.00	100.00
76 Communication officer				20,000.00		20,000.00	0.00
Locum Clerk support							18,260.00
SUB TOTAL				108,300.00	49,175.06	59,124.94	106,260.00

Village Hall Committee

Code Title	Budgeted	Receipts		Payments			Forecast position
		Actual	Variance	Budgeted	Actual	Variance	
33 Suppliers				300.00	81.96	218.04	300.00
34 Cleaning Service				5,400.00	3,389.20	2,010.80	5,700.00
35 Gas supply				4,800.00	975.90	3,824.10	4,800.00
36 Power supply				1,600.00	800.00	800.00	1,800.00
37 Fire equipment				330.00		330.00	330.00
39 Online booking system				370.00	369.77	0.23	370.00
40 Hygine service				700.00	578.51	121.49	579.00
41 Water supply				3,000.00	1,289.92	1,710.08	3,000.00
42 Waste collection				1,000.00	627.58	372.42	1,000.00
47 General Maintenance				1,500.00	1,369.10	130.90	1,500.00
48 Hall hire	15,000.00	12,041.00	-2,959.00				
60 Office costs income	6,600.00		-6,600.00				
71 Roof maintenance				3,000.00		3,000.00	
77 Fire emergency panel + smoke				2,500.00	1,972.00	528.00	1,972.00
83 PRS					2,508.48	-2,508.48	2,508.00
SUB TOTAL	21,600.00	12,041.00	-9,559.00	24,500.00	13,962.42	10,537.58	23,859.00

Summary

NET TOTAL	22,300.00	255,720.00	233,420.00	291,311.90	121,402.30	169,909.60	266,273.00
V.A.T.		5,653.91			4,892.42		
GROSS TOTAL		261,373.91			126,294.72		



Report Statement

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

1. Report Summary

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

2. Background

On 5 November 2024, Cllr B. Gibbs presented a Project Initiation Document (PID) for the 'Official registration of Coat of Arms for Shavington-cum-Gresty Parish Council' project.

3. Position

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

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

4. Community Impact

The official registration of Shavington-cum-Gresty Parish Council's coat of arms preserves community's heritage and strengthens local unity. This project enhances community pride and provides legal protection.

5. Equality impact

This project unites all Shavington-cum-Gresty residents under a shared emblem, promoting community pride and inclusivity while honouring the heritage of all.

6. Sustainability impact

Registering the coat of arms is a one-time investment that preserves Shavington-cum-Gresty's heritage, reducing future costs from potential legal disputes or rebranding efforts. This supports long-term community identity and minimizes resource use over time.

7. Governance

Shavington-cum-Gresty Financial Regulation

Shavington-cum-Gresty Parish Council Project Initiation Policy



SHAVINGTON
CUM
GRESTY

8. Financial Impact

£11,000

9. Resource Impact

Clerk and Community Manager

10. Conclusions

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



ANNEX 2- PROJECT INITIATION DOCUMENT (PID)

Project Initiation Document		
Name and Position in the Council	Benjamin Gibbs Chairman	Date 5 November 2024
Project Name Which Committee does this project come under? (if none, then please add Finance and Strategy Committee)	Official registration of Coat of Arms for Shavington-cum-Gresty Parish Council Committee: Finance and Strategy	
Description of project	<p>I propose to officially register the Shavington-cum-Gresty Parish Council's coat of arms with the College of Arms. Our emblem has been an unofficial symbol of our parish for over 100 years but lacks formal recognition.</p> <p>Shavington-cum-Gresty has been a parish for centuries, with references in historical records such as the Chester Chronicle as early as Friday, 11 October 1776. Given our rich history dating back to the Domesday Book of 1086, where Shavington appeared as "Santune," formalising our coat of arms will honour this deep heritage.</p> <p>The College of Arms is the official heraldic authority in England, responsible for creating, granting, and maintaining records of coats of arms and pedigrees under the Crown's authority. For parish councils, the College provides a legal pathway to secure formal recognition of emblems, protecting unique community identities and giving councils exclusive rights to their symbols. By granting official coats of arms, the College of Arms not only enhances local heritage but also safeguards emblems from unauthorised use, ensuring they reflect the council's values and history accurately.</p> <p>The lack of registration limits our emblem's legal protection and may hinder the Council's ability to use it for official purposes. By working with the College of Arms, we can secure legal rights for official use and solidify our place in history.</p>	
Project Aims What do you want the project to achieve? How does it support the Council's plans and aims?	<ul style="list-style-type: none">• Preserve Our Heritage: Official registration honours our rich history and cultural identity. It ensures that our emblem is protected and preserved in its authentic form for future generations.• Strengthen Community Unity: A formally recognised emblem serves as a unifying symbol, supporting our goal of building a united community. It fosters a shared identity and pride among residents.	



SHAVINGTON
CUM
GRESTY

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

	<ul style="list-style-type: none"> • Secure Legal Protection: Provides legal recognition and protection, enabling confident use of the emblem for official purposes without risk of infringement. This safeguards against potential legal challenges and restrictions on usage. • Long-Term Investment: While there is an upfront cost, registering the coat of arms is a one-time investment that offers enduring benefits, preventing future expenses related to legal disputes or rebranding. <p>This project supports the Council's mission to "actively connect and support the Shavington-cum-Gresty community, promoting collaboration among local groups to address shared needs and goals."</p>
<p>Target Communities What communities are targeted and what benefits will the project bring to them?</p>	<p>The project targets all residents of Shavington-cum-Gresty, including local businesses, schools, and community organisations.</p> <p>Benefits include:</p> <ul style="list-style-type: none"> • Enhanced Community Pride: Fosters a stronger sense of identity and pride among residents, reinforcing community bonds. • Educational Opportunities: Provides a platform to educate both residents and visitors about our parish's rich history, enhancing cultural awareness. • Legal Assurance: Ensures the emblem can be used for official purposes without legal hindrance, benefiting all community initiatives that utilise it. • Preservation of Heritage: Maintains the historical authenticity and integrity of our emblem, preventing unauthorised alterations or misuse.
<p>Research already completed. Please attach all research carried out so far.</p>	<ul style="list-style-type: none"> • Enquiry with the College of Arms: I asked the Clerk to contact the College of Arms, confirming that no official grant exists for our coat of arms and obtaining information on the registration process and fees. • College of Arms Response: They provided guidance on the registration process, including a special reduced fee for parish councils, and assured support throughout the process to minimise bureaucratic complexity. • Review of Precedents: Researched other parish councils that have successfully registered their coats of arms, such as: <ul style="list-style-type: none"> ○ Deddington Parish Council: Granted a coat of arms on 16 April 1994.



SHAVINGTON
CUM
GRESTY

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

	<ul style="list-style-type: none"> ○ Fernwood Parish Council: Recently acquired a coat of arms, enhancing community identity. ○ Great Aycliffe Parish Council: Granted a coat of arms on 20 September 1956. <p>These examples demonstrate tangible benefits in community pride and heritage preservation.</p>
<p>Evidence of need How do you know the project is needed?</p>	<ul style="list-style-type: none"> ● Historical Significance: Our history spans over 900 years, and formal registration honours this legacy. ● Legal Necessity: Without registration, we risk legal challenges that could limit the emblem's use, potentially leading to costly disputes or rebranding efforts. At the moment, any individual or business could use our crest and misrepresent the Council, and we would have no legal recourse to prevent it. ● Community Passion: The recent campaign to keep our parish boundary intact shows strong local commitment to unity and heritage, indicating community support for preserving our symbols. ● Strategic Alignment: The project aligns with our strategic themes of celebrating our heritage and building a united community, making it a priority initiative. ● Preventing Misrepresentation: Official registration ensures the emblem's design remains authentic, preventing unauthorised alterations that could misrepresent our heritage.
<p>Cost of Project Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue & capital and include estimate of Officer Hrs if you are able to.</p>	<ul style="list-style-type: none"> ● College of Arms Fee: £10,640 (special reduced fee for parish councils for a grant of arms—shield only). This is a one-time investment for long-term benefits. ● Officer Hours: Estimated total of 20 hours over a year for project coordination and administration—a minimal commitment spread over 12 months, ensuring other projects are not impacted. ● Administrative Costs: Minimal, as the College of Arms provides guidance to simplify the process, reducing the need for external consultants.
<p>Benefits Please details all benefits including cost savings, efficiency savings</p>	<ul style="list-style-type: none"> ● Long-Term Investment in Heritage: Secures our emblem for future generations with a one-time cost. ● Prevents Future Costs: Avoids potential expenses from legal disputes, rebranding, or infringement issues, offering financial prudence.



	<ul style="list-style-type: none"> • Community Cohesion: Strengthens community bonds, potentially reducing costs associated with separate community engagement initiatives. • Enhanced Reputation: Demonstrates the Council's commitment to its strategic aims, potentially increasing trust and engagement with residents. • Minimal Staff Commitment: Requires minimal officer hours over the course of a year, ensuring efficient use of resources.
<p>Who? Officer /Councillor Do you have any suggestions for who might be part of the project team? And what role do you think they should take on?</p>	<p>Parish Clerk: To manage administrative tasks and coordinate with the College of Arms, ensuring the process is handled efficiently without overburdening staff.</p>
<p>Other Organisational Support Who do you think we need to work with or take advice from?</p>	<p>College of Arms: For guidance throughout the registration process, simplifying requirements and reducing bureaucratic complexity.</p>
<p>Timeline What is the length of the project work and when will the benefits be realised? Are there any time constraints?</p>	<ul style="list-style-type: none"> • Project Duration: Approximately 6 to 12 months. • Preparation and Submission: 1-2 months, managed efficiently with support from the College of Arms. • Processing by College of Arms: Estimated 4-9 months. • Staff Time Commitment: Minimal, spread over a year to avoid impacting other commitments. • Benefits Realisation: Upon official grant of the coat of arms, with immediate positive effects from community engagement during the project. • Timing Alignment: The project can be coordinated alongside existing initiatives, ensuring resource allocation does not detract from other essential services.
<p>Risks Are there any risk associated with this project e.g. reputational risks for the Council or possible local sensitivities?</p>	<p>Perception of Wasteful Spending: Some may view the cost as unnecessary.</p> <ul style="list-style-type: none"> • Mitigation: Emphasise that it's a one-time investment with lasting benefits, preventing future costs, and represents a prudent use of funds for long-term gain. <p>Limited Immediate Benefits: Questions may arise about the necessity given the emblem's long-standing unofficial use.</p>



SHAVINGTON
CUM
GRESTY

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

	<ul style="list-style-type: none"> • Mitigation: Highlight the legal necessity to secure usage rights and prevent potential legal challenges that could result in costly disputes. <p>Design Alterations: The College of Arms may require changes to our existing emblem.</p> <ul style="list-style-type: none"> • Mitigation: Work closely with the College and heritage groups to preserve the emblem's authenticity, involving the community to maintain support. <p>Lack of Consensus: Not all community members may support the registration.</p> <ul style="list-style-type: none"> • Mitigation: Implement a comprehensive community engagement plan to inform and involve residents, building consensus and addressing concerns. <p>Resource Allocation Concerns: Worries that the project may divert resources from other priorities.</p> <ul style="list-style-type: none"> • Mitigation: Clarify that staff time required is minimal and spread over a year, ensuring other projects and services are unaffected.
<p>Is the project a quick win? I.E. does it meet all the following criteria?</p> <ol style="list-style-type: none"> Will cost less than £1,000 All expenditure can be met from an existing budget Will take less than 5 hours of officer time in total (including assessment, planning, working with partners, tendering/quotes etc) Has the support of all Members of the relevant Committee (*please note this will be verified via Call-In) Does not pose any significant reputational or other risk to the Council or partners 	<p>No</p>
<p>Other information Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.</p>	<p>College of Arms website: Granting of Arms - College of Arms</p>

A	B	C	D	E	F	G	H	I
1	Shavington-cum-Gresty Parish Council							
2	2024/25 budget	£336,014.88	2025/26 budget		£354,766.94			
3	Spend	£268,811.90	Spend		£283,813.55		Reserve needed	£70,953.39
4	Reserves	£67,202.98	Reserves		£70,953.39		Bank End of Year	£127,614.75
5	2024/25 precept	£232,253.88	2025/26 precept		£227,152			
6	2024/25 Per Band D equiv.	£88.76	Band D equiv.		£86.28			
7			% diff to 24/25		-2.79%		BandD Number (2023) TBC	2632.61
8		£ available to 5%			£18,205.57			
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	Current contract is £15,785 + up to £1,200 for watering. Only used £320	
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	£	600.00		
36	32	Allotment maintenance cost	£	700.00	£	600.00		
37	52	Defibrillator and kiosk	£	300.00	£	300.00		
38		Ground Maintenance contingency	£	1,000.00	£	1,000.00		
39								
40								
41								
42		SUB TOTAL	£ 700.00	£ 20,900.00	£ 600.00	£ 20,800.00		
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						

	A	B	C	D	E	F	G	H	I
59	18	VAT reclaim							
60	19	Other income							
61	53	Acquisition projects RENAME ECOLOGICAL MITIGATION AREA		£ 7,000.00			£ 3,000.00		
62	59	Office costs		£ 6,600.00			£ 6,600.00		
63	NEW	IT support		£ 300.00			£ 300.00		
64	NEW	Chairman allowance					£ 100.00		
65									
66		SUB TOTAL	£ -	£ 32,785.00	£ -	£ 29,132.32			
67									
68									
69		Parish Council Projects							
70	50	Grant- Car Park		£ 4,837.50			£ 4,837.50	£4,500 +7.5%	
71		Sign restoration project		£ 3,000.00			-	this had been removed by the strategy	
72		Gresty Lane Speed Cushions					£ 3,000.00		
73		Rolling capital fund (Strategy)		£ 20,000.00			£ 40,000.00		
74	51	Community support		£ 41,789.40			£ 43,878.87	anticipated increase of 5% to be confirmed after meeting with PCC	
75									
76		SUB TOTAL	£ -	£ 69,626.90	£ -	£ 91,716.37			
77									
78									
79		Staffing Committee							
80	1	Staff Salary		£ 86,100.00			£ 103,672.86		
81	2	Payroll Service		£ 800.00			£ 800.00		
82	7	Staff Training		£ 1,000.00			£ 2,000.00		
83	8	Members Training		£ 400.00			£ 400.00		
84		Comms officer		£ 20,000.00					
85									
86		SUB TOTAL	£ -	£ 108,300.00	£ -	£ 106,872.86			
87									
88									
89		Village Hall Committee	Income	Expenditure	Income	Expenditure			
90	33	Suppliers		£ 300.00		£ 300.00			
91	34	Cleaning Service		£ 5,400.00		£ 7,552.00	average cost of cleaning £516 per month + windows		
92	35	Gas supply		£ 4,800.00		£ 4,000.00	£3455.48 spent in 2023/2024		
93	36	Power supply		£ 1,600.00		£ 1,600.00	£1500 spent in 2023/24		
94	37	Fire equipment		£ 330.00		£ 340.00			
95	39	Online booking system		£ 370.00		£ 400.00	Nex billing \$499.80		
96	40	Hygiene service		£ 700.00		£ 700.00			
97	41	Water supply		£ 3,000.00		£ 2,500.00	£2124 spent in 2023/24. I added a 10% increase		
98	42	Waste collection		£ 1,000.00		£ 1,200.00	Spent £1,100 in 2023/24		
99	47	General Maintenance		£ 1,500.00		£ 1,500.00			
100		PRS licence (936 sessions)				£ 1,500.00			
101	48	Hall hire	£ 15,000.00		£ 21,000.00		Income 2023/24		
102		Fire emergency panel + smoke detectors		£ 2,500.00					
103	60	Office costs	£ 6,600.00		£ 6,600.00				
104	NEW	Allocation for consumable refurbishment				£ 2,000.00			
105		Roof maintenance		£ 3,000.00		£ 3,500.00			
106									
107		SUB TOTAL	£ 21,600.00	£ 24,500.00	£ 27,600.00	£ 27,092.00			
108									
109		TOTAL	£ 22,300.00	£ 291,111.90	£ 28,200.00	£ 312,013.55			

Calculations to inform the budget for 20225-26

A CALCULATION OF LIKELY BALANCE ON 1 APRIL 2025

Balance at bank on 8 November 2024 (Parish Council main a/c) £225,519.00

Balance at bank on 8 November 2024 (Village Hall account) £12,972.00

Total combined balance **£238,491.00**

LESS Forecast Spend to 31 March 2025 £110,876.25
 Expected balance available on 1 April 2025 **£127,614.75**

* ADDED 1 MONTH extra

B CALCULATION OF PRECEPT REQUIREMENT 2025-26

Budget Proposals (rounded) **£354,766.94**

LESS Expected balance on 1 April 2025 - reserves needed **£127,614.75**

PLUS reserves needed £70,953.39

Precept Requirement (rounded) **£298,105.57**