



**SHAVINGTON**  
CUM  
**GRESTY**

**Shavington-cum-Gresty Council**  
**Annual Meeting of Parish Council**  
Main Road,  
Shavington, Crewe  
CW2 5DP  
[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

30 April 2025

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

Dear Councillor,

You are summoned to attend the Annual Parish Council meeting of the Shavington-cum-Gresty Parish Council to be held on **Wednesday 7 May 2025 at 7:30pm** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Holly Marshall  
Parish Clerk

## AGENDA

<b>1</b>	To receive and consider apologies for absence
<b>2</b>	To note declarations of Members' interest
<b>3</b>	To elect a Chair and Vice-Chair of the Parish Council  Chair and Vice-Chair once elected will be asked to sign their Declarations of Acceptance of office.
<b>4</b>	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings held on 2 April 2025 ( <b>attached</b> )
<b>5</b>	To consider the DRAFT Committee membership for 2025/2026 <ul style="list-style-type: none"><li>✓ <b>Community &amp; Engagement Committee (max 7)</b>: Cllrs Cruickshank, K Gibbs, S Jones, McIntyre, vacancy (x3) (4)</li><li>✓ <b>Finance &amp; Strategy Committee (max 6)</b>: Cllrs Ferguson, K Gibbs, S Jones, Randle, vacancy (x2) (4)</li><li>✓ <b>Environment &amp; Recreation Committee (max 6)</b>: Cllrs Cruickshank, Ferguson, K Gibbs, S Jones, Randle, vacancy (5)</li><li>✓ <b>Planning Committee (max 5)</b>: Cllrs Ferguson, K Gibbs, McIntyre, vacancy (x2)</li></ul>

	<p>(3)</p> <ul style="list-style-type: none"> <li>✓ <b>Staffing Committee (max 5):</b> Cllrs Buchanan, Cruickshank, vacancy (x3) (2)</li> <li>✓ <b>Village Hall Committee (max 5):</b> Cllrs K Gibbs, Hancock, S Jones, McIntyre, Randle (5)</li> <li>✓ <b>Complaints Committee (max 5):</b> Cllrs Randle, vacancy (x4) (1)</li> </ul>
<b>6</b>	To consider and approve the Terms of Reference of Committees for 2025/26 <b>(attached)</b>
<b>7</b>	To consider and approve the Council meetings calendar 2025/26 <b>(attached)</b>
<b>8</b>	<p>To consider and approve representations on outside bodies:</p> <ul style="list-style-type: none"> <li>a. Village Festival Committee</li> <li>b. Wybunbury United Charities</li> <li>c. Theo Steele Bequest</li> <li>d. Shavington Park Resident Liaison Group</li> </ul>
<b>9</b>	To review the Parish Council's affiliation to Cheshire Association of Local Council (ChALC) at a cost of £1592 for 2025-26.
<b>10</b>	<p>To confirm the Council's adoption of:</p> <ul style="list-style-type: none"> <li>a. Shavington-cum-Gresty Standing Orders <b>(attached)</b></li> <li>b. Shavington-cum-Gresty Finance Regulations <b>(attached)</b></li> </ul>
<b>11</b>	<p>To review and consider the following external support services and subscriptions:</p> <ul style="list-style-type: none"> <li>a. Beardmore Accountants for payroll service</li> <li>b. JDHBS as GDPR consultant</li> <li>c. Parish Online</li> </ul>
<b>12</b>	Internal auditor – to approve JDH Business Services as internal auditor for 2025/26
<b>13</b>	<p>To review and consider the Council's bank signatories:</p> <ul style="list-style-type: none"> <li>a. Cllr K Gibbs</li> <li>b. Cllr B Gibbs</li> <li>c. Cllr Hancock</li> <li>d. Cllr McIntyre</li> <li>e. Cllr Ferguson</li> <li>f. H Marshall (Parish Clerk)</li> <li>g. S Randle (Community Manager)</li> <li>h. A Wilson (Locum Clerk – to be removed)</li> </ul>

<b>14</b>	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 2 April 2025 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee  <u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee (<b>23 April minutes attached</b>)  <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee  <u>Chair:</u> Cllr Cruickshank</p> <p><u>Committee:</u> Finance &amp; Strategy Committee  <u>Chair:</u> Cllr K Gibbs</p> <p><u>Committee:</u> Staffing Committee  <u>Chair:</u> Cllr Buchanan</p> <p><u>Committee:</u> Planning Committee  <u>Chair:</u> Cllr McIntyre</p>
<b>15</b>	To note the YTD Parish Council finance position ( <b>attached</b> )
<b>16</b>	To note and approve all payments since 1 April 2025 ( <b>attached</b> )
<b>17</b>	To receive and consider the next round of payments ( <b>attached</b> )
<b>18</b>	<p>To approve in advance payments for the following:</p> <ul style="list-style-type: none"> <li>• PAYE</li> <li>• Pension contributions</li> <li>• NI contributions</li> <li>• Village Hall Electricity Direct Debit</li> <li>• Village Hall Gas Direct Debit</li> <li>• Village Hall Water Direct Debit</li> <li>• Village Hall Waste collections Direct Debit</li> <li>• Website and design (Fearnought – until completion of contract) Direct Debit</li> <li>• Adobe subscription Direct Debit</li> <li>• Payroll monthly costs (as per agreement)</li> <li>• Grounds maintenance monthly cost (as per agreement)</li> </ul>
<b>19</b>	To receive a report from the March Village Beat Manager ( <b>to follow</b> )
<b>20</b>	<p>To consider making a response to the following planning applications:</p> <p><b>25/0820/TPO:</b>  <b>Works to TPO Trees</b>        94 Alfred Potts Way, Shavington, Crewe, Cheshire East, CW2 5EF        As agreed specification. Dated 17/04/2025.        Oak Tree: Lateral reduction by up to 1 metre from property</p>

	<p><b>25/1109/VOC:</b>  <b>Variation of Condition</b>          353a Crewe Road, Shavington, Crewe, Cheshire East, CW2 5AD          Variation of condition 2 on approval 24/0350N:          Addition of a small porch to the front elevation.</p> <p><b>25/1263/HOUS</b>  <b>Householder</b>          13 Black Croft Close, Shavington, Crewe, Cheshire East, CW2 5UJ          Conversion of integral garage into habitable room.</p>
<b>21</b>	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
<b>22</b>	To consider moving £19,273.80 from Shavington-cum-Gresty PC-Village Hall bank account to Shavington-cum-Gresty Parish Council bank account
<b>23</b>	<p>To receive and consider updates on the following grant applications (<b>attached</b>)</p> <p style="padding-left: 40px;">- Anwyl homes</p> <p>To consider delegating spending of this £1000 grant to the Community Manager and Clerk for a bench planter.</p>
<b>24</b>	To consider and approve a new CCTV policy for the Village Hall ( <b>attached</b> )
<b>25</b>	To note the date of the next Council Meeting – <b>4 June 2025 7:30PM</b>



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Meeting of Parish Council**

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**Minutes of a meeting of Shavington-cum-Gresty Parish Council held at 7.30pm on Wednesday 2 April 2025 at Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP.**

**Present:** Cllr B. Gibbs (chair), Cllr K. Gibbs, Cllr R. Hancock, Cllr L. Buchanan, Cllr. K. Cruickshank, Cllr M. Ferguson, Cllr R. Jones, Cllr S. Jones, Cllr G. McIntyre, Cllr S. Randle

**Also present:** Holly Marshall Parish Clerk

<b>PC/25/11/01</b>	To receive and consider apologies for absence  Members <b>RESOLVED</b> to receive and consider any apologies for absence at the meeting from: <ul style="list-style-type: none"><li>• Cllr P. McHugh</li><li>• Cllr C. Wain</li></ul>
<b>PC/25/11/02</b>	To note declarations of Members' interest  Cllr S. Randle declared interest in the following items: 7, 8, 12 & 13 Cllr R Hancock declared interest in item 9
<b>PC/25/11/03</b>	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 5 March 2025:  <b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>PC/25/11/04</b>	Public Participation  There were no members of the public present
<b>PC/25/11/05</b>	To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 5 March 2025 or any items arisen since then.  <b>RESOLVED</b> to receive and consider the following:

	<p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Cllr K Gibbs</p> <p>Members <b>NOTED</b> the minutes of the meeting held on 12 March</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr G. McIntyre</p> <p>Members <b>NOTED</b> the update that:</p> <ul style="list-style-type: none"> <li>• PAT testing has been completed</li> <li>• WiFi has been updated</li> <li>• Works for remaining door entry security have been completed</li> </ul> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Cllr Cruickshank</p> <p>Members <b>NOTED</b> that the meeting due to be held on 26 March was cancelled due to lack of business.</p> <p><u>Committee:</u> Finance &amp; Strategy Committee <u>Chair:</u> Cllr K Gibbs</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan</p> <p>Members <b>NOTED</b> the dates for the Clerk's annual leave.</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre</p> <p>Members <b>NOTED</b> the minutes of the meeting held on 5 March Meeting held on 2 April Next Meeting 7 May</p>
<b>PC/25/11/06</b>	<p>To note the information of the Year-To-Date Parish Council finance position</p> <p>Members <b>NOTED</b> the information.</p>
<b>PC/25/11/07</b>	<p>To note and approve all payments since 1 April 2024</p> <p>Members <b>NOTED</b> the information and approve payments, and the corrective action needed for the overpayments.</p>
<b>PC/25/11/08</b>	<p>To receive and consider the next round of payments</p> <p><b>RESOLVED</b> to confirm all the invoices presented to the meeting and note the direct debits.</p>
<b>PC/25/11/09</b>	<p>To receive and consider a proposed contract for use of the sheds.</p>

	<p><b>RESOLVED</b> to instruct the Clerk to liaise with the solicitor, Chair of the Council and Chair of the Village Hall Committee with suggested amendments before coming back to the Parish Council for agreement.</p>
<b>PC/25/11/10</b>	<p>To receive and consider a new policy proposal for community event occasional hirers of the Village Hall</p> <p><b>RESOLVED</b> to instruct the Clerk to amend the policy to ringfence the Village Festival, Remembrance Sunday and any Polling Days to be excluded from regular or casual hire moving forwards</p>
<b>PC/25/11/11</b>	<p>To receive and consider a report on the Clerks training proposals, and updating her contract</p> <p><b>RESOLVED</b> to approve the adjustment to the clause in the contract, moving the requirement to complete the CILCA qualification from 6 months to 18 months from start date. Adding a requirement to complete ILCA and FILCA in the first 6 months.</p>
<b>PC/25/11/12</b>	<p>To receive and consider a revised training and development policy, reflecting a new payback clause for employee training</p> <p><b>RESOLVED</b> to accept the amendments to the policy.</p>
<b>PC/25/11/13</b>	<p>To receive and consider a report on delaying the recruitment of the communications officer post previously agreed</p> <p><b>RESOLVED</b> to approve the delay of recruitment for a further 3 months until July 2025.</p>
<b>PC/25/11/14</b>	<p>To receive and consider a report on proposed Parish Council and Committee structure and frequency for 2025/2026</p> <p><b>RESOLVED</b> to maintain the current Council and Committee meeting schedule, with dates to be agreed at the May meeting.</p>
<b>PC/25/11/15</b>	<p>To receive and consider a report on finding a temporary supplier to replace our current supplier of the design service contract, due to them ceasing business, and to instruct the Clerk to lead the tender process and manage a new supplier appointment</p> <p><b>RESOLVED</b> to give the Clerk delegated power to find a new temporary supplier if required and to instruct the Clerk to lead a tender process and manage a new supplier appointment.</p>
<b>PC/25/11/16</b>	<p>To receive the February report from the Village Beat Manager</p> <p>Members <b>NOTED</b> the report</p>

	<p><b>Under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press are excluded from the meeting during the consideration of items 17 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</b></p> <p><b>RESOLVED</b> to include the press and public</p>
<b>PC/25/11/17</b>	<p>To consider council matters.</p> <p><b>RESOLVED</b> to revert responsibility for funding of the PCSO back to Cheshire Constabulary, following a report from the Parish Clerk which highlighted that we are receiving the same service as other parishes who do not self-fund.</p>
<b>PC/25/11/18</b>	<p>To note the date of the next Council Meeting</p> <p><b>RESOLVED</b> to note that the next Parish Council meeting will take place 7 May 7:30pm</p>

Meeting Closed at 21.49

Chair: Cllr B. Gibbs

Clerk: Holly Marshall

Signed ..... Date .....

Chairman



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## Report Statement

Meeting: Parish Council

Report Purpose: To present Committees ToRs for 2024/25 for Members' consideration

Version Control: v1

Author: Clerk

### 1. Report Summary

The report present Committees' ToR for 2024/25 for Members' consideration

### 2. Position

Members are asked to consider and approve the Committees ToRs attached in Annex 1 (Amendments are highlighted in yellow).

### 3. Governance

ScG Parish Council Standing Order  
LGA 1972

### 4. Financial Impact

None

### 5. Resource Impact

None

### 6. Wards Affected

All

### 7. Conclusions

Members are asked to consider and approve the Committees ToRs attached in Annex 1



## PARISH COUNCIL

Approved by Shavington cum Gresty Parish Council on xxx

<b>12 Members of the Authority</b>	<b>Quorum 4</b>
At least 9 meetings per year, schedule to be agreed at the Annual Council meeting in May	
<p>Annual Council meeting is held in May, and then Council will meet in accordance with the Annual calendar of meetings.</p> <p>The Parish Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.</p>	
<b>Function of the Council Column 1</b>	<b>Delegation of Function Column 2</b>
<b>General Governance</b>	
Adoption and amendment of any strategies and policies.	None generally, but to receive advice from Finance and Strategy Committee as appropriate.  Personnel policies delegated to <b>Staffing Committee</b>
Approval of strategic projects	None, but to receive advice from Finance and Strategy Committee as appropriate.
Liaising with the Police and other outside bodies on matters pertaining to the Parish	<b>For day-to-day matters to the Parish Clerk.</b> To individual committees as set out in their delegation, otherwise reserved for Council
Approval of any Neighbourhood Plan for consultation or submission to Cheshire East Council.	None, but drafts delegated to Planning Committee
Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None
Approving of annual budget, Precept, and Medium-Term Financial Plan	None, but to receive advice from Finance and Strategy Committee as appropriate.



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Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
Election of the Chair, and Vice-Chair	None
Appointment of Chairmen and Vice Chairman of committees, established by Council.	Council, or may delegate to individual committees
Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
Appointment of Members or Officers to outside bodies	None
Granting of the Honorary Freedom of the Parish	None
Changing the name of the Parish Council	None
Making, amending, revoking, re-enacting or adopting Bylaws	None
To represent the view of the local community on matters of significance.	None generally, but may be delegated to individual committees, through their terms of reference.
Data Protection, Access to Information, Freedom of Information and Human Rights.	Policy and Publication Scheme reserved to Council  Strategic overview to Finance and Strategy Committee
To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally  In cases of urgency, the Parish Clerk in consultation with Chair and Vice-Chair
All powers of the Council (except those reserved to Council by legislation) in the case of a civil emergency (including health related emergency), limited to £10,000 expenditure in accordance with Financial Regulations.	The Parish Clerk in consultation with two of: Chair, Vice-Chair or committee chairman subject to reporting justification to next Council.



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In cases where a civil emergency is over an extended period and which hinders the holding of normal meetings, non-urgent decisions will be taken in consultation with all members of committee or Council.	The Parish Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.
Election issues and filling of vacancies	None to Committee.  Proper Officer to undertake all statutory notifications and actions to advise members as necessary.
All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Parish Clerk
All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Parish Clerk or other officer designated by resolution of Council
Nomination for attendance at conferences	None  Parish Clerk for Member training in accordance with policy.
To do anything calculated to facilitate or conducive or incidental to the discharge of any function	Council unless specifically delegated.
Adoption of General Power of Competence	None
<b>Personnel Issues</b>	
To direct which post holders will be designated Proper Officer to the Council, Responsible Financial Officer and Data Protection Officer.	None but may be on recommendation of <b>Staffing</b> Committee
To determine the overall Staffing structure and approval of additional posts	None but appointment, set out in Terms of Reference for Staffing Committee
Confirming the appointment of Parish Clerk	The appointment, subject to confirmation by Council is delegated to Staffing Committee.



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Other Personnel matters	As set out in Terms of Reference for Staffing Committee
Health and Safety Policy – General Statement and Organisation	None. Arrangements to Personnel Committee
<b>Quality and Integrated Management</b>	
Conducting Best Value reviews if appropriate	Finance and Strategy Committee
Administration of the Complaints Procedure	As set out in Complaints Procedure.
<b>Finance and Audit</b>	
Authorisation of Payment of accounts	Council/Finance and Strategy Committee/Parish Clerk/RFO in accordance with Financial Regulations
Approval of Annual Return, Statement of Accounts and Governance Statement	None
Approval of Banking Arrangements and choosing insurance providers	None but on advice of Finance and Strategy Committee
Approval of Orders for work, goods or services and acceptance of tenders	In accordance with Finance and Strategy Committee TOR
Audit arrangements	In accordance with Finance and Strategy Committee TOR
Appointment of internal auditor and determining method of external auditor appointment.	None
Consideration of internal and external audit reports and response recommended by Committee or Sub- Committee.	None
Power to accept gifts, Local Government Act 1972, S139	None
Power to participate in schemes of collective investment, Trustees Investments Act 1962 s11.	None



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Power to borrow, Local Government Act 1972 S111 and Sch. 13	None
Writing off bad debts	None
Proceedings or other steps to recover debt owing to the Council	RFO for routine action Finance and Strategy Committee to consider reports on aged debt and action.
Annual review of Fees and Chargers	None
Approval of virements between committee budgets	None
<b>Power to all Committees</b>	
To undertake all functions delegated to them by Council.  They may choose, because of uncertainty as to whether a function is delegated, or because of the sensitivity, controversy or seriousness of a matter, decide not to use the delegated power	Committee  Parish Clerk as set out in delegation
To make spending and income recommendations to Finance and Strategy Committee and to Council during the Budget process	Committee
To arrange extra meetings or alter time/date of meetings	Committee or Parish Clerk in consultation with Chair and/or Vice Chair
To monitor actions on minutes of the Committee.	Committee
To manage services for which they are responsible within an approved budget and policy.	Committee as delegated Parish Clerk as delegated
To authorise spending/ issue works orders within budgets delegated to a committee	Committee/Parish Clerk in accordance with Finance Regulations and Standing Orders for Contracts.  For capital projects, an application is made to Council to access a rolling Capital Fund.



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To appoint sub-committees or working groups on a task and finish basis, in accordance with Standing Orders, and appointment of their Chair and Vice Chair	Committee
To appoint non-Parish Councillors Members to the Committee as representative of the community	All Committee – except for Finance & Strategy and Staffing Committee
<b>Land</b>	
Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 s124, 126,127.	None
Power to accept gifts of land, Local Government Act 1972 s139.	None
Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and10	None
To decide arrangements for the closure of the Council offices in the Christmas/New Year period	Parish Clerk in consultation with the Chair and Vice-Chair
<b>Delegated Services</b>	
To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 and 112 or Localism Act 2011)	None
To undertake services for another local authority or public body	None
<b>Planning and Development Control</b>	
To make observations on major or controversial planning applications referred to it by Planning Committee.	None.
To make observations on Planning consultation documents from the Principal Council or other bodies.	None for Local Plan or HS2 Project, but to receive recommendations from Planning Committee.
All other Planning and Building Control matters.	Planning Committee



NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

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## COMMUNITY & ENGAGEMENT COMMITTEE

Approved by Shavington cum Gresty Parish Council on xxx

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	<b>7 Members of Authority</b>	<b>Quorum 3</b>
	Meeting will take place <b>3 times per year</b>	
	<p>To communicate with the whole Parish, via a variety of platforms (on-line and off-line) with the aim to support an active and informed community.</p> <p>To bring Shavington-cum-Gresty together by hosting, commissioning, or sponsoring events for the benefit of its residents and the wider community.</p> <p>To lead on the branding and marketing of Shavington-cum-Gresty.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.</p>	
	<b>Function of the Committee</b>	<b>Delegation of function</b>
	<b>PR and Promotion</b>	
1	To co-ordinate and promote access to Council services and assets and public information and to advise Council on a Communications and Marketing Strategy	Strategic overview to Committee  Operational management to Parish Clerk
2	To promote the public face of the Council through the management of public and media relations.	Strategic overview to Committee  Operational management to Parish Clerk
3	To promote implementation of the Council's strategies in respect of corporate marketing and communication	Strategic overview to Committee  Operational management to Parish Clerk
4	To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication	Strategic overview to Committee  Operational management to Parish Clerk
5	To co-ordinate and deliver the Parish Newsletter (including content type, distribution, advertisements and advertisers). Ensuring the newsletter remains relevant to the community it serves.	Strategic overview to Committee  Operational management to Parish Clerk
6	To oversee the Parish Council website	Strategic overview to Committee



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		Operational management to Parish Clerk
<b>Community engagement</b>		
7	To determine the Parish Council's Events Programme for the coming year, or other time frame as agreed by the Council.	Strategic overview and approval of programme to Committee.  Operational management to Parish Clerk
8	To ensure and deliver an events programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.	Strategic overview to Committee  Operational management to Parish Clerk
9	To organise, or partner others to organise events which promote Shavington-cum-Gresty, or help strengthen communities.	Strategic overview to Committee  Operational management to Parish Clerk
10	Promotion and protection of the Brand image including advertising campaigns.	Strategic overview to Committee  Operational management to Parish Clerk
11	To use the opportunities provided by the events programme to raise the profile of Shavington-cum-Gresty	Strategic overview to Committee  Operational management to Parish Clerk
12	To monitor the PCSO activities within the community	Strategic overview to Committee  Operational management to Parish Clerk
13	To set and review the PCSO priorities within the Parish	Committee
14	To inform the PCSO of any intervention needed and to highlight any major issues of concern to the main Council	Strategic overview to Committee  Operational management to Parish Clerk



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15	Provision, directly or indirectly of Christmas lights within the Parish, Local Government Act 1972. s 144	Strategic overview to Committee  Operational management to Parish Clerk
16	To have an oversight of working groups formed to support special events and promotional projects and to give support and advice.	Strategic overview to Committee  Operational management to Parish Clerk
17	Power to provide entertainment and support for the arts, Local Government Act 1972, S145	Strategic overview to Committee  Operational management to Parish Clerk
18	To support local tourism initiatives to promote Shavington-cum-Gresty	Strategic overview to Committee  Operational management to Parish Clerk

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



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## COMPLAINTS COMMITTEE

Approved by Shavington cum Gresty Parish Council on xxx

<b>5 Members of Authority</b>	<b>Quorum 3</b>
Meeting as and when required	
To consider any complaints which the Clerk requires Council to review and action, in accordance with the Council's Complaints Policy and Procedures.	
All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion, but are unable to vote.	
<b>Function of the Committee</b>	<b>Delegation of function</b>
To consider complaints that cannot be satisfied by informal measures; the intention being that complaints are always dealt with as quickly as possible to avoid escalation.	Committee
To consider any other matters delegated to the Committee by the Council.	Committee

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



**ENVIRONMENT AND RECREATION  
 COMMITTEE**

Approved by Shavington cum Gresty Parish Council on xxx

	<b>8 Members of the Authority</b>	<b>Quorum 3</b>
	Meeting will take place every 6 months	
	<p>The Committee's objective is to improve the quality of life in Shavington-cum-Gresty by providing and maintaining local amenities, allotments and environment in an efficient, cost effective and environmentally sustainable way.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items and speak at the Chairman's discretion but are unable to vote.</p>	
	<b>Function of the Council Column 1</b>	<b>Delegation of Function Column 2</b>
1	To manage the operation of all open spaces, playing fields, playgrounds and allotments under the responsibility of the Council.	Committee  Parish Clerk for routine management
2	To recruit, appoint, review and regularly monitor the ground maintenance contracts to guarantee value for money for the Council.	Committee  Parish Clerk for routine management  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Financial Regulations, subject to reporting justification to next Council
3	To monitor the maintenance of all open spaces particularly the Village Hall patio garden and war memorial and ensure that they are in safe condition for their use by the public.	Committee  Parish Clerk for routine management  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Financial Regulations, subject to



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		reporting justification to next Council
4	To ensure that all the council's green spaces and flower beds are managed effectively to provide a pleasant and safe environment for residents and visitors to the Parish.	Committee  Parish Clerk for routine management
5	To encourage engagement with the community, interest groups and external bodies, to assist in the conservation and enhancement of council green spaces and flower displays.	Committee
6	To consider and where relevant determine, in association with appropriate other bodies, the arrangement and presentation of flower beds, green areas and other relevant matters on Council property	Committee
7	To undertake and monitor health and safety inspections of all playground equipment, and arrange for remedial works where recommended.	Committee  Parish Clerk for routine management  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Financial Regulations, subject to reporting justification to next Council
8	To keep under review opportunities to secure funding support from external sources	Committee
9	To liaise with outside companies/agencies on amenity issues	Committee  Parish Clerk for routine management  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Financial



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		Regulations, subject to reporting justification to next Council
10	To review and recommend all the charges and fees relating to the Council's allotments sites	Committee
11	To oversee the management, maintenance, upkeep and improvement of the allotment sites, work to ensure that allotment plots are maintained to a high standard and to maximise the occupancy of the Council's allotments sites	Committee Parish Clerk for routine management
12	To develop, oversee and promote projects that relate to the upgrading and improvement of the Council's allotments sites	Committee
13	To be responsible for monitoring the terms laid out as part of Allotment policy  To draft and recommend policies relevant to this Committee to Full Council	Committee
14	To ensure that repairs and maintenance of benches owned by the Parish Council are carried out	Committee  Parish Clerk for routine management  Parish Clerk for emergency works in line with Financial Regulations, subject to reporting justification to next Council

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



## FINANCE AND STRATEGY COMMITTEE

Approved by Shavington cum Gresty Parish Council on xxx

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	<b>5 Members of Authority</b>	<b>Quorum 3</b>
	Meeting will take place 4 times per year	
	<p>To take a strategic overview of Council operations and ensure that strategy is coordinated across all committees in line with the strategic agenda set by members.</p> <p>To oversee the general operations of the Council in areas such as finance, policy review, budget management, audit, risk management.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion but are unable to vote.</p>	
	<b>Function of the Committee</b>	<b>Delegation of function</b>
1	To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.	Committee
2	To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates.	Parish Clerk
3	To advise Council on the Constitution and all policy documents not specifically allocated to other standing committees	Committee
	<b>Finance</b>	
4	To be responsible for the overall management and control of the finances of the Council	Council to approve banking arrangements  Committee for strategic review  RFO/Parish Clerk in accordance with Financial Regulations and for operational management
5	To monitor the Council's capital and revenue budgets	Committee/RFO in accordance with Financial Regulations.
6	Approval of variation, overspend, and virement in accordance with financial regulations	Committee, Parish Clerk and RFO as set out in Financial Regulations



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7	To authorise payments in accordance with Financial Regulations	Committee, Parish Clerk and RFO as set out in Financial Regulations
8	Approval of Orders for work, goods or services acceptance of tenders	Council/Committee/Proper Officer/Parish Clerk in accordance with Financial Regulations and Standing Orders for Contracts.  Parish Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing orders
9	To make recommendations to the Council on Budget and Precept requirements.	Committee  RFO/Parish Clerk to prepare draft Budget and Budget Report
10	To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	Committee
11	To advise Council on borrowing policy, investment and treasury management	Committee
12	To regularly monitor the performance of all funds invested.	Committee, Parish Clerk/RFO
13	To supervise the Council's insurance arrangements.	Parish Clerk/RFO for renewal and operational matters.  Committee for overview, tendering and changes of cover.
14	To supervise the Council's banking arrangements.	RFO/Parish Clerk  Authorised signatories to authorise mandate and payments in accordance with Financial Regulations
15	To be responsible for all matters related to the full range of financial and accountancy functions.	Committee for Strategic overview  RFO/Parish Clerk for operational management



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16	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	Committee for aged debt in accordance with Financial regulations.  Parish Clerk/RFO for routine actions to recover
17	Authorisation of investments and debt repayment in accordance with the Council's Policy	Committee
18	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Parish Clerk in accordance with Financial Regulations
<b>Procurement</b>		
19	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	Committee for strategic overview  Parish Clerk for operational management in accordance with Financial Regulations and Standing orders
<b>Information Technology Services</b>		
20	To oversee the use of information and other technology in support of the Council's business and service commitments.	Operational management to Parish Clerk  Strategic Overview to Committee and Contracts within approved budget.
21	To approve all security arrangements of the Council in respect of computers and financial issues.	Committee/Parish Clerk/RFO in accordance with Financial Regulations
22	To oversee the implementation and maintenance of the Council's Accessibility and Transparency Policy	Committee for strategic overview  Parish Clerk for operational management in accordance with Financial Regulations, Standing orders
<b>Performance and Business Management</b>		
23	Approval and monitoring of Corporate Business Plan	Committee



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		Parish Clerk to determine underlying Action and Project Plans
24	Approval of Operating Procedures	Committee for initial Financial Procedures  Parish Clerk for other procedures and updating financial procedures
25	Approval, design, planning of strategic projects	Committee
26	To seek and maximise the benefits of external funding and have a strategic overview of all funding opportunities and how to better allocate these to the Council's projects	Strategic overview to Committee  Operational management to Parish Clerk
<b>Asset Management</b>		
27	To have oversight of assets and the transfers of assets.	Committee
28	Maintenance of the Asset Register	Parish Clerk
29	Corporate landlord management, repair and maintenance. Leasing & licensing of Council land and buildings	Council for acquisition and disposal Strategic overview to Committee  Parish Clerk for operational management
<b>Public Buildings</b>		
30	Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings and halls, Local Government Act 1972, S215  Power to provide and equip community buildings, Local Government Act 1972, s 133	Committee for strategic overview  Parish Clerk for operational management
31	Power to provide and equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	Committee for strategic overview  Parish Clerk for operational management
<b>Audit</b>		
32	To maintain and have oversight of Member Audits.	Committee



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		Parish Clerk to support with operating procedures
33	To undertake any actions recommended following Member Audits and to have overview of risk management	Committee (Council if change of policy required). Council to receive external audit report.  Parish Clerk/RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.
34	Final Internal and External Audit Reports	Committee to advise Council on response
<b>Information and Data Protection</b>		
35	Policy on Data Protection, Access to Information, Freedom of Information and Human Rights.	Advice to Council
36	Decisions on issues relating to Data Protection and Human Rights.	Strategic overview and monitoring to Committee  Parish Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer.  Parish Clerk to update Privacy notices of all categories.
37	Decisions on issues relating to Access to Information and Freedom of Information.	Committee for strategic overview  Parish Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner.
<b>Ethical Framework</b>		



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38	To monitor and control the Council's Code of Conduct and related protocols	Strategic overview and monitoring to Committee.  For Officer delegation see Council ToR
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NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

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**PLANNING COMMITTEE**

Approved by Shavington cum Gresty Parish Council on xxx

<b>8 Members of the Authority</b>	<b>Quorum 3</b>
<b>At least 9 meetings per year</b>	
<p>To oversee all planning, environmental and regulatory matters, and to recommend policy to Council on these matters including housing and transportation.</p> <p>All non-committee members may attend meetings of the Committee except for confidential and speak at the Chairman's discretion but are unable to vote.</p>	
<b>Function of the Council Column 1</b>	<b>Delegation of Function Column 2</b>
<p>Planning and Development Control</p> <p>1.To make observations on all Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations</p> <p>2.Referring any Planning enforcement issue to the principal Council</p> <p>3.To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.</p> <p>4.To comment on Tree Preservation applications or the making of Orders.</p> <p>5.To respond to consultations from adjoining authorities outside of Cheshire East Borough.</p>	<p>Committee</p> <p>Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council.</p> <p>Parish Clerk</p> <p>Committee</p> <p>Committee</p> <p>Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee</p> <p>Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>



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<p>6. To make observations on Planning consultation documents from Cheshire East Council or other bodies.</p>	<p>Committee, except Local Plan or HS2 Project which are reserved for Council.</p>
<p>7. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.</p>	<p>Committee</p>
<p>8.To make observations on Hazardous Substance applications.</p>	<p>Committee</p>
<p>9.Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued.</p>	<p>Committee</p>
<p>10.Making observations on applications and other actions in relation to hedge rows.</p>	<p>Committee</p>
<p>11. Making observations and recommendations on Street naming or numbering.</p>	<p>Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>
<p>12. To liaise with the district council on any matter relating to building control.</p>	<p>Committee</p>
<p>13. To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.</p>	<p>Parish Clerk</p>
<p>14.To request a Cheshire East councillor to “call in” applications to be determined by the Development Control Committee.</p>	<p>Committee                  Parish Clerk with the written approval of all Committee members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>



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<p>15.To undertake the Council's role in the making, review or management of conservation areas</p>	<p>Committee</p>
<p>Strategic Planning</p> <p>1.Making observations on Local Plan, HS2 Project or Waste and Mineral Plans</p> <p>2.Making observations on supplementary planning documents or non-statutory plans.</p> <p>3.To oversee the Council's role in preparing, reviewing and monitoring the Neighbourhood Plan.</p> <p>4.Planning Guidance and Policy by the Parish Council</p>	<p>Council on the advice of Committee for Local Plan &amp; HS2 Project.                  Committee for Waste &amp; Mineral Plans.</p> <p>Committee</p> <p>Committee                  Approval of Plan reserved to Council.</p> <p>Committee to oversee and recommend                  Approval reserved to Council</p>
<p>Licensing</p> <p>1.Making observations on any matter relating to gaming or gambling</p> <p>2.Making observations on applications and other matters under the Licensing legislation.</p>	<p>Committee</p> <p>Committee                  Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>
<p>Housing</p> <p>1.Parish Council Policy or response to consultation on Cheshire East Policy.</p> <p>2.To take a lead on other housing matters including landlord supervision and design guidance.</p>	<p>None, but on advice from Committee.</p> <p>Committee.</p>
<p>Environment &amp; Sustainability</p> <p>1.To promote the environmental wellbeing of the Parish.</p>	<p>Policy reserved by Council on recommendation of Committee                  Committee under the direction of Council                  Parish Clerk for operational matters</p>



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<p>2.Conservation of the built &amp; natural environment</p> <p>3.To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.</p> <p>4.Issues involving ancient monuments &amp; areas of archaeological interest.</p> <p>5.To promote environmental awareness.</p> <p>6.To lead the Parish to address climate change, sustainability and transition.</p>	<p>Strategic overview to Committee within budget                      Operational management to Parish Clerk</p> <p>Strategic overview to Committee within budget.                      Operational management to Parish Clerk</p> <p>Strategic overview to Committee                      Parish Clerk for operational matters.</p> <p>Strategic overview to Committee                      Parish Clerk for operational matters.</p> <p>Strategic overview to Committee                      Parish Clerk for operational matters.</p>
<p>Environmental &amp; Public Health</p> <p>1.Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds &amp; ditches, Public Health 1936, S260.</p> <p>2. To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, or animal welfare issue.</p> <p>3.To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).</p> <p>4.Waste &amp; recycling</p>	<p>Power &amp; Strategic overview to Committee                      Operational management to Parish Clerk</p> <p>Petitions to Committee                      Parish Clerk in other cases</p> <p>Committee                      Parish Clerk in consultation with Chair of the Committee in cases of urgency</p> <p>Strategic overview to Committee                      Operational management to Parish Clerk</p>
<p>Strategic Highways &amp; Transportation</p> <p>1.To take policy lead on the Local Transport Plan and general</p>	<p>Committee for strategic overview &amp; to advise Council.                      Parish Clerk for operational matters</p>



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<p>transportation issues including HS2 related activities.</p> <p>2.To respond to consultation on any temporary or permanent highways changes.</p> <p>3.Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.</p> <p>4.Consent for ending maintenance at public expense or stopping up or diversion of highway</p>	<p>Committee                  Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee                  Parish Clerk after consultation with Members, if consensus view</p> <p>Committee</p>
<p>Commemorative Bench Trail</p> <p>1.To oversee the Commemorative Bench Trail and to respond to residents' application</p> <p>2.To identify and approve location of Commemorative Bench Trail in the Parish</p> <p>3.To authorise removal or re-placement of benches</p>	<p>Committee                  Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee</p> <p>Committee                  Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



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**STAFFING COMMITTEE**

Approved by Shavington cum Gresty Parish Council on xxx

	<b>5 Members of Authority</b>	<b>Quorum 3</b>
	<b>At least 2 meetings per year</b>	
	<p>To provide effective and professional staff management of all matters related to the employees of the Parish Council.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chair's discretion but are unable to vote.</p>	
	<b>Function of the Committee</b>	<b>Delegation of function</b>
1	All delegated functions as set out in the Terms of Reference and Delegation of Council	Committee
2	To recommend to Council the overall Staffing structure and approval of additional posts.	Parish Clerk reserved for Council  All other staff to Committee including payment of honoraria providing within agreed budget.
3	To recommend to Council Personnel policies and Employee Handbook	Committee
4	Management and Appointment of Staff (Local Government Act 1972 s112-119)	<p>Recommend appointment of new Parish Clerk to be endorsed by Council</p> <p>Selection of long list by Parish Clerk with personnel assistance if appropriate</p> <p>Selection of final short list – Chair and Vice Chair of the Council and Chair of the Staffing Committee</p> <p>Final Interview – Committee and Chair of the Council</p> <p>Parish Clerk for casual staff and temporary appointments to approved positions below Scale Point 23</p>



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		<p>Decision on whether to fill vacant positions is delegated to Parish Clerk.</p> <p>Decision on recruitment of contract staff or interim contract staff to Committee</p> <p>Management of staff in accordance with Council policy, procedures and budget to Parish Clerk.</p>
5	Disciplinary matters under the Council's Disciplinary Procedure.	<p>Parish Clerk with appeal to Staffing Committee</p> <p>Staffing Committee in the case of the Parish Clerk with appeal to Complaints Committee (only members not on Staffing Committee)</p> <p>Dismissal of Parish Clerk to be ratified by Council</p>
6	Determination of individual grading issues and job evaluation	Committee, except Parish Clerk reserved to Council
7	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<p>Committee (Council in case of Parish Clerk)</p> <p>Administration of retirement in cases of permanent ill health, after appropriate medical advice</p> <p>Pensions Discretions Policies to Committee</p>
8	Approval of job descriptions and person specifications and all contracts of employment	<p>Committee to approve except Council in the case of Parish Clerk</p> <p>All Councillors to be given the opportunity to comment on the draft job description and person specification before final committee approval.</p>



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9	Absence issues under the Council's Attendance Management Guidelines.	Parish Clerk except Committee in the case of Parish Clerk
10	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	Council
11	Competence Procedure	Parish Clerk except Committee in the case of Parish Clerk
12	Issue of Contracts of Employment	Parish Clerk except Committee in the case of Parish Clerk  Model Contract approved by Committee
13	Redundancy and Redeployment	Committee
14	Monitoring Equalities Policy in relation to employment	Committee
15	Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol	Council
16	Health and Safety	Committee for approval of Policy other than General Statement and organisation which are reserved for Council  Committee to oversee responsibilities for Council within budget and policy  Parish Clerk for routine management
17	Grievance Procedure	Parish Clerk, except Committee in the case of Parish Clerk



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18	Administration of other Staffing procedures	Parish Clerk, except Committee in the case of Parish Clerk
19	Employee Development Review and assessment at end of Probationary period	Parish Clerk for all staff, often delegated to direct manager.  Chair of Council, Staffing Chair and one other Member of Committee for Parish Clerk
20	Training and Development Plan for all employees	Parish Clerk  Chair of Staffing in case of Parish Clerk
21	To review employees pay awards and increments for recommendation to Full Council for approval	Committee

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



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**VILLAGE HALL COMMITTEE**

Approved by Shavington cum Gresty Parish Council on xxx

<b>5 Members of the Authority</b>		<b>Quorum 3</b>
Meeting will take place three times per year		
<p>To advise, recommend and assist with the management of Shavington-cum-Gresty Village Hall on behalf of the Council.</p> <p>To ensure that the facility is managed in the best interests of the community and to ensure the efficient and effective allocation of resources.</p> <p>To approve, implement and review plans to meet the Village Hall occupancy target set yearly by the Council and improve sustainability of the Village Hall</p> <p>All non-committee members may attend meetings of the Committee except for confidential items and speak at the Chairman's discretion but are unable to vote.</p>		
<b>Function of the Council Column 1</b>		<b>Delegation of Function Column 2</b>
1	To manage the use of Shavington-cum-Gresty Village Hall and collect appropriate hiring fee	Village Hall Committee and Parish Clerk for routine management
2	<p>To ensure the facility is kept in a properly maintained condition with specific attention to:</p> <p>Internal/external cleaning                      The repair of damage to the facility and other improvements as may be necessary from time to time                      Health &amp; Safety regulations and requirements</p>	<p>Village Hall Committee within budget</p> <p>Council for everything without budgetary allocation.</p> <p>Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council</p>
3	To monitor and ensure the essential supplies are available for staff, PCSO, and Hall hirers	<p>Parish Clerk within budget</p> <p>Parish Clerk for emergency works without budgetary allocation (up to £1,000), in line with Finance Regulation, subject to reporting justification to next Council</p>
4	To monitor and manage the relationship between Shavington-cum-Gresty Parish Council and Shavington Primary School with regards to the shared used of the Shavington Primary School's Car park (main road).	<p>Village Hall Committee within budget</p> <p>Parish Clerk for routine management</p>



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5	To advise and seek permission from Council for any proposed major works the Committee considers necessary, prior to any action being taken	Village Hall Committee within budget  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
6	To provide Council with its recommendations for fees and charges for the use of the Village Hall. And to review and provide recommendations on the annual budget	Village Hall Committee
7	To suggest and implement alternative revenue sources (fundraising, special events, discount, coupons..)	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
8	To consider and grant free use of the building and/or the car park where there is a clear community value on an ad-hoc basis	Village Hall Committee and/or Parish Clerk in consultation with the Chair and Vice-Chair of the Village Hall Committee subject to reporting justification to next Council
9	To suggest, implement and deliver temporary displays/exhibitions/ decorations in the Hall (e.g. Christmas lights, poster displays, installations,)	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council within budget  Council for everything without budgetary allocation.
10	To define, implement and deliver marketing strategy within budget to ensure optimum occupancy	Village Hall Committee and/or Parish Clerk or Community Manager subject to reporting justification to next Council
11	To review the occupancy of the hall to inform the pricing structure	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
12	To monitor the YTD Committee budget	Village Hall Committee



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13	To select and appoint suppliers for regular maintenance of the Village Hall and for the service of lights, utilities, internet provider and H&S checks and requirements	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
14	To have an oversight of working groups formed to support occupancy target and to give support and advice.	Village Hall Committee
15	To lead on preparing and implementing the Emergency Plan and H&S Plans for the Village Hall	Village Hall Committee
16	To consider ad-hoc requests from hirers (such as variations of booking slots, granting the FOC use of the room, use of equipment, and use of the car park).	Clerk in consultation with the Chair and Vice-Chair of the Village Hall Committee subject to reporting justification to next Council

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



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

## Shavington-cum-Gresty Parish Council Meeting calendar 2025/26

### Parish Council:

- 7 May – 7:30pm Annual Meeting of the Parish Council
- 21 May – 7:00pm Parish Annual Meeting
- 4 June – 7:30 pm
- 2 July – 7:30pm
- 3 September – 7:30pm
- 1 October – 7:30pm
- 5 November – 7:30pm
- 3 December- 7:30pm
- 4 February – 7:30pm
- 4 March – 7:30pm
- 1 April – 7:30pm
- 6 May – 7:00pm Parish Annual Meeting
- 6 May -7:30pm Annual Meeting of the Parish Council

### Planning Committee:

- 4 June – 7:00 pm
- 2 July – 7:00pm
- 23 July – 7:00pm
- 3 September – 7:00pm
- 1 October – 7:00pm
- 5 November – 7:00pm
- 3 December- 7:00pm
- 14 January – 7:00pm
- 4 February – 7:00pm
- 4 March – 7:00pm

- 1 April – 7:00pm

### Staffing Committee:

- 23 July – 7:30pm
- 14 January - 7:30pm

### Community & Engagement Committee:

- 10 September – 7:30pm
- 26 November – 7.30pm
- 11 March – 7:30pm

### Finance & Strategy Committee:

- 9 July – 7:30pm
- 8 October – 7:30pm
- 28 January – 7:30pm
- 22 April – 7:30pm

### Village Hall Committee:

- 25 June – 7:30pm
- 22 October – 7:30pm
- 11 February – 7.30pm

### Environment & Recreation Committee:

- 21 May – 7:30pm
- 12 November – 7:30pm



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

## **SHAVINGTON-CUM-GRESTY PARISH COUNCIL STANDING ORDERS**

Approved



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

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# SHAVINGTON CUM GRESTY

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

## INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.



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- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.



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- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( ) minutes without the consent of the chair of the meeting.

### 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial**



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- **to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- **l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- **m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- **n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**



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- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she/they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.



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- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- x A meeting shall not exceed a period of 2 hours.

### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;



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- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair and vice-chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## 5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**



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- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;



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- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## 6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].



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### **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

### **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

### **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda



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shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.



## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.



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- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council’s code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.



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- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area;  
or**
  - iii. it is otherwise appropriate to grant a dispensation.**

## 14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory



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responsibility for investigation of the matter;

- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- viii. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- ix. receive and send general correspondence and notices on behalf of the Council except



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where there is a resolution to the contrary;

- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;  
*(see also standing order 23);*
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the Council to the Chair or in his absence Vice-Chair (if there is one) of the Planning Committee within 5 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
*(see also standing order 23).*

### 16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

### 17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and



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- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- d. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March.

### 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;



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- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

### 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing committee or, if he/she/they is not available, the vice-chair (if there is one) of Staffing committee of absence occasioned by illness or other reason and that person shall report such absence to Staffing committee at its next meeting.
- c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing committee or in his absence, the vice-chair of the Staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- e Any persons responsible for all or part of the management of staff shall treat as confidential



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the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

~~b. **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**~~

**OR**

~~**[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**~~

## 21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**



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- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

## 22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 23. EXECUTION AND SEALING OF LEGAL DEEDS

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

## 24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

## 25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:



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- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



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# SHAVINGTON-CUM-GRESTY PARISH COUNCIL FINANCIAL REGULATIONS



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These Financial Regulations were adopted by the council at its meeting held on 3 July 2024



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# 1. General

1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4 In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 

1.5 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6 The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7 In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;



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- authorise any grant or single commitment in excess of [£5,000]; and



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## 2. Risk management and internal control

- 2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2 The Clerk shall prepare, for approval by Shavington-cum-Gresty Parish Council a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5 The accounting control systems determined by the RFO must include measures to:**
- ensure that risk is appropriately managed;
  - ensure the prompt, accurate recording of financial transactions;
  - prevent and detect inaccuracy or fraud; and
  - allow the reconstitution of any lost records;
  - identify the duties of officers dealing with transactions and
  - ensure division of responsibilities.
- 2.6 At every Finance & Strategy Committee meeting, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be recorded on the meeting minutes.
- 2.7 Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.



## 3. Accounts and audit

- 3.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2 The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7 The internal auditor shall be appointed by Shavington-cum-Gresty Parish Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8 The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents



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required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.



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## 4. Budget and precept

- 4.1 **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in September/ October for the following financial year and recommended to Full Council for approval
- 4.3 No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year ,taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance & Strategy Committee not later than the end of November each year.
- 4.6 The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Strategy Committee and a recommendation made to the council.
- 4.7 Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8 **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9 The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council



## 5. Procurement

- 5.1 Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6 For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8 For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9 Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10 For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11 Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee **and recorded in the minutes of that meeting**. Avoidance of competition is not a valid reason.
- 5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.

<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



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- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
  - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
  - the council for all items over £10,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
5. 19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20 An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21 Any ordering system can be misused and access to them shall be controlled by the RFO



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## 6. Banking and payments

- 6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Co-Operative Bank. The arrangements shall be reviewed regularly for security and efficiency.
- 6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5 All payments shall be made by online banking in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6 For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7 A copy of this schedule of regular payments shall be signed by three members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8 A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9 The Clerk and RFO shall have delegated authority to authorise payments the following circumstances:
- i. any payments of up to £1,000 excluding VAT, within an agreed budget
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & Strategy Committee
- 6.10 The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices. The council or relevant committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.



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## 7. Electronic payments

- 7.1 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify at least 4 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2 All authorised signatories shall have access to view the council's bank accounts online.
- 7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to three authorised signatories.
- 7.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6 Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7 Evidence shall be retained showing which members approved the payment online
- 7.8 A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes
- 7.9 With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by three authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10 Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by three authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by three members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14 Remembered password facilities should not be used on any computer used for council banking.



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## 8. Cheque payments

- 8.1 Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members
- 8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4 Any signatures obtained away from council meetings shall be reported to the council or Finance & Strategy Committee at the next convenient meeting.



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## 9. Payment cards

- 9.1 Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4 Personal credit or debit cards of members or staff shall not be used except for expenses of up to £500 including VAT, incurred in accordance with council policy.



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## 10. Petty Cash

10.1 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.



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# 11. Payment of salaries and allowances

- 11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.
- 11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.
- 11.3 Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & Strategy committee to ensure that the correct payments have been made.
- 11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8 Before employing interim staff, the council must consider a full business case.



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## 12. Loans and investments

- 12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4 All investment of money under the control of the council shall be in the name of the council.
- 12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.



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## 13. Income

- 13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5 Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6 Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7 Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.



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## 14. Payments under contracts for building or other construction works

- 14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2 Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.



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## 15. Stores and equipment

- 15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section
- 15.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4 The RFO shall be responsible for periodic checks of stocks and stores, at least annually.



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## 16. Assets, properties and estates

- 16.1 The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.



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## 17. Insurance

- 17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2 The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers
- 17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.



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## 18. Suspension and revision of Financial Regulations

- 18.1 The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



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## Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



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

23 April 2025

**MINUTES of the meeting held on**  
**Wednesday 23 April 2025 at 7:30pm**

**In attendance:** *Cllrs G McIntyre, K Gibbs, R. Hancock, S Jones,*  
*Ms Adams, Ms Clarke*

## Minutes

ScG VH/24/04/1	To receive and consider apologies for absence
	Cllr Cruickshank
ScG VH/24/04/2	To note declarations of Members' interests.
	No declaration of interest was raised.
ScG VH/24/04/3	To confirm and sign the minutes of the Village Hall Committee Meeting held on 22 January 2025 ( <b>attached</b> )
	<b>RESOLVED:</b> that the minutes are approved and signed as an accurate record.
ScG VH/24/03/4	<b>Public Participation</b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG VH/24/03/5	To consider a report on a request from a regular hirer for an adjustment to the 4-hour booking slot currently held ( <b>attached</b> )
	<b>RESOLVED:</b> that Members reject the request for an adjustment to the 4 hour booking slot and to instruct the Clerk to inform the hirer of the outcome.
ScG VH/24/03/6	To note the date of the next Village Hall Committee Meeting – <b>TBC</b> at May meeting

Meeting Closed at 2021hrs

Chair: Cllr G McIntyre

Clerk: H Marshall (Parish Clerk)

DRAFT

## Summary of Receipts and Payments

All Cost Centres and Codes

## Community &amp; Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				15,000.00	1,200.00	13,800.00	13,800.00 (92%)
21	General Parish Council design a				2,900.00		2,900.00	2,900.00 (100%)
22	PC/VH subscription and adv				1,600.00		1,600.00	1,600.00 (100%)
24	Christmas Carol				1,600.00		1,600.00	1,600.00 (100%)
25	Remembrance Service				4,100.00		4,100.00	4,100.00 (100%)
26	Community events				2,500.00	1,021.45	1,478.55	1,478.55 (59%)
43	PPS/PRS				300.00		300.00	300.00 (100%)
49	Micro & Small Grant Scheme				2,500.00	450.00	2,050.00	2,050.00 (82%)
61	Civic events				2,600.00		2,600.00	2,600.00 (100%)
94	PCSO							(N/A)
<b>SUB TOTAL</b>					<b>33,100.00</b>	<b>2,671.45</b>	<b>30,428.55</b>	<b>30,428.55 (91%)</b>

## Environment &amp; Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General a				500.00		500.00	500.00 (100%)
28	Ground Maintenance- supplier				17,000.00		17,000.00	17,000.00 (100%)
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	600.00	50.00	-550.00				-550.00 (-91%)
32	Allotment maintenance cost				600.00		600.00	600.00 (100%)
52	Defibrillator and kiosk				300.00	95.00	205.00	205.00 (68%)
74	Ground Maintenance Contingenc				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>		<b>600.00</b>	<b>50.00</b>	<b>-550.00</b>	<b>20,800.00</b>	<b>95.00</b>	<b>20,705.00</b>	<b>20,155.00 (94%)</b>

## External Grants Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
84	Flourish Fund Wellbeing Weds 2					95.00	-95.00	-95.00 (N/A)
93	Love From Anwyl Homes Grant (	1,000.00	1,000.00		1,000.00		1,000.00	1,000.00 (50%)
<b>SUB TOTAL</b>		<b>1,000.00</b>	<b>1,000.00</b>		<b>1,000.00</b>	<b>95.00</b>	<b>905.00</b>	<b>905.00 (45%)</b>

## Finance &amp; Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00		150.00	150.00 (100%)
4	Stationary				500.00		500.00	500.00 (100%)
5	Accountancy software				800.93		800.93	800.93 (100%)
6	ICT equipment				1,500.00		1,500.00	1,500.00 (100%)
9	Audit Fees				1,249.39	59.00	1,190.39	1,190.39 (95%)
10	Insurance				4,000.00		4,000.00	4,000.00 (100%)
11	Legal and professional fee				2,000.00		2,000.00	2,000.00 (100%)

## Summary of Receipts and Payments

All Cost Centres and Codes

12	Subscription (adobe/office/Chalc				4,032.00	8.32	4,023.68	4,023.68 (99%)
13	Telephone and WiFi				1,000.00	101.52	898.48	898.48 (89%)
14	Website subscription				2,400.00		2,400.00	2,400.00 (100%)
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	245,224.00	122,612.00	-122,612.00				-122,612.00 (-50%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)
53	Ecological Mitigation Land acqui				3,000.00		3,000.00	3,000.00 (100%)
59	Office costs				6,600.00		6,600.00	6,600.00 (100%)
67	IT support				300.00		300.00	300.00 (100%)
90	Chairman allowance				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>		<b>245,224.00</b>	<b>122,612.00</b>	<b>-122,612.00</b>	<b>29,132.32</b>	<b>168.84</b>	<b>28,963.48</b>	<b>-93,648.52 (-34%)</b>

## Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Community Support (PCSO)				44,100.00	10,325.00	33,775.00	33,775.00 (76%)
68	Sponsorship Main Road Car par				4,837.50		4,837.50	4,837.50 (100%)
75	Rolling Capital Fund (Strategy)				40,000.00		40,000.00	40,000.00 (100%)
91	Gresty Lane Speed Cushions				2,000.00		2,000.00	2,000.00 (100%)
<b>SUB TOTAL</b>					<b>90,937.50</b>	<b>10,325.00</b>	<b>80,612.50</b>	<b>80,612.50 (88%)</b>

## Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				103,672.86	3,671.58	100,001.28	100,001.28 (96%)
2	Payroll Service				800.00	50.00	750.00	750.00 (93%)
7	Staff Training				2,000.00		2,000.00	2,000.00 (100%)
8	Members Training				400.00		400.00	400.00 (100%)
87	77 Interim Clerk					3,679.83	-3,679.83	-3,679.83 (N/A)
<b>SUB TOTAL</b>					<b>106,872.86</b>	<b>7,401.41</b>	<b>99,471.45</b>	<b>99,471.45 (93%)</b>

## Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00		300.00	300.00 (100%)
34	Cleaning Service				7,552.00	688.00	6,864.00	6,864.00 (90%)
35	Gas supply				4,000.00	565.34	3,434.66	3,434.66 (85%)
36	Electricity supply				1,600.00	120.00	1,480.00	1,480.00 (92%)
37	Fire equipment				340.00		340.00	340.00 (100%)
39	Online booking system				400.00		400.00	400.00 (100%)
40	Hygine service				700.00		700.00	700.00 (100%)
41	Water supply				2,500.00	209.52	2,290.48	2,290.48 (91%)
42	Waste collection				1,200.00	81.48	1,118.52	1,118.52 (93%)
47	General Maintenance & Improve				6,800.00	919.62	5,880.38	5,880.38 (86%)
48	Hall hire	21,000.00	3,920.00	-17,080.00				-17,080.00 (-81%)

Summary of Receipts and Payments

All Cost Centres and Codes

60 Office costs income	6,600.00		-6,600.00				-6,600.00 (-100%)
83 PRS Licence				1,500.00		1,500.00	1,500.00 (100%)
92 Consumables				2,500.00		2,500.00	2,500.00 (100%)
<b>SUB TOTAL</b>	<b>27,600.00</b>	<b>3,920.00</b>	<b>-23,680.00</b>	<b>29,392.00</b>	<b>2,583.96</b>	<b>26,808.04</b>	<b>3,128.04 (5%)</b>

Summary

<b>NET TOTAL</b>	<b>274,424.00</b>	<b>127,582.00</b>	<b>-146,842.00</b>	<b>311,234.68</b>	<b>23,340.66</b>	<b>287,894.02</b>	<b>141,052.02 (24%)</b>
V.A.T.					1,274.13		
<b>GROSS TOTAL</b>		<b>127,582.00</b>			<b>24,614.79</b>		

# Shavington-cum-Gresty Parish Council

1 May 2025 (2025-2026)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Newsletter: design, printing an	01/04/2025		Parish Council Main /		void BANK error	VOID	S			
2	Website subscription	01/04/2025		Parish Council Main /		void BANK error	VOID	S			
3	Newsletter: design, printing an	01/04/2025		Parish Council Main /		VOID	VOID	S			
5	Waste collection	01/04/2025		Parish Council Main /		Village Hall waste collection	ASH Waste	S	81.48	16.30	97.78
6	Electricity supply	01/04/2025		Parish Council Main /		VH Electricity	Scottish Power	L	120.00	6.00	126.00
4	Flourish Fund Wellbeing Weds	01/04/2025		Parish Council Main /		void BANK error	VOID	Z			
7	Gas supply	03/04/2025		Parish Council Main /		VH gas	British Gas	L	565.34	28.27	593.61
8	Subscription (adobe/office/Cha	07/04/2025		Parish Council Main /		Adobe	Adobe	S	8.32	1.66	9.98
9	Payroll Service	08/04/2025		Parish Council Main /		Accountants work	Beardmore Accountants	S	50.00	10.00	60.00
10	Audit Fees	08/04/2025		Parish Council Main /		Scribe end of year check	Scribe	S	59.00	11.80	70.80
19	77 Interim Clerk	08/04/2025		Parish Council Main /		Interim Clerk Jan	SLCC	S	1,312.40	262.48	1,574.88
20	77 Interim Clerk	08/04/2025		Parish Council Main /		Interim Clerk Feb	SLCC	S	2,367.43	473.49	2,840.92
14	Community events	08/04/2025		Parish Council Main /		VE80 Poetry Workshop	John Lindley	Z	217.00		217.00
16	Community events	08/04/2025		Parish Council Main /		VE80 Art workshops	Lynsey Ferguson-Rogers	Z	600.00		600.00
12	Defibrillator and kiosk	08/04/2025		Parish Council Main /		Defibrillator replacement pads	defibshop	S	95.00	19.00	114.00
13	General Maintenance & Improv	08/04/2025		Parish Council Main /		PAT testing	MHA Electrical Contractors	Z	200.00		200.00
15	Micro & Small Grant Scheme	08/04/2025		Parish Council Main /		Part payment 150yr education	NonnaGlass	Z	450.00		450.00
17	Cleaning Service	08/04/2025		Parish Council Main /		March VH Cleaning	MM Domestic Cleaning (Cr	Z	688.00		688.00
18	General Maintenance & Improv	08/04/2025		Parish Council Main /		Cabling and wifi upgrade	Netlinx	S	666.67	133.33	800.00
21	Community Support (PCSO)	08/04/2025		Parish Council Main /		PCSO Q4	Cheshire Constabulary	Z	10,325.00		10,325.00
11	Flourish Fund Wellbeing Weds	08/04/2025		Parish Council Main /		Wellbeing Wednesday April 25	The Phyto Physic	Z	95.00		95.00
22	Water supply	22/04/2025		Parish Council Main /		Water Village Hall	Water Plus	Z	209.52		209.52
23	General Maintenance & Improv	22/04/2025		Parish Council Main /		Extra Downpipe gutters	Tradepoint	S	6.65	1.33	7.98
24	General Maintenance & Improv	22/04/2025		Parish Council Main /		Guttering VH	Tradepoint	S	62.97	12.60	75.57
24	General Maintenance & Improv	22/04/2025		Parish Council Main /		Guttering VH	Tradepoint	S	-16.67	-3.33	-20.00
25	Community events	23/04/2025		Parish Council Main /		VE80 mini torches	Amazon	S	14.47	2.90	17.37
26	Community events	23/04/2025		Parish Council Main /		VE80 lights and extension lead	Amazon	S	158.48	31.70	190.18
27	Community events	23/04/2025		Parish Council Main /		Speaker Stands	Amazon	S	31.50	6.30	37.80
29	Staff Salary	28/04/2025		Parish Council Main /		Net Pay Sara April 2025	Shavington-cum-Gresty Pai	Z	993.02		993.02
30	Staff Salary	28/04/2025		Parish Council Main /		Net Pay Holly April 2025	Shavington-cum-Gresty Pai	Z	2,678.56		2,678.56
28	Telephone and WiFi	28/04/2025		Parish Council Main /		BT wifi and phone	BT	S	101.52	20.30	121.82
31	Newsletter: design, printing an	30/04/2025		Parish Council Main /		Managed service retainer	FearNaught	S	1,200.00	240.00	1,440.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
								<b>Total</b>	<b>23,340.66</b>	<b>1,274.13</b>	<b>24,614.79</b>

# Shavington-cum-Gresty Parish Council

1 May 2025 (2025-2026)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
33	Waste collection	01/05/2025		Parish Council Main /		VH waste	ASH Waste	S	137.35	27.47	164.82
36	Staff Training	09/05/2025		Parish Council Main /		Local Council administration te:	SLCC	S	4.50	0.90	5.40
36	Staff Training	09/05/2025		Parish Council Main /		Local Council administration te:	SLCC	Z	137.00		137.00
46	Payroll Service	09/05/2025		Parish Council Main /		Accountants work	Beardmore Accountants	S	105.00	21.00	126.00
47	77 Interim Clerk	09/05/2025		Parish Council Main /		Interim Clerk March	SLCC	S	937.25	187.45	1,124.70
32	Subscription (adobe/office/Cha	09/05/2025		Parish Council Main /		Chalc Affiliation Fee	Shavington-cum-Gresty Pai	Z	1,592.00		1,592.00
44	General Parish Council design :	09/05/2025		Parish Council Main /		Wellbeing Wednesday Faceboo	Steve Bodey Graphic Desig	Z	150.00		150.00
45	General Parish Council design :	09/05/2025		Parish Council Main /		VE80 Design work	Steve Bodey Graphic Desig	Z	250.00		250.00
43	Community events	09/05/2025		Parish Council Main /		Church field hire for VE80	St Marks Church	Z	50.00		50.00
34	Community events	09/05/2025		Parish Council Main /		VE80 Banner	Solopress	S	55.06	11.01	66.07
35	Community events	09/05/2025		Parish Council Main /		Order of service VE80	Solopress	Z	55.85		55.85
41	Ground Maintenance- supplier	09/05/2025		Parish Council Main /		ground maintenance March	Green Living Horticultural I	S	1,315.42	263.08	1,578.50
42	Ground Maintenance- supplier	09/05/2025		Parish Council Main /		ground maintenance April	Green Living Horticultural I	S	1,315.42	263.08	1,578.50
48	Community events	09/05/2025		Parish Council Main /		Wellbeing Wednesday Room hi	AJT Dance	Z	420.00		420.00
37	Cleaning Service	09/05/2025		Parish Council Main /		Cleaning Village Hall	MM Domestic Cleaning (Cr	Z	506.00		506.00
38	Website subscription	31/05/2025		Parish Council Main /		website hosting @shavingtonoi	FearNaught	S	175.00	35.00	210.00
39	Newsletter: design, printing an	31/05/2025		Parish Council Main /		Managed service retainer	FearNaught	S	1,200.00	240.00	1,440.00
40	Newsletter: design, printing an	31/05/2025		Parish Council Main /		Managed service retainer	FearNaught	S	927.92	185.58	1,113.50
<b>Total</b>									<b>9,333.77</b>	<b>1,234.57</b>	<b>10,568.34</b>



ASH Waste Services Ltd,  
 Unit 16 Wilkinson Court, Clywedog Road South,  
 Wrexham Industrial Estate, Wrexham LL13 9AE  
 Tel: 01978 807 541  
 Fax: 01244 663507  
 www.ashwasteservices.co.uk  
 Email: enquiries@ashwasteservices.co.uk

**WASTE SERVICES**

**SHAVINGTON CUM GRESTDY PARISH COU  
 SHAVINGTON VILLAGE HALL  
 MAIN ROAD  
 SHAVINGTON  
 CREWE  
 CW2 5DP**

**Invoice 1858751  
 Date 01/05/2025  
 Account 9456  
 Order No**

**Vat Reg No. 879897321**

**Company Reg No. 06097593**

Date	Order No	Description	Lifts	Value	VAT
01/05/2025		Rental - DUTY OF CARE		£6.20	1
24/04/2025		1100 LITRE GENERAL WASTE	1	£9.60	1
		30 Kilos of Mixed Municipal Waste @ 0.32 = £9.60			
		Includes chargeable weight of 30 Kg @ £0.32 = £9.60			
01/05/2025		Rental - 1100 LITRE GENERAL WASTE		£7.75	1
01/05/2025		1100 LITRE GENERAL WASTE	2	£58.80	1
		Collection Day: Thursday			
01/05/2025		Rental - 1100 LITRE MIXED RECYCLE		£6.20	1
01/05/2025		1100 LITRE MIXED RECYCLE	2	£48.80	1
		Collection Day: Wednesday			

**#Name?**

VC	Rate	Goods	VAT
1	20.00%	£137.35	£27.47

<b>Goods</b>	£137.35
<b>Vat</b>	£27.47
<b>Total</b>	£164.82

Site Location  
 SHAVINGTON CUM GRESTDY PARISH COUNCIL  
 SHAVINGTON VILLAGE HALL  
 MAIN ROAD  
 SHAVINGTON  
 CREWE  
 CW2 5DP

**Thank You for electing to pay by Direct Debit. The amount will be taken from the nominated bank account on or after 1st of every month.**

Solopress  
9 Stock Road  
Southend-on-sea  
SS2 5QF

Phone: 01702 460047  
Fax: 01702 460027  
Email: info@solopress.com  
VAT Number: 171 0124 58

# INVOICE

Invoice # **4307289**  
Invoice Date **05/04/2025**  
Ref / PO # **7463739**

## INVOICE ADDRESS DETAILS

Client ID **324699**

### Shavington Cum Gresty Parish Council

Shavington-cum-Gresty Parish Council  
Village Hall  
Main Road  
Shavington  
Crewe  
CW2 5DP

## DELIVERY DETAILS

36 Weston Lane  
Shavington  
Crewe  
Cheshire

**Job No.** 4675826  
**Job Name** Vinyl Banners  
**Job Description** 1x 2 1000 mm x 2000 mm (Custom) Vinyl Banners Material: Vinyl  
Product = **Vinyl Banners**  
Height = **1000 mm**  
Width = **2000 mm**  
Material = **PVC**  
Additional Options = **With Eyelets**  
Versions (Number of different designs) = **1**

Delivery Date: 08/04/2025

Note: The images below are for reference only and do not indicate how your order will be printed and cut.



Please make payments to **AGA Print Ltd**  
**Terms: Strictly 30 Days**

Bank: NatWest  
Account Number: 42013941  
Sort Code: 54-30-60  
IBAN: GB55 NWBK54306042013941  
Swift Code: NWBK GB2L  
VAT Registration No. 171 0124 58

A.G.A. Print Ltd trading as Solopress  
Registered in England No. 4717223  
Registered office: 9 Stock Road, Southend on Sea, Essex. SS2 5QF  
Powered by **Chutney**

Net Cost £55.06

Total Net £55.06

Total VAT @ 20% £11.01

**Total Amount £66.07**

Solopress  
9 Stock Road  
Southend-on-sea  
SS2 5QF

Phone: 01702 460047  
Fax: 01702 460027  
Email: info@solopress.com  
VAT Number: 171 0124 58

# INVOICE

Invoice # **4340351**  
Invoice Date **29/04/2025**  
Ref / PO # **7509736**

## INVOICE ADDRESS DETAILS

Client ID **324699**

### Shavington Cum Gresty Parish Council

Shavington-cum-Gresty Parish Council  
Village Hall  
Main Road  
Shavington  
Crewe  
CW2 5DP

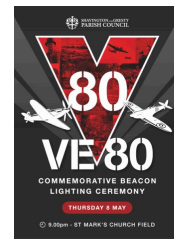
## DELIVERY DETAILS

36 Weston Lane  
Shavington  
Crewe  
Cheshire

**Job No.** 4710795  
**Job Name** Order of Service  
**Job Description** 1x 250 A4 (297 x 210 mm) Order of Service Material: 120gsm Bond  
Product = **Order of Service**  
Occasion = **Other**  
Number of Pages (Including Cover) = **4pp**  
Folding style = **4pp A5 (Half Fold)**  
Paper Type = **120gsm Bond (Uncoated)**

Delivery Date: 30/04/2025

Note: The images below are for reference only and do not indicate how your order will be printed and cut.



Please make payments to **AGA Print Ltd**  
**Terms: Strictly 30 Days**

Bank: NatWest  
Account Number: 42013941  
Sort Code: 54-30-60  
IBAN: GB55 NWBK54306042013941  
Swift Code: NWBK GB2L  
VAT Registration No. 171 0124 58

A.G.A. Print Ltd trading as Solopress  
Registered in England No. 4717223  
Registered office: 9 Stock Road, Southend on Sea, Essex. SS2 5QF  
Powered by **Chutney**

Net Cost £55.85

Total Net £55.85

Total VAT @ 0% £0.00

**Total Amount £55.85**

SLCC Enterprises  
Collar Factory, Suite 2.01  
112 St. Augustine Street  
Taunton  
Somerset  
TA1 1QN  
Tel: 01823 253646  
Email: finance@slcc.co.uk  
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

Invoice

Invoice No	ORD510018-3
Invoice Date	10/04/2025
Reference	SCGPC12025

Shavington Cum Gresty Parish Council  
Main Road  
Shavington  
Crewe  
Cheshire  
CW2 5DP

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	13th Ed Local Council Administration	£-137.00	£137.00	0.00	£0.00
1	Delivery (Standard)	£4.50	£4.50	20.00	£0.90

Pay by BACS to Unity Trust Bank  
Sort Code: 60-83-01  
Account No: 20290997  
Please make cheques payable to:  
SLCC ENTERPRISES LTD

Total Net Amount	£141.50
Total Tax Amount	£0.90
Invoice Total	£142.40

Payment Due: 10/05/2025

**REMITTANCE**

*Detach and return with payment*

Invoice Number:	ORD510018-3
Client:	Shavington Cum Gresty Parish Council
Date:	
Amount Enclosed:	

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code: 60-83-01, Acc No: 20290997, Ref: ORD510018-3

MM Domestic Cleaning (Crewe)LTD  
 42 Bramhall Road  
 Crewe  
 Cheshire  
 CW2 8PT

Tel: 01270669101  
 Email: mmdomesticcleaningcrewe@gmail.com  
 VAT Reg No:

INVOICE Page 1

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

Invoice No	2903
Invoice Date	09/04/2025
Order No	
Account Ref	142SH

Quantity	Description	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00	Cleaning services in April 2025	0.00	0.00	0.00	0.00	0.00
4.00	w/c31.03.25	23.00	0.00	92.00	0.00	0.00
6.00	w/c07.04.25	23.00	0.00	138.00	0.00	0.00
4.00	w/c14.04.25	23.00	0.00	92.00	0.00	0.00
4.00	w/c21.04.25	23.00	0.00	92.00	0.00	0.00
4.00	w/c28.04.25	23.00	0.00	92.00	0.00	0.00

Please pay to:  
 Santander Bank:  
 sort code: 09-01-29  
 account number: 16070099

Total Discount	£	0.00
Total Net Amount	£	506.00
Carriage Net	£	0.00
Total Tax Amount	£	0.00
Invoice Total	£	506.00

A discount of 0% of the full price applies if payment is made within 0 days of the invoice date.  
 No credit note will be issued. Following payment you must ensure you have only recovered the VAT actually paid.

If you pay within 0 days the discounted price is:

Total Net Amount	£	506.00
Total Tax Amount	£	0.00
Invoice Total	£	506.00

Thank you for your business.  
 Terms of pay: 7 days

# Invoice

**Invoice Number** 30511/2084  
**Invoice Date** 01 May 2025  
**Due Date** 31 May 2025  
**Account** F0018  
**Reference** May Website License

Shavington-cum-Gresty Parish Council

FearNaught Studio Ltd  
 Unit C, The Smithery, The Historic Dockyard  
 Chatham, Kent  
 ME4 4TZ

[www.fearnaught.co](http://www.fearnaught.co)  
 0333 121 2013  
[accounts@fearnaught.co](mailto:accounts@fearnaught.co)

VAT Number: 183320426

## INVOICE

Description	Hours	Rate	VAT	Amount
CMS Website License	1.00	£175.00	20%	£175.00
		Subtotal		£175.00
		TOTAL VAT 20%		£35.00
		<b>Amount Due</b>		<b>£210.00</b>



Standard payment terms are 30 days from the date of this invoice. Please make payment using the following details:

**Account name:** FearNaught Studio Ltd  
**Account number:** 13472838  
**Sort code:** 60-83-71  
**IBAN:** GB59SRLG60837113472838  
**BIC:** SRLGGB2L

Full up-to-date terms & conditions can be found on our website - <https://fearnaught.co/terms>

Company Registration No: 08673211. Registered Office: Unit C, The Smithery, The Historic Dockyard, Chatham, Kent, ME4 4TZ, United Kingdom

# Invoice

**Invoice Number** 30511/2085  
**Invoice Date** 01 May 2025  
**Due Date** 31 May 2025  
**Account** F0018  
**Reference** May Managed Service Retainer Extension

Shavington-cum-Gresty Parish Council

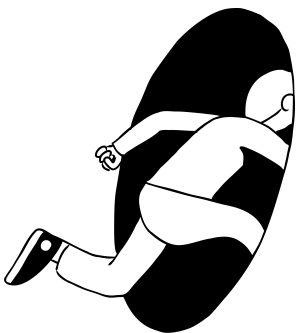
FearNaught Studio Ltd  
 Unit C, The Smithery, The Historic Dockyard  
 Chatham, Kent  
 ME4 4TZ

[www.fearnaught.co](http://www.fearnaught.co)  
 0333 121 2013  
[accounts@fearnaught.co](mailto:accounts@fearnaught.co)

VAT Number: 183320426

## INVOICE

Description	Hours	Rate	VAT	Amount
Managed Service Retainer Extension	12.00	£100.00	20%	£1,200.00
		Subtotal		£1,200.00
		TOTAL VAT 20%		£240.00
		<b>Amount Due</b>		<b>£1,440.00</b>



Standard payment terms are 30 days from the date of this invoice. Please make payment using the following details:

**Account name:** FearNaught Studio Ltd  
**Account number:** 13472838  
**Sort code:** 60-83-71  
**IBAN:** GB59SRLG60837113472838  
**BIC:** SRLGGB2L

Full up-to-date terms & conditions can be found on our website - <https://fearnaught.co/terms>

Company Registration No: 08673211. Registered Office: Unit C, The Smithery, The Historic Dockyard, Chatham, Kent, ME4 4TZ, United Kingdom

# Invoice

**Invoice Number** 30511/2086  
**Invoice Date** 01 May 2025  
**Due Date** 31 May 2025  
**Account** F0018  
**Reference** May Managed Service Retainer

Shavington-cum-Gresty Parish Council

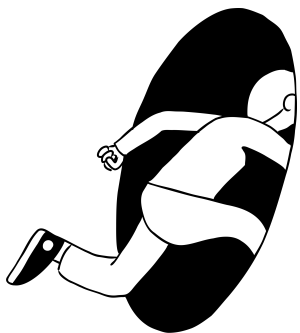
FearNaught Studio Ltd  
 Unit C, The Smithery, The Historic Dockyard  
 Chatham, Kent  
 ME4 4TZ

[www.fearnaught.co](http://www.fearnaught.co)  
 0333 121 2013  
[accounts@fearnaught.co](mailto:accounts@fearnaught.co)

VAT Number: 183320426

## INVOICE

Description	Hours	Rate	VAT	Amount
Managed Service Retainer	10.00	£92.792	20%	£927.92
		Subtotal		£927.92
		TOTAL VAT 20%		£185.58
		<b>Amount Due</b>		<b>£1,113.50</b>



Standard payment terms are 30 days from the date of this invoice. Please make payment using the following details:

**Account name:** FearNaught Studio Ltd  
**Account number:** 13472838  
**Sort code:** 60-83-71  
**IBAN:** GB59SRLG60837113472838  
**BIC:** SRLGGB2L

Full up-to-date terms & conditions can be found on our website - <https://fearnaught.co/terms>

Company Registration No: 08673211. Registered Office: Unit C, The Smithery, The Historic Dockyard, Chatham, Kent, ME4 4TZ, United Kingdom



# TAX INVOICE

Shavington cum Gresty Parish Council

**Invoice Date**  
31 Mar 2025

**Invoice Number**  
INV-0156

**Reference**  
Account 24-25

**VAT Number**  
475889320

Green Living Horticultural  
Ltd  
2 Capper close  
Moston  
Cheshire  
CW11 3EB  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Grounds contract March 25	1.00	1,315.42	20%	1,315.42
			Subtotal	1,315.42
			TOTAL VAT 20%	263.08
			<b>TOTAL GBP</b>	<b>1,578.50</b>

**Due Date: 30 Apr 2025**  
Green Living Horticultural Ltd

Sort Code 60-83-71

ACC 59776041

## PAYMENT ADVICE

To: Green Living Horticultural Ltd  
2 Capper close  
Moston  
Cheshire  
CW11 3EB  
UNITED KINGDOM

**Customer** Shavington cum Gresty Parish Council  
**Invoice Number** INV-0156  
**Amount Due** **1,578.50**  
**Due Date** 30 Apr 2025  
**Amount Enclosed** \_\_\_\_\_

Enter the amount you are paying above



# TAX INVOICE

Shavington cum Gresty Parish Council

**Invoice Date**  
30 Apr 2025

**Invoice Number**  
INV-0164

**Reference**  
Account 24-25

**VAT Number**  
475889320

Green Living Horticultural  
Ltd

2 Capper close  
Moston

Cheshire  
CW11 3EB

UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Grounds contract April 25	1.00	1,315.42	20%	1,315.42
			Subtotal	1,315.42
			TOTAL VAT 20%	263.08
			<b>TOTAL GBP</b>	<b>1,578.50</b>

**Due Date: 31 May 2025**  
Green Living Horticultural Ltd

Sort Code 60-83-71

ACC 59776041

## PAYMENT ADVICE

To: Green Living Horticultural Ltd  
2 Capper close  
Moston  
Cheshire  
CW11 3EB  
UNITED KINGDOM

**Customer** Shavington cum Gresty Parish  
Council

**Invoice Number** INV-0164

**Amount Due** **1,578.50**

**Due Date** 31 May 2025

**Amount Enclosed**

Enter the amount you are paying above

# All Saints' Weston and St Mark's Shavington

*Sharing the love of Jesus with all*

---



The Vicarage  
13 Cemetery Lane  
Weston  
CW2 5LQ  
admin@allsaintsandstmarks.com  
01270 582 585



Dear Sara,

**Re: VE 80 8<sup>th</sup> May 2025**

Invoice for field hire for the above event = £50

Please make cheques payable to PCC of All Saints Weston or pay by BACS to:

Account Name: PCC of All Saints' Weston with St. Mark's Shavington

Bank: NatWest

Account Number: 17894204      Sort Code: 01-00-71

Many thanks,

Rachael

Rev Rachael Griffiths (vicar)

# stevebodey

GRAPHIC & WEBSITE DESIGN

invoice  
#0049

 [sgbodey@btinternet.com](mailto:sgbodey@btinternet.com)  07921 075334

21/04/2025

To:  
Shavington-Cum-Gresty Parish Council  
Main Rd  
Shavington  
Crewe  
CW2 5DP

DESCRIPTION	RATE	HOURS	SUBTOTAL
Wellbeing Wednesday Facebook post images x 18	£50/hr	3	£150.00

**TOTAL AMOUNT DUE: £150.00**

## Payment Information

Account Name: S G Bodey  
Sort Code: 20-17-92  
Account No: 40185965  
Bank: Barclays Bank

Thank you for your business.

If you have any questions regarding your invoice, please don't hesitate to contact me.

Stephen Bodey, 48 Zetland Avenue, Gillingham, ME7 3AE

# stevebodey

GRAPHIC & WEBSITE DESIGN

invoice  
#0050

✉ sgbodey@btinternet.com ☎ 07921 075334

21/04/2025

To:  
Shavington-Cum-Gresty Parish Council  
Main Rd  
Shavington  
Crewe  
CW2 5DP

DESCRIPTION	RATE	HOURS	SUBTOTAL
VE80 Commemoration Vinyl Banner Design	£50/hr	1.5	£75.00
VE80 Commemoration Order of Service Booklet Design	£50/hr	1.5	£75.00
VE80 Commemoration Facebook Post Images x 4	£50/hr	2	£100.00

**TOTAL AMOUNT DUE: £250.00**

## Payment Information

Account Name: S G Bodey  
Sort Code: 20-17-92  
Account No: 40185965  
Bank: Barclays Bank

Thank you for your business.

If you have any questions regarding your invoice, please don't hesitate to contact me.

Stephen Bodey, 48 Zetland Avenue, Gillingham, ME7 3AE

**Beardmore Accountants Limited**  
Stapeley House, London Road, Stapeley  
Nantwich  
Cheshire  
CW5 7JW  
lorraine@beardmoreaccountants.co.uk  
VAT Registration No.: 358805956



# VAT Invoice

**INVOICE TO**  
Simona Garner  
Shavington Parish Council

**INVOICE NO.** 4671  
**DATE** 23/04/2025  
**DUE DATE** 08/05/2025  
**TERMS** Net 15

DATE	ACTIVITY	DESCRIPTION	AMOUNT
23/04/2025	<b>Payroll</b>	Provision of payroll service for April 2025 including FPS submission and pension submission information.	52.50
23/04/2025	<b>Payroll</b>	Provision of end of year payroll service for 24/25.	52.50

Thank you for your business, if you need anything else please call or email me!

SUBTOTAL 105.00  
VAT TOTAL 21.00  
TOTAL 126.00  
BALANCE DUE **£126.00**

## VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	21.00	105.00

Barclays Bank  
Sort Code 20 51 08  
Account number 20308900

SLCC Enterprises  
Collar Factory, Suite 2.01  
112 St. Augustine Street  
Taunton  
Somerset  
TA1 1QN  
Tel: 01823 253646  
Email: finance@slcc.co.uk  
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

Invoice

Invoice No	SD2077-1
Invoice Date	23/04/2025
Reference	LCC 24-113

Shavington Cum Gresty Parish Council  
Main Road  
Shavington  
Crewe  
Cheshire  
CW2 5DP

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
20	Locum Fees: March 2025 - Anne Wilson	£40.00	£800.00	20.00	£160.00
1	Expenses	£137.25	£137.25	20.00	£27.45

Pay by BACS to Unity Trust Bank  
Sort Code: 60-83-01  
Account No: 20290997  
Please make cheques payable to:  
SLCC ENTERPRISES LTD

Total Net Amount	£937.25
Total Tax Amount	£187.45
Invoice Total	£1,124.70

Payment Due: 23/05/2025

**REMITTANCE**

*Detach and return with payment*

Invoice Number:	SD2077-1
Client:	Shavington Cum Gresty Parish Council
Date:	
Amount Enclosed:	

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code: 60-83-01, Acc No: 20290997, Ref: SD2077-1



Faye Thomson-Butt **Email:** [ajtevents@gmail.com](mailto:ajtevents@gmail.com) **Mobile:** 07579022988

## Invoice

Shavington Parish Council	Invoice No. 006
	Invoice Ref. AJTWellWed
	Invoice Date 22/04/2025
	Invoice Period 30 <sup>th</sup> April-13 <sup>th</sup> Aug 25

### Description

### Fee (at £33 per session)

Wednesday Morning sessions 8.00 – 12.00 pm for Wellness Wednesday classes 30 <sup>th</sup> April – 13 <sup>th</sup> Aug 25	£35x12 (16 weeks for the cost of 12)
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**Invoice Total £420.00**

Please provide payment by cash, cheque or BACS within 30 days of invoice date:

### Details for BACS payment:

F Thomson-Butt (Mettle)

Account Number: 43236862

Sort Code: 04-03-33



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## Report Statement

Meeting: Parish Council Meeting  
7 May 2025

Report Purpose: To receive an update on the Anwyl Homes 'Love Anwyl' Grant

Version Control: v1

Author: Holly Marshall

### 1. Report Summary

The report details information about the recent application for a grant from Anwyl Homes

### 2. Background

Shavington-cum-Gresty Parish Council successfully applied to Anwyl Homes for a grant to place a planter bench in the village. We were awarded a grant of £1000 for this purpose.

### 3. Position

Members are asked to note the report and consider the delegating the delivery of the bench to the Community Manager and Clerk to deliver within budget.

### 4. Equality Impact

Neutral.

### 5. Community Impact

Positive. An additional bench will be beneficial to the community

### 6. Governance

Shavington-cum-Gresty Parish Council Environment & Recreation Committee

### 7. Financial Impact

£1000 grant received to be spent on planter bench

### 8. Resource Impact

Financial and staffing impact.

### 9. Consultation/Engagement

n/a

### 10. Parish Area Affected

All Parish residents and community groups.

### 11. Conclusions

Member are asked to note the report and consider the delegation of the delivery of this project.



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**12. Consideration Sought**

That a decision is made to allow the Community Manager and Clerk to continue to proceed and deliver the project within budget.

## Planter Bench

The planter bench would be placed at the top of Dodds Bank to allow rest at the top of the hill and allow shoppers somewhere to rest.

An example of the type of bench is shown below:





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Main Rd, Shavington, Crewe, CW2 5DP

**SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
CCTV POLICY  
FOR COUNCILLORS AND STAFF**



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## **INTRODUCTION**

There is an increasing range of technologies available for the prevention and detection of crime and antisocial behaviour, many of which capture personal data on individuals. In the case of images, these are increasing in definition, and more easily able to be distributed. Whilst these technologies provide better opportunities for the Parish Council to prevent and detect crime and antisocial behaviour, we realise that this must be balanced against an individual's rights of privacy, and that unwarranted and excessive use of surveillance technologies has contributed a tougher regulatory landscape.

This policy is therefore designed to address both the powers and obligations of the Council, and the legislation protecting the rights of individuals, in order to ensure that the Council's use of CCTV is lawful, safe, and reasonable.

## **LEGAL BASIS**

The power for a parish council to install CCTV and other surveillance equipment is conferred under Local Government and Rating Act 1997 s.31:

(1) A parish council or community council may, for the detection or prevention of crime in their area –

- (a) install and maintain any equipment,
- (b) establish and maintain any scheme, or
- (c) assist others to install and maintain any equipment or to establish and maintain any scheme.

The Council also has a duty to consider crime and disorder implications of their functions, under the Crime and Disorder Act 1998 s.17:

(1) ...It shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonable can to prevent,

- (a) crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); and
- (b) the misuse of drugs, alcohol and other substances in its area; and
- (c) re-offending in its area

Under Article 8 of the European Charter on Human Rights (enshrined in Human Rights Act 1998 Sch.1), an individual has the qualified right to respect for private and family life:

(1) Everyone has the right to respect for his private and family life, his home and his correspondence.

(2) There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the



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prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

However, the rights of the individual are protected with regard to the qualification under s(2) above, through the Protection of Freedoms Act 2012 s.33:

- (1) A relevant authority must have regard to the surveillance camera code [created by s.29 of the Act] when exercising any functions to which the code relates.

The Policy Statement below further addresses the best practice set out in the surveillance camera code.

### SCOPE

#### Purpose of the policy

The purpose of this policy is to enshrine within the Council's practices the Surveillance camera code of practice to ensure the Council meets its statutory obligations as stated above, and to ensure that individuals and the wider community have confidence that surveillance cameras are deployed to protect and support them rather than spy on them.

#### What is covered by the policy

This policy covers the CCTV system installed at Village Hall, Main Rd, Shavington, CW2 5DP

#### Who is covered by the policy

The following people and organisations are covered by this policy:

- (a) Data controller and data owner – meaning Shavington-cum-Gresty Parish Council
- (b) System manager – meaning the Parish Clerk
- (c) System user – meaning such officers or other staff authorised to use the surveillance equipment
- (d) Data subject – meaning any such individual whose personal information is captured by the surveillance equipment

### POLICY STATEMENT

In accordance with the Surveillance Camera Code of Practice the Council has adopted the following 12 principles:

1. The CCTV system installed is for the prevention and detection of crime and antisocial behaviour at and around Village Hall, Main Rd, Shavington, CW2 5DP. The systems shall not be used for any other purpose, and there shall be a prohibition on the monitoring of the lawful movements of any individual.
2. There are varying and subjective expectations of privacy, and the Council shall not:
  - a. deploy surveillance camera systems in public places where there is a high expectation of privacy, including toilets and changing rooms;



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- b. use any forms of audio recording in a public place, other than for the recording of Council and committee meetings
- c. use any form of facial recognition or other biometric characteristic recognition system

The Council shall also undertake a privacy impact assessment for any new form of surveillance it wishes to undertake and shall regularly review such assessments alongside this policy.

3. The Council shall ensure that sufficient signage is in place in all areas covered by any surveillance system, and that the Council's privacy policy, CCTV policy, complaints policy, and other relevant documents are published on its website.
4. The Data Controller and Data Owner shall have overall ownership for the surveillance systems in place, with the System Manager having responsibility for ensuring that proper governance arrangements are in place and ensuring that such arrangements are communicated to and adhered to by any system users.
5. The System Manager will ensure that all system users are aware of the contents of this policy and have sufficient training to safely and securely use the equipment.

As a default, all images captured shall be stored for a period of no longer than 31 days and deleted without review, unless the system manager is satisfied beforehand that there is a legitimate reason, for it being accessed and viewed.

The images will be stored on a password-protected/encrypted internal hard disk. Images shall be wiped or overwritten on a regular basis, and images will only be accessed following reports of specific incidents of fly-tipping, crime, or antisocial behaviour.

6. Access to all images by any permitted users is solely for the purposes set out in Principle 1 above. Access to stored images is restricted to the System Manager, and other system users.

Where footage is extracted for the purposes of passing this to a third party (e.g. the Police or a school for the identification of an offender) the Council shall ensure this complies with any data protection legislation, and any stipulations in its Data Retention Statement and Privacy Policy. The Council shall also take reasonable steps to ensure the third party has in place practices and procedures to comply with data protection regulations. Where another third party, such as a person whose property has been damaged, requests the disclosure of images, such requests will be approached with care and in accordance with relevant legislation, and with a view to the guidance set out in the Surveillance Camera Code of Practice.

7. The System Manager shall ensure that all CCTV follows the relevant British Standard on the operation and management of CCTV, and that all surveillance equipment meets any such additional standards as made available by the Surveillance Camera Commissioner.
8. The System Manager shall follow the guidance as outlined in Data protection code of practice for surveillance cameras and personal information 2017. All CCTV DVRs and SD cards used to capture images shall be password protected/encrypted.
9. The Data Controller shall review this policy and privacy impact assessments, along with the number and positioning of all surveillance cameras, in line with the Surveillance Camera Code of Practice.



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10. The Data Controller shall ensure that the quality and positioning of any surveillance equipment is such so as to achieve the highest quality and most useful images, including the use of HD cameras and IR night vision. Where images are to be used for law enforcement and criminal proceedings, the Council will ensure that there is an audit trail of all images used, and that such images are available in a readily exportable format without the loss of forensic integrity.
11. The Council will not use facial and biometric recognition technology. In addition, the Council does not have, nor has no intention of using, a reference database for the purposes of matching data captured from its surveillance systems.
12. Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR. All requests should be made in writing to the Clerk and Responsible Officer who can be contacted by email to [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk). Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example: time, date and location. The Parish Council does not have a facility to provide copies of CCTV footage but instead the applicant may view the CCTV footage if available. The Parish Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

### POLICY REVIEW

This policy will be reviewed every 2 years or when legislation changes if sooner