



SHAVINGTON  
CUM  
GRETTY

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

23 May 2025

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

Dear Councillor,

You are summoned to attend the meeting of the Shavington-cum-Gresty Parish Council to be held at **7:30PM** on **Wednesday 4 June 2025** 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 confirm and sign the minutes of the Shavington-cum-Gresty Parish Council Meeting held on 7 May 2025 ( <b>attached</b> )
<b>4</b>	<b>Public Participation</b> A period not exceeding 20 minutes for members of the public to ask questions or submit comments
<b>5</b>	To consider an amendment to the Terms of Reference of the Staffing Committees for 2025/26 ( <b>attached</b> )
<b>6</b>	To consider and approve the membership of the Staffing Committee, with the filling of the vacancy:

	Staffing Committee (5): Cllrs Buchanan, Cruickshank, B Gibbs, S Jones, <b>K Gibbs</b>
<b>7</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 7 May or any items arisen since then:</p> <p>Committee: Community and Engagement Committee          Chair: Cllr K Gibbs</p> <p>Committee: Village Hall Committee          Chair: Cllr McIntyre</p> <p>Committee: Environment and Recreation Committee          Chair: Cllr Cruickshank          Meeting held 21 May 2025</p> <p>Committee: Finance &amp; Strategy Committee          Chair: Cllr K Gibbs</p> <p>Committee: Staffing Committee          Chair: Cllr Buchanan</p> <p>Committee: Planning Committee          Chair: Cllr McIntyre          Meeting held 4 June 2025</p>
<b>8</b>	To receive the April report from the beat manager ( <b>to follow</b> )
<b>9</b>	To note the YTD Parish Council finance position ( <b>to follow</b> )
<b>10</b>	To note and approve all payments since 1 April 2025 ( <b>to follow</b> )
<b>11</b>	To receive and consider the next round of payments ( <b>to follow</b> )
<b>12</b>	To review and consider the Internal Auditor report ( <b>attached</b> )
<b>13</b>	To consider to approve the Annual Governance Statement 2024/25 by resolution ( <b>attached</b> )
<b>14</b>	<p>To approve dates for the period of Public Rights:</p> <p style="padding-left: 40px;">- Commencing on <b>Monday 16 June 2025</b> and ending on <b>Friday 25 July 2025</b></p>
<b>15</b>	To consider to approve Section 2 – Accounting Statement 2024-25 for submission to PKF Littlejohn LLP, external auditor ( <b>attached</b> )
<b>16</b>	To receive and consider quotes from alternative internal auditors for 2025/26 financial year. ( <b>attached</b> )

<b>17</b>	To receive information on Parish Online Training available to Councillors <b>(attached)</b>
<b>18</b>	To consider and approve amendments to the Casual Vacancy Policy <b>(attached)</b>
<b>19</b>	To note the date of the Casual Vacancy Notice for the Parish and agree the timeline for co-option if no election is called <b>(attached)</b>
<b>20</b>	To receive and consider a quote for engraving Cllr Jones' name on the Chair board in the Village Hall. <b>(attached)</b>
<b>21</b>	To consider and approve the updated Risk Management Strategy and Risk Assessments for the Village Hall <b>(attached)</b>
<b>22</b>	To consider and approve the updated Village Hall Hiring Policy <b>(attached)</b>
<b>23</b>	To receive a report on commissioning a sustainability review into Village Hall activities. <b>(attached)</b>
<b>24</b>	To receive an update from the Heritage Group on the book they are commissioning <b>(verbal)</b>
<b>25</b>	To note the date of the next Council Meeting – <b>2 July 2025 7:30PM</b>

**Shavington-cum-Gresty Council**  
**Annual Meeting of Parish Council**  
Main Road,  
Shavington, Crewe  
CW2 5DP  
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7 May 2025

## **MINUTES of the Annual Meeting of the Parish Council held on 7 May 2025 at 7:30pm**

In attendance:

<b>ScG/25/01/1</b>	To receive and consider apologies for absence:  Apologies were received from Cllr McHugh and Cllr R Jones
<b>ScG/25/01/2</b>	To note declarations of Members' interest  Cllr Randle declared a pecuniary interest in items 16, 17 & 18, as stated in their Member Register of Interests
<b>ScG/25/01/3</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>RESOLVED:</b> Cllr R Jones and Cllr K Gibbs were elected Chair and Vice-Chair of the Parish Council respectively. Cllr K Gibbs chaired the meeting in the absence of Cllr R Jones
<b>ScG/25/01/4</b>	Public Participation:  Councillors <b>NOTED</b> a request from a resident to revisit the decision not to fix the Speed Indicator Device owned by the Parish Council. Councillors will discuss the matter at the next appropriate Committee meeting.
<b>ScG/25/01/5</b>	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings held on 2 April 2025 ( <b>attached</b> )  <b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG/25/01/6</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) (3)</li> <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> <p><b>RESOLVED:</b> that the Committee Membership 2025/26 is approved as follows:</p> <ul style="list-style-type: none"> <li>✓ <b>Community &amp; Engagement Committee (7):</b> Cllrs Cruickshank, K Gibbs, S Jones, McIntyre, B Gibbs, R Jones, <b>vacancy</b></li> <li>✓ <b>Finance &amp; Strategy Committee (6):</b> Cllrs Ferguson, K Gibbs, S Jones, Randle, Wain, B Gibbs</li> <li>✓ <b>Environment &amp; Recreation Committee (6):</b> Cllrs Cruickshank, Ferguson, K Gibbs, S Jones, Randle, Hancock</li> <li>✓ <b>Planning Committee (5):</b> Cllrs Ferguson, K Gibbs, McIntyre, Wain, R Jones</li> <li>✓ <b>Staffing Committee (5):</b> Cllrs Buchanan, Cruickshank, B Gibbs, S Jones, <b>vacancy</b></li> <li>✓ <b>Village Hall Committee (5):</b> Cllrs K Gibbs, Hancock, S Jones, McIntyre, Randle</li> <li>✓ <b>Complaints Committee (5):</b> Cllrs Randle, Wain, B Gibbs, S Jones, <b>vacancy</b></li> </ul>
<p><b>ScG/25/01/7</b></p>	<p>To consider and approve the Terms of Reference of Committees for 2025/26 (<b>attached</b>)</p> <p><b>RESOLVED:</b> that the Terms of References of Committees for 2025/26 are approved with the following amendments being made:</p> <p>Reinstate point 12 in the Community and Engagement Terms of Reference. 'To monitor the PCSO activities within the community'</p>
<p><b>ScG/25/01/8</b></p>	<p>To consider and approve the Council meetings calendar 2025/26 (<b>attached</b>)</p> <p><b>RESOLVED:</b> that the Council meetings calendar 2025/26 is approved</p>
<p><b>ScG/25/01/9</b></p>	<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> <p><b>RESOLVED:</b> that the representations on outside bodies are approved as follows:</p> <ul style="list-style-type: none"> <li>a. Village Festival Committee – Cllrs S Jones, Hancock</li> <li>b. Wybunbury United Charities – Cllrs Buchanan, S Jones</li> <li>c. Theo Steele Bequest – Cllrs Hancock, K Gibbs</li> <li>d. Shavington Park Resident Liaison Group – Cllr S Jones</li> </ul>
<p><b>ScG/25/01/10</b></p>	<p>To review the Parish Council’s affiliation to Cheshire Association of Local Council (ChALC) at a cost of £1592 for 2025-26.</p> <p><b>RESOLVED:</b> that the Parish Council’s affiliation to Cheshire Association of Local Council for 2025/26 is approved.</p>
<p><b>ScG/25/01/11</b></p>	<p>To confirm the Council’s adoption of:</p> <ul style="list-style-type: none"> <li>a. Shavington-cum-Gresty Standing Orders (<i>attached</i>)</li> <li>b. Shavington-cum-Gresty Finance Regulations (<i>attached</i>)</li> </ul> <p><b>RESOLVED:</b> that the following policies are approved and adopted:</p> <ul style="list-style-type: none"> <li>a. Shavington-cum-Gresty Parish Council Standing Orders</li> <li>b. Shavington-cum-Gresty Parish Council Finance Regulations</li> </ul>
<p><b>ScG/25/01/12</b></p>	<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> <p><b>RESOLVED:</b> that the following external support services and subscriptions are approved and that training opportunities for Parish Online will be presented at the next Parish Council meeting:</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>
<p><b>ScG/25/01/13</b></p>	<p>Internal auditor – to approve JDH Business Services as internal auditor for 2025/26</p> <p><b>RESOLVED:</b> that the Clerk is requested to seek alternative internal auditors</p>

	<p>and return to a future Parish Council meeting with quotes for agreement. In addition to approving the resolution, the Locum Clerk advised that, as a matter of good practice, alternative Internal Auditors should be explored. The Locum Clerk will provide a list of trained and experienced auditors, and the Clerk will present relevant details at the next Parish Council meeting.</p>
<b>ScG/25/01/14</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> <p><b>RESOLVED:</b> that the following Council's bank signatories are approved and that any additional names be removed from the account:</p> <ul style="list-style-type: none"><li>a. Cllr K Gibbs</li><li>b. Cllr S Jones</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></ul>
<b>ScG/25/01/15</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</p>

	<p><u>Chair:</u> Cllr McIntyre</p> <p>Councillors <b>NOTED</b> the report</p>
<b>ScG/25/01/16</b>	<p>To note the YTD Parish Council finance position (<b>attached</b>)</p> <p>Councillors <b>NOTED</b> the YTD finance position of the Council</p>
<b>ScG/25/01/17</b>	<p>To note and approve all payments since 1 April 2025 (<b>attached</b>)</p> <p><b>RESOLVED:</b> that payments listed since 1 April 2025 are approved</p>
<b>ScG/25/01/18</b>	<p>To receive and consider the next round of payments (<b>attached</b>)</p> <p>It was <b>NOTED</b> that the invoice for the CHALC membership was not presented in the agenda pack. Councillors had the opportunity to view this in the meeting.</p> <p><b>RESOLVED:</b> that the payments listed are approved</p>
<b>ScG/25/01/19</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 (Fearnaught – 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> <p><b>RESOLVED:</b> that the payments for the following for 25/26 are approved in advance:</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 (Fearnaught – until completion of contract) Direct Debit</li> <li>• Adobe subscription Direct Debit</li> </ul>

	<ul style="list-style-type: none"> <li>• Payroll monthly costs (as per agreement)</li> <li>• Grounds maintenance monthly cost (as per agreement)</li> </ul>
<b>ScG/25/01/20</b>	<p>To receive a report from the March Village Beat Manager <i>(to follow)</i></p> <p>Councillors <b>NOTED</b> the report and requested that the Clerk provide details regarding the Parish's entitlement to PCSO/Police Officer deployment at the next meeting.</p>
<b>ScG/25/01/21</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>Councillors <b>NOTED</b> that this application has already been approved</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>RESOLVED:</b> No comment</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> <p><b>RESOLVED:</b> No comment</p>
<b>ScG/25/01/22</b>	<p>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</p> <p>Councillors <b>NOTED</b> that no further planning applications had been received ahead of the meeting.</p>
<b>ScG/25/01/23</b>	<p>To consider moving £19,273.80 from Shavington-cum-Gresty PC-Village Hall bank account to Shavington-cum-Gresty Parish Council bank account</p> <p><b>RESOLVED:</b> that £19,273.80 are transferred from Shavington-cum-Gresty PC Village Hall bank account to Shavington-cum-Gresty Parish Council bank account</p>

<b>ScG/25/01/24</b>	<p>To receive and consider updates on the following grant applications <b>(attached)</b></p> <p>- Anwyl homes</p> <p>To consider delegating spending of this £1000 grant to the Community Manager and Clerk for a bench planter.</p> <p><b>RESOLVED:</b> that the Community Manager and Clerk are delegated to spend the £1000 grant on a bench planter, to include trees and ensuring durability and height to help prevent damage.</p>
<b>ScG/25/01/25</b>	<p>To consider and approve a new CCTV policy for the Village Hall <b>(attached)</b></p> <p><b>RESOLVED:</b> The new CCTV policy for the Village Hall is approved</p>
<b>ScG/25/01/26</b>	<p>To note the date of the next Council Meeting – <b>4 June 2025 7:30PM</b></p> <p>Councillors <b>NOTED</b> the date of the next meeting</p>

Meeting closed at: 20:37

Chairman: Cllr K Gibbs

Clerk: H Marshall (Parish Clerk)

## STAFFING COMMITTEE

Approved by Shavington cum Gresty Parish Council on

	<b>5 Members of Authority</b>	<b>Quorum 3</b>
	At least 2 meetings per year	
	To provide effective and professional staff management of all matters related to the employees of the Parish Council.  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.	
	<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)	Recommend appointment of new Parish Clerk to be endorsed by Council  Selection of long list by Parish Clerk with personnel assistance if appropriate  Selection of final short list – Chair and Vice Chair of the Council and Chair of the Staffing Committee  Final Interview – Committee and Chair of the Council  Parish Clerk for casual staff and temporary appointments to approved positions below Scale Point 23

		<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>
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
18	Administration of other Staffing procedures	Parish Clerk, except Committee in the case of Parish Clerk
19	Employee Development Review and end of probationary period review	Parish Clerk for all staff, often delegated to direct manager.  Chair of Council, Staffing Chair and one other Member of Committee for Parish Clerk, to be determined by Staffing Committee

20	To conduct a 3-month and end of probationary period review	Parish Clerk for all staff, often delegated to direct manager.  Chair of Council, Staffing Chair and one other Member of Staffing Committee, to be determined by Staffing Committee  Decision on outcome of probationary period Staffing Committee
21	Training and Development Plan for all employees	Parish Clerk  Chair of Staffing in case of Parish Clerk
22	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.

## **APRIL 2025 ISSUES IN SHAVINGTON**

Number of thefts from the co-op have seen an increase in the last month, may be due to weather improving as thefts tend to increase in the warmer months. (2<sup>ND</sup> Month in a row).

Still get a lot of Road Traffic Collisions and issues around A500, Jack Mills Way and Gresty Road area.

Number of calls from Ellis Close reference ASB incidents, that are not ASB incidents, just kids playing by a brook after school and resident is not happy about it.

No ASB reports from any of the play parks in Shavington

Couple of reports of suspicious vehicles roaming around Cherry Tree Park Estate.

Neighbour disputes have increase in the last month with one address calling in numerous times.

Report of males on electric bikes on Rope Lane heading towards Wistaston.

Regular missing person gone missing several times and returned to home address upon finding them.

## **Response from Police Beat Management on expectations of role**

### **Role Purpose**

As part of the Beat Management team, provide a high visibility presence that is effectively engaged and working with the local community to solve problems, tackle anti-social behaviour and address priorities.

### **Role Accountabilities**

- Undertake visible foot and cycle patrol, based on a developed operational plan that includes ASB and crime hotspots, areas of maximum impact, vulnerable victims and repeat offenders in order to address priorities and provide an effective visible presence.
- Gain and maintain a good understanding of the profile and demographics of the local community and the most effective way of engaging with and providing visibility to both mainstream and minority groups and also places of education/worship. Attend partnership meetings as appropriate.
- Conduct tailored and appropriate public surgeries and meetings to identify issues of concern within the community, provide reassurance and define local priorities.
- Attend events and meetings of local community representatives, for the purpose of enhancing accountability, visibility and engagement.
- Utilise social media, Alert and Watch schemes to maximise engagement opportunities to improve public perception and confidence.
- Gain and maintain knowledge of high-risk offenders, Organised Crime groups, road safety issues, Child Sexual Abuse, and other public protection issues, including Counter-Terrorism (Prevent), to understand risk and threat to local communities and support relevant interventions and intelligence gathering requirements.
- Undertake collaborative problem solving with partners and communities through the appropriate groups using best practice, “What Works” and problem solving models.

Appreciate again that’s fairly generic so hopefully I can answer some of your queries.

Regarding presence at parish council meetings, the commitment is that the PCSOs should be attending a minimum of 2 meetings in person every year, and providing updates monthly. With the surgeries, the commitment used to be a weekly surgery in each of the Parish, realistically with the reduction in PCSOs numbers and officers picking up multiple areas this wasn’t sustainable. We have started this week ‘OP Visionaries’ which will look at centralising the surgeries in busy more central locations in order to maximise opportunity to engage. These locations are likely to be places that residents of Shavington are attending anyway, the locations are as follows;

- Grand Junction Retail Park, Crewe
- Queens Park, Crewe
- Asda, Victoria Centre, Crewe
- Nantwich Memorial Square

The dates/times will be published on social media.

As I’ve mentioned before, with the previous SLA Dan was protected from picking up work outside of Shavington Parish and therefore spent the majority of his time visible within your community. Now this has lapsed, Dan has begun helping out in other areas with higher demand hence you have probably noticed a drop in his presence.

I appreciate that this change has probably been noticeable to the Parish. If it's easier, I can come and meet the councillors in person and address expectations, just let me know.

## 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	5,021.73	9,978.27	9,978.27 (66%)
21	General Parish Council design a				2,900.00	2,527.92	372.08	372.08 (12%)
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	1,602.36	897.64	897.64 (35%)
43	PPS/PRS				300.00		300.00	300.00 (100%)
49	Micro & Small Grant Scheme				2,500.00	454.17	2,045.83	2,045.83 (81%)
61	Civic events				2,600.00	422.73	2,177.27	2,177.27 (83%)
94	PCSO							(N/A)
95	Heritage Group					21.60	-21.60	-21.60 (N/A)
<b>SUB TOTAL</b>					<b>33,100.00</b>	<b>10,050.51</b>	<b>23,049.49</b>	<b>23,049.49 (69%)</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	3,946.26	13,053.74	13,053.74 (76%)
29	Vine Tree Play area - maintenanc				1,000.00	99.37	900.63	900.63 (90%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	600.00	620.84	20.84				20.84 (3%)
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>620.84</b>	<b>20.84</b>	<b>20,800.00</b>	<b>4,140.63</b>	<b>16,659.37</b>	<b>16,680.21 (77%)</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	674.00	575.39	575.39 (46%)
10	Insurance				4,000.00	51.51	3,948.49	3,948.49 (98%)

Summary of Receipts and Payments

All Cost Centres and Codes

11 Legal and professional fee				2,000.00		2,000.00	2,000.00 (100%)
12 Subscription (adobe/office/Chalc				4,032.00	1,608.64	2,423.36	2,423.36 (60%)
13 Telephone and WiFi				1,000.00	203.21	796.79	796.79 (79%)
14 Website subscription				2,400.00	350.00	2,050.00	2,050.00 (85%)
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		253.21	253.21				253.21 (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>122,865.21</b>	<b>-122,358.79</b>	<b>29,132.32</b>	<b>2,887.36</b>	<b>26,244.96</b>	<b>-96,113.83 (-35%)</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	13,142.24	90,530.62	90,530.62 (87%)
2 Payroll Service				800.00	207.50	592.50	592.50 (74%)
7 Staff Training				2,000.00	326.50	1,673.50	1,673.50 (83%)
8 Members Training				400.00		400.00	400.00 (100%)
87 77 Interim Clerk					4,617.08	-4,617.08	-4,617.08 (N/A)
<b>SUB TOTAL</b>				<b>106,872.86</b>	<b>18,293.32</b>	<b>88,579.54</b>	<b>88,579.54 (82%)</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	1,769.00	5,783.00	5,783.00 (76%)
35 Gas supply				4,000.00	941.97	3,058.03	3,058.03 (76%)
36 Electricity supply				1,600.00	360.00	1,240.00	1,240.00 (77%)
37 Fire equipment				340.00		340.00	340.00 (100%)
39 Online booking system				400.00	388.78	11.22	11.22 (2%)
40 Hygine service				700.00		700.00	700.00 (100%)
41 Water supply				2,500.00	452.72	2,047.28	2,047.28 (81%)
42 Waste collection				1,200.00	345.93	854.07	854.07 (71%)
47 General Maintenance & Improve				6,800.00	937.78	5,862.22	5,862.22 (86%)

Summary of Receipts and Payments

All Cost Centres and Codes

48 Hall hire	21,000.00	3,920.00	-17,080.00				-17,080.00 (-81%)
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>5,196.18</b>	<b>24,195.82</b>	<b>515.82 (0%)</b>

Summary

<b>NET TOTAL</b>	<b>274,424.00</b>	<b>128,406.05</b>	<b>-146,017.95</b>	<b>311,234.68</b>	<b>50,988.00</b>	<b>260,246.68</b>	<b>114,228.73 (19%)</b>
<b>V.A.T.</b>					<b>3,546.58</b>		
<b>GROSS TOTAL</b>		<b>128,406.05</b>			<b>54,534.58</b>		

**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 31-05-2025)**

3 June 2025 (2025-2026)

**Cost Centre Community & Engagement Committee**

**Code Number 20 Newsletter: design, printing and delive**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	01/04/2025			Parish Council Mai		void BANK error	VOID	S			
3	01/04/2025			Parish Council Mai		VOID	VOID	S			
31	30/04/2025			Parish Council Mai		Managed service retainer	FearNaught	S	1,200.00	240.00	1,440.00
Subtotal for Code: Newsletter: design, printing and									£1,200.00	£240.00	£1,440.00

**Code Number 21 General Parish Council design and prir**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
44	13/05/2025			Parish Council Mai		Wellbeing Wednesday Facebook image	Steve Bodey Graphic Design	Z	150.00		150.00
45	13/05/2025			Parish Council Mai		VE80 Design work	Steve Bodey Graphic Design	Z	250.00		250.00
51	01/05/2025			Parish Council Mai		Managed service retainer	FearNaught	S	927.92	185.58	1,113.50
52	01/05/2025			Parish Council Mai		Managed service retainer	FearNaught	S	1,200.00	240.00	1,440.00
Subtotal for Code: General Parish Council design :									£2,527.92	£425.58	£2,953.50

**Code Number 26 Community events**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	08/04/2025			Parish Council Mai		VE80 Poetry Workshop	John Lindley	Z	217.00		217.00
16	08/04/2025			Parish Council Mai		VE80 Art workshops	Lynsey Ferguson-Rogers	Z	600.00		600.00
25	23/04/2025			Parish Council Mai		VE80 mini torches	Amazon	S	14.47	2.90	17.37
26	23/04/2025			Parish Council Mai		VE80 lights and extension lead	Amazon	S	158.48	31.70	190.18
27	23/04/2025			Parish Council Mai		Speaker Stands	Amazon	S	31.50	6.30	37.80
34	14/05/2025			Parish Council Mai		VE80 Banner	Solopress	S	55.06	11.01	66.07
35	14/05/2025			Parish Council Mai		Order of service VE80	Solopress	Z	55.85		55.85
43	14/05/2025			Parish Council Mai		Church field hire for VE80	St Marks Church	Z	50.00		50.00
48	13/05/2025			Parish Council Mai		Wellbeing Wednesday Room hire (am)	AJT Dance	Z	420.00		420.00
Subtotal for Code: Community events									£1,602.36	£51.91	£1,654.27

**Code Number 49 Micro & Small Grant Scheme**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
15	08/04/2025			Parish Council Mai		Part payment 150yr education grant (dii	NonnaGlass	Z	450.00		450.00
49	01/05/2025			Parish Council Mai		Refreshments Heritage goup	Farmfoods	Z	4.17		4.17
Subtotal for Code: Micro & Small Grant Scheme									£454.17		£454.17

**Code Number 61 Civic events**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
55	06/05/2025			Parish Council Mai		Plywood for VE80 signs	AJ Philpotts	S	50.00	10.00	60.00
66	27/05/2025			Parish Council Mai		Sara Expenses Claim May	Sara Randle	X	14.40		14.40
66	27/05/2025			Parish Council Mai		Sara Expenses Claim May	Sara Randle	S	108.33	21.67	130.00
Subtotal for Code: Civic events									£172.73	£31.67	£204.40

**Code Number 95 Heritage Group**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 31-05-2025)**

3 June 2025 (2025-2026)

66	27/05/2025	Parish Council Mai	Sara Expenses Claim May	Sara Randle		X	21.60		21.60	
						Subtotal for Code:	Heritage Group	£21.60	£21.60	
						Subtotal for Cost Centre:	Community & Engagement Con	5,978.78	749.16	6,727.94

**Cost Centre Environment & Recreation Committee**

**Code Number 28 Ground Maintenance- supplier**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
41	13/05/2025			Parish Council Mai		ground maintenance March	Green Living Horticultural Ltd	S	1,315.42	263.08	1,578.50
42	13/05/2025			Parish Council Mai		ground maintenance April	Green Living Horticultural Ltd	S	1,315.42	263.08	1,578.50
						Subtotal for Code:	Ground Maintenance- supplier		£2,630.84	£526.16	£3,157.00

**Code Number 29 Vine Tree Play area - maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
65	21/05/2025			Parish Council Mai		Replacement signage Vine Tree	Signgeer Limited	S	39.15	7.83	46.98
						Subtotal for Code:	Vine Tree Play area - maintenar		£39.15	£7.83	£46.98

**Code Number 52 Defibrillator and kiosk**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	08/04/2025			Parish Council Mai		Defibrillator replacement pads	defibshop	S	95.00	19.00	114.00
						Subtotal for Code:	Defibrillator and kiosk		£95.00	£19.00	£114.00
						Subtotal for Cost Centre:	Environment & Recreation Com		2,764.99	552.99	3,317.98

**Cost Centre External Grants Fund**

**Code Number 84 Flourish Fund Wellbeing Weds 2025-26**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	01/04/2025			Parish Council Mai		void BANK error	VOID	Z			
11	08/04/2025			Parish Council Mai		Wellbeing Wednesday April 25 evening	The Phyto Physic	Z	95.00		95.00
						Subtotal for Code:	Flourish Fund Wellbeing Weds :		£95.00		£95.00
						Subtotal for Cost Centre:	External Grants Fund		95.00		95.00

**Cost Centre Finance & Strategy Committee**

**Code Number 9 Audit Fees**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	08/04/2025			Parish Council Mai		Scribe end of year check	Scribe	S	59.00	11.80	70.80
						Subtotal for Code:	Audit Fees		£59.00	£11.80	£70.80

**Code Number 12 Subscription (adobe/office/Chalc)**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	07/04/2025			Parish Council Mai		Adobe	Adobe	S	8.32	1.66	9.98
32	14/05/2025			Parish Council Mai		Chalc Affiliation Fee	Shavington-cum-Gresty Parish Council	Z	1,592.00		1,592.00
54	06/05/2025			Parish Council Mai		Adobe	Adobe	S	8.32	1.66	9.98
						Subtotal for Code:	Subscription (adobe/office/Chalc)		£1,608.64	£3.32	£1,611.96

**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 31-05-2025)**

3 June 2025 (2025-2026)

**Code Number 13 Telephone and WiFi**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
28	28/04/2025			Parish Council Mai		BT wifi and phone	BT	S	101.52	20.30	121.82
69	28/05/2025			Parish Council Mai		BT wifi and phone	BT	S	101.69	20.34	122.03
Subtotal for Code: Telephone and WiFi									£203.21	£40.64	£243.85

**Code Number 14 Website subscription**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	01/04/2025			Parish Council Mai		void BANK error	VOID	S			
50	01/05/2025			Parish Council Mai		website hosting @shavingtononline.co.1	FearNaught	S	175.00	35.00	210.00
Subtotal for Code: Website subscription									£175.00	£35.00	£210.00
Subtotal for Cost Centre: Finance & Strategy Committee									2,045.85	90.76	2,136.61

**Cost Centre Parish Council Project**

**Code Number 51 Community Support (PCSO)**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
21	08/04/2025			Parish Council Mai		PCSO Q4	Cheshire Constabulary	Z	10,325.00		10,325.00
Subtotal for Code: Community Support (PCSO)									£10,325.00		£10,325.00
Subtotal for Cost Centre: Parish Council Project									10,325.00		10,325.00

**Cost Centre Staffing Committee**

**Code Number 1 Staff Salary**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29	28/04/2025			Parish Council Mai		Net Pay Sara April 2025	Shavington-cum-Gresty Parish Council	Z	993.02		993.02
30	28/04/2025			Parish Council Mai		Net Pay Holly April 2025	Shavington-cum-Gresty Parish Council	Z	2,678.56		2,678.56
61	20/05/2025			Parish Council Mai		HMRC P30 April	Shavington-cum-Gresty Parish Council	X	1,650.91		1,650.91
61	20/05/2025			Parish Council Mai		HMRC P30 April	Shavington-cum-Gresty Parish Council	X	-280.00		-280.00
62	20/05/2025			Parish Council Mai		HMRC P30 May	HMRC	X	1,651.11		1,651.11
63	20/05/2025			Parish Council Mai		April 2025 Pension contributions	Cheshire Pension Fund (CPF)	X	1,388.63		1,388.63
64	20/05/2025			Parish Council Mai		May 2025 Pension contributions	Cheshire Pension Fund (CPF)	X	1,388.63		1,388.63
67	28/05/2025			Parish Council Mai		Net Pay Holly May 2025	Shavington-cum-Gresty Parish Council	X	2,678.36		2,678.36
68	28/05/2025			Parish Council Mai		Net Pay Sara May 2025	Shavington-cum-Gresty Parish Council	X	993.02		993.02
Subtotal for Code: Staff Salary									£13,142.24		£13,142.24

**Code Number 2 Payroll Service**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	08/04/2025			Parish Council Mai		Accountants work	Beardmore Accountants	S	50.00	10.00	60.00
46	14/05/2025			Parish Council Mai		Accountants work	Beardmore Accountants	S	105.00	21.00	126.00
Subtotal for Code: Payroll Service									£155.00	£31.00	£186.00

**Code Number 7 Staff Training**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 31-05-2025)**

3 June 2025 (2025-2026)

36	14/05/2025			Parish Council Mai		Local Council administration text book	SLCC	S	4.50	0.90	5.40
36	14/05/2025			Parish Council Mai		Local Council administration text book	SLCC	Z	137.00		137.00
60	19/05/2025			Parish Council Mai		FILCA course payment	SLCC	S	120.00	24.00	144.00
Subtotal for Code: Staff Training									<b>£261.50</b>	<b>£24.90</b>	<b>£286.40</b>

**Code Number 87 77 Interim Clerk**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	08/04/2025			Parish Council Mai		Interim Clerk Jan	SLCC	S	1,312.40	262.48	1,574.88
20	08/04/2025			Parish Council Mai		Interim Clerk Feb	SLCC	S	2,367.43	473.49	2,840.92
47	14/05/2025			Parish Council Mai		Interim Clerk March	SLCC	S	937.25	187.45	1,124.70
Subtotal for Code: 77 Interim Clerk									<b>£4,617.08</b>	<b>£923.42</b>	<b>£5,540.50</b>
Subtotal for Cost Centre: Staffing Committee									<b>18,175.82</b>	<b>979.32</b>	<b>19,155.14</b>

**Cost Centre Village Hall Committee**

**Code Number 34 Cleaning Service**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
17	08/04/2025			Parish Council Mai		March VH Cleaning	MM Domestic Cleaning (Crewe)LTD	Z	688.00		688.00
37	14/05/2025			Parish Council Mai		Cleaning Village Hall	MM Domestic Cleaning (Crewe)LTD	Z	506.00		506.00
Subtotal for Code: Cleaning Service									<b>£1,194.00</b>		<b>£1,194.00</b>

**Code Number 35 Gas supply**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	03/04/2025			Parish Council Mai		VH gas	British Gas	L	565.34	28.27	593.61
56	07/05/2025			Parish Council Mai		British Gas Village Hall	British Gas	L	376.63	18.83	395.46
Subtotal for Code: Gas supply									<b>£941.97</b>	<b>£47.10</b>	<b>£989.07</b>

**Code Number 36 Electricity supply**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	01/04/2025			Parish Council Mai		VH Electricity	Scottish Power	L	120.00	6.00	126.00
53	01/05/2025			Parish Council Mai		Electric at Village Hall	Scottish Power	L	120.00	6.00	126.00
Subtotal for Code: Electricity supply									<b>£240.00</b>	<b>£12.00</b>	<b>£252.00</b>

**Code Number 39 Online booking system**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
57	12/05/2025			Parish Council Mai		Village Hall booking service	Skedda	X	378.38		378.38
57	12/05/2025			Parish Council Mai		Village Hall booking service	Skedda	X	10.40		10.40
58	12/05/2025			Parish Council Mai		VOID	VOID	Z			
Subtotal for Code: Online booking system									<b>£388.78</b>		<b>£388.78</b>

**Code Number 41 Water supply**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	22/04/2025			Parish Council Mai		Water Village Hall	Water Plus	Z	209.52		209.52
59	19/05/2025			Parish Council Mai		Water Village Hall	Water Plus	Z	243.20		243.20
Subtotal for Code: Water supply									<b>£452.72</b>		<b>£452.72</b>

**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 31-05-2025)**

**Code Number 42 Waste collection**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	01/04/2025			Parish Council Mai		Village Hall waste collection	ASH Waste	S	81.48	16.30	97.78
33	01/05/2025			Parish Council Mai		VH waste	ASH Waste	S	137.35	27.47	164.82
Subtotal for Code: Waste collection									£218.83	£43.77	£262.60

**Code Number 47 General Maintenance & Improvement**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
13	08/04/2025			Parish Council Mai		PAT testing	MHA Electrical Contractors	Z	200.00		200.00
18	08/04/2025			Parish Council Mai		Cabling and wifi upgrade	Netlinx	S	666.67	133.33	800.00
23	22/04/2025			Parish Council Mai		Extra Downpipe gutters	Tradepoint	S	6.65	1.33	7.98
24	22/04/2025			Parish Council Mai		Guttering VH	Tradepoint	S	62.97	12.60	75.57
24	22/04/2025			Parish Council Mai		Guttering VH	Tradepoint	S	-16.67	-3.33	-20.00
Subtotal for Code: General Maintenance & Improv									£919.62	£143.93	£1,063.55
Subtotal for Cost Centre: Village Hall Committee									4,355.92	246.80	4,602.72

**TOTALS . . . . . £43,741.36    £2,619.03    £46,360.39**

**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-06-2025 and 30-06-2025)**

3 June 2025 (2025-2026)

**Cost Centre Community & Engagement Committee**

**Code Number 20 Newsletter: design, printing and delive**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
39	01/06/2025			Parish Council Mai		Managed service retainer	FearNaught	S	1,200.00	240.00	1,440.00
40	01/06/2025			Parish Council Mai		Managed service retainer	FearNaught	S	927.92	185.58	1,113.50
78	06/06/2025			Parish Council Mai		June newsletter printing	Solopress	Z	1,314.81		1,314.81
79	06/06/2025			Parish Council Mai		Delivery newsletter June	Leaflet Team	Z	379.00		379.00
Subtotal for Code: Newsletter: design, printing and									£3,821.73	£425.58	£4,247.31

**Code Number 61 Civic events**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
81	06/06/2025			Parish Council Mai		Hickorys refreshments VE80	Hickory's (ROS) Limited	Z	250.00		250.00
Subtotal for Code: Civic events									£250.00		£250.00
Subtotal for Cost Centre: Community & Engagement Con									4,071.73	425.58	4,497.31

**Cost Centre Environment & Recreation Committee**

**Code Number 28 Ground Maintenance- supplier**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
75	06/06/2025			Parish Council Mai		grounds maintenance May 2025	Green Living Horticultural ltd	S	1,315.42	263.08	1,578.50
Subtotal for Code: Ground Maintenance- supplier									£1,315.42	£263.08	£1,578.50

**Code Number 29 Vine Tree Play area - maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
76	06/06/2025			Parish Council Mai		Replacement sign Vine Tree	Solopress	S	30.11	6.02	36.13
77	06/06/2025			Parish Council Mai		Replacement sign Vine Tree	Solopress	S	30.11	6.02	36.13
Subtotal for Code: Vine Tree Play area - maintenar									£60.22	£12.04	£72.26
Subtotal for Cost Centre: Environment & Recreation Com									1,375.64	275.12	1,650.76

**Cost Centre Finance & Strategy Committee**

**Code Number 9 Audit Fees**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
82	06/06/2025			Parish Council Mai		Internal audit for year ending 31/03/202	JDH Business Services	S	615.00	123.00	738.00
Subtotal for Code: Audit Fees									£615.00	£123.00	£738.00

**Code Number 10 Insurance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
80	06/06/2025			Parish Council Mai		Additional premium for fidelity insurance	Gallagher	S	51.51	10.30	61.81
Subtotal for Code: Insurance									£51.51	£10.30	£61.81

**Code Number 14 Website subscription**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
38	01/06/2025			Parish Council Mai		website hosting @shavingtononline.co.1	FearNaught	S	175.00	35.00	210.00
Subtotal for Code: Website subscription									£175.00	£35.00	£210.00

**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-06-2025 and 30-06-2025)**

3 June 2025 (2025-2026)

Subtotal for Cost Centre: Finance & Strategy Committee                      841.51                      168.30                      1,009.81

**Cost Centre    Staffing Committee**

**Code Number            2 Payroll Service**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
70	06/06/2025			Parish Council Mai		Accountants work	Beardmore Accountants	S	52.50	10.50	63.00
Subtotal for Code: Payroll Service									<u>£52.50</u>	<u>£10.50</u>	<u>£63.00</u>

**Code Number            7 Staff Training**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
83	06/06/2025			Parish Council Mai		New Clerks series webinar	SLCC	S	30.00	6.00	36.00
84	06/06/2025			Parish Council Mai		Operation London Bridge Training	SLCC	S	35.00	7.00	42.00
Subtotal for Code: Staff Training									<u>£65.00</u>	<u>£13.00</u>	<u>£78.00</u>
Subtotal for Cost Centre: Staffing Committee									<u>117.50</u>	<u>23.50</u>	<u>141.00</u>

**Cost Centre    Village Hall Committee**

**Code Number            34 Cleaning Service**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
74	06/06/2025			Parish Council Mai		Cleaning Village Hall	MM Domestic Cleaning (Crewe)LTD	Z	575.00		575.00
Subtotal for Code: Cleaning Service									<u>£575.00</u>		<u>£575.00</u>

**Code Number            36 Electricity supply**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
72	02/06/2025			Parish Council Mai		Electric at Village Hall	Scottish Power	L	120.00	6.00	126.00
Subtotal for Code: Electricity supply									<u>£120.00</u>	<u>£6.00</u>	<u>£126.00</u>

**Code Number            42 Waste collection**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
71	02/06/2025			Parish Council Mai		VH waste service	ASH Waste Services	S	127.10	25.42	152.52
Subtotal for Code: Waste collection									<u>£127.10</u>	<u>£25.42</u>	<u>£152.52</u>

**Code Number            47 General Maintenance & Improvement**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
73	03/06/2025			Parish Council Mai		replacement lock village hall	Amazon	S	18.16	3.63	21.79
Subtotal for Code: General Maintenance & Improv									<u>£18.16</u>	<u>£3.63</u>	<u>£21.79</u>
Subtotal for Cost Centre: Village Hall Committee									<u>840.26</u>	<u>35.05</u>	<u>875.31</u>

**TOTALS . . . . .                      £7,246.64                      £927.55                      £8,174.19**

# 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

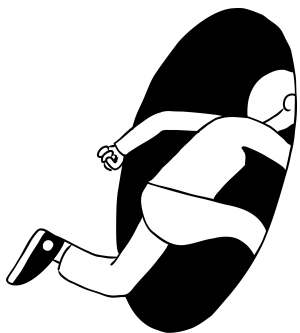
FearNaught Studio Ltd  
 Unit C, The Smithery, The Historic Dockyard  
 Chatham, Kent  
 ME4 4TZ

[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

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 # **4393932**  
Invoice Date **03/06/2025**  
Ref / PO # **7572543**

## 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

Unit 19b Albion Mill  
Havannah Street  
Congleton  
Cheshire  
CW12 2AQ

**Job No.** 4756993  
**Job Name** Stapled Brochures A5  
**Job Description** 1x 3500 A5 (210 x 148 mm) Stapled Brochures A5 Material: 130gsm Silk  
Orientation = **Portrait**  
Number of Pages (Including Cover) = **48pp**  
Inside Paper Stock = **130gsm Silk**  
Cover Paper Stock = **Self-Cover (130gsm Silk)**  
Cover = **Self Cover**  
Cover Lamination = **Not available on the chosen cover paper stock**  
Foiling or Spot UV = **Not available without Cover Lamination**  
Would you like your order to be FSC<sup>®</sup> certified? = **No**

Delivery Date: 04/06/2025

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 £1314.81

Total Net £1314.81

Total VAT @ 0% £0.00

**Total Amount £1314.81**

# theleafletteam

targeted distribution

07876 688 521 info@theleafletteam.co.uk

The Leaflet Team  
07876688521  
Albion Mill  
Havannah Street  
Congleton  
CW12 2AQ

Billed To  
Simona Garnero  
Shavington-cum-Gresty Parish  
Council  
Shavington Village Hall  
Main Rd, Shavington  
Crewe  
CW2 5DP

Date of Issue  
14.05.2025

Due Date  
14.05.2025

Invoice Number  
TKD01722

Amount Due (GBP)  
**£379.00**

Description	Rate	Qty	Line Total
Leaflet Distribution	£379.00 +VAT Rate 1	1	£379.00

Subtotal 379.00

VAT Rate 1 (0%) 0.00  
#252 3734 16

Total 379.00

Amount Paid 0.00

Amount Due (GBP) £379.00

## Terms

Thank you for your business. All payment is required in full prior to commencement of printing and/or distribution.

Barclays  
Sort Code: 20-53-77  
Account: 43720101



**INVOICE:**

**Community Manager**

**Shavington-cum-Gresty Parish Council**

**FAO: Sara Randle**

## **INVOICE**

**Invoice No**            **GG002**  
**Invoice Date**        **9<sup>th</sup> May 2025**

**D-Day Drinks Event 2025**

*Hickory's Smokehouse, 332 Crewe Rd, Shavington, Crewe CW2 5AF*

**Total amount: £250.00**

Net	<b>£250.00</b>
VAT	INCLUSIVE
Gross	<hr/> <b>£250.00</b>

**Bank Details:**

**Name** Hickory's (ROS) Limited  
**Bank** Lloyds Bank, 8 Foregate St, Chester, CH1 1XP  
**A/C** 28104460  
**S/C** 30-80-12  
**IBAN** GB22LOYD30801228104460



# TAX INVOICE

Shavington cum Gresty Parish Council

**Invoice Date**  
30 May 2025

**Invoice Number**  
INV-0166

**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 May 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 Jun 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-0166

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

**Due Date** 30 Jun 2025

**Amount Enclosed**

Enter the amount you are paying above

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 # **4372685**  
Invoice Date **19/05/2025**  
Ref / PO # **7548414**

## 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  
CW2 5AN

**Job No.** 4739332  
**Job Name** Signage Boards  
**Job Description** 1x 2 A3 (420 x 297 mm) Signage Boards Material: DiBond  
Options = **DiBond Boards**  
Custom shape = **No thank you**  
Versions (Number of different designs) = **1**  
Design Option = **I'll upload my own design**  
Thickness = **4 mm**  
Finishing Options = **None**

Delivery Date: 22/05/2025

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 £30.11

Total Net £30.11

Total VAT @ 20% £6.02

**Total Amount £36.13**

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 # **4372684**  
Invoice Date **19/05/2025**  
Ref / PO # **7548414**

## 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  
CW2 5AN

**Job No.** 4739331  
**Job Name** Signage Boards  
**Job Description** 1x 2 A3 (420 x 297 mm) Signage Boards Material: DiBond  
Options = **DiBond Boards**  
Custom shape = **No thank you**  
Versions (Number of different designs) = **1**  
Design Option = **I'll upload my own design**  
Thickness = **4 mm**  
Finishing Options = **None**

Delivery Date: 22/05/2025

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 £30.11

Total Net £30.11

Total VAT @ 20% £6.02

**Total Amount £36.13**

# JDH Business Services Ltd

Carreg Lwyd, Cefn Bychan Road  
Pantymwyn, Flintshire, CH7 5EW  
(07950)985117  
email: John@jdhbs.co.uk

Invoice No.

5181

## INVOICE

### Customer

Name Shavington Parish Council  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date 07/05/2025  
Ref No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QTY	Service Description	Rate	TOTAL
	Internal audit for year ended 31/03/25		£615.00

### Payment Details

- BACS
- Cheque
- Cash

JDH Business Services Ltd  
sort code: 54-10-10  
Acc No: 72615354

SubTotal	£615.00
VAT	£123.00
<b>TOTAL</b>	<b>£738.00</b>

Office Use Only

VAT Registration Number: 771 7444 12

Payment is required within 30 days

Good afternoon Holly,

Thank you for your email.

To increase the fidelity guarantee from £200,000 to £300,000 would be an additional premium from now until the renewal on the 1<sup>st</sup> October 2025 of £ 61.81 inclusive insurance premium tax.

Could you please confirm if you are happy to proceed with this change?

Kind regards,  
Rob

**Robert Carter**

Team Leader – Community (part of PSE)



Insurance | Risk Management | Consulting

M 07458 126587

[robert\\_carter@ajg.com](mailto:robert_carter@ajg.com)

**Gallagher**

Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY

[www.ajg.com](http://www.ajg.com)

# 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

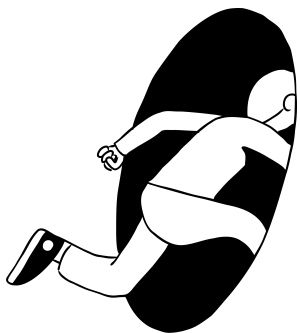
FearNaught Studio Ltd  
 Unit C, The Smithery, The Historic Dockyard  
 Chatham, Kent  
 ME4 4TZ

[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

**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 Garnero  
Shavington Parish Council

**INVOICE NO.** 4705  
**DATE** 31/05/2025  
**DUE DATE** 15/06/2025  
**TERMS** Net 15

DATE	ACTIVITY	DESCRIPTION	AMOUNT
31/05/2025	<b>Payroll</b>	Provision of payroll service for May 2025 including FPS submission.	52.50

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

SUBTOTAL	52.50
VAT TOTAL	10.50
TOTAL	63.00
<b>BALANCE DUE</b>	<b>£63.00</b>

## VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	10.50	52.50

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	BK221650-1
Invoice Date	03/06/2025
Reference	

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

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	New Clerk Series 3 of 4 (2nd September 2025) - Holly Marshall - Event Fee	£30.00	£30.00	20.00	£6.00

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	£30.00
Total Tax Amount	£6.00
Invoice Total	£36.00

Payment Due: 03/07/2025

REMITTANCE

Detach and return with payment

Invoice Number:	BK221650-1
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: BK221650-1

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	BK221649-1
Invoice Date	03/06/2025
Reference	

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

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Operation London Bridge (7th August 2025) - Holly Marshall - Event Fee	£35.00	£35.00	20.00	£7.00

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	£35.00
Total Tax Amount	£7.00
Invoice Total	£42.00

Payment Due: 03/07/2025

**REMITTANCE**

Detach and return with payment

Invoice Number:	BK221649-1
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: BK221649-1

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	2948
Invoice Date	28/05/2025
Order No	
Account Ref	142SH

Quantity	Description	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00	Cleaning services in May 2025	0.00	0.00	0.00	0.00	0.00
2.00	w/c 28.04.2025	23.00	0.00	46.00	0.00	0.00
4.00	w/c05.05.2025	23.00	0.00	92.00	0.00	0.00
2.00	11.05.2025 Sunday cleaning	34.50	0.00	69.00	0.00	0.00
6.00	w/c12.05.2025	23.00	0.00	138.00	0.00	0.00
6.00	w/c19.05.2025	23.00	0.00	138.00	0.00	0.00
4.00	w/c26.05.2025	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	£	575.00
Carriage Net	£	0.00
Total Tax Amount	£	0.00
Invoice Total	£	575.00

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	£	575.00
Total Tax Amount	£	0.00
Invoice Total	£	575.00

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



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 1881402**  
**Date 01/06/2025**  
**Account 9456**  
**Order No**

**Vat Reg No. 879897321**

**Company Reg No. 06097593**

Date	Order No	Description	Lifts	Value	VAT
01/06/2025		Rental - DUTY OF CARE		£6.00	1
01/06/2025		Rental - 1100 LITRE GENERAL WASTE		£7.50	1
01/06/2025		1100 LITRE GENERAL WASTE Collection Day: Thursday	2	£58.80	1
01/06/2025		Rental - 1100 LITRE MIXED RECYCLE		£6.00	1
01/06/2025		1100 LITRE MIXED RECYCLE Collection Day: Wednesday	2	£48.80	1

**#Name?**

VC	Rate	Goods	VAT
1	20.00%	£127.10	£25.42

<b>Goods</b>	£127.10
<b>Vat</b>	£25.42
<b>Total</b>	£152.52

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.**



Details for Order #204-4071968-7605152

Order Placed: 3 June 2025  
Amazon.co.uk order number: 204-4071968-7605152  
Order Total: £21.79

Not Yet Dispatched	
<b>Items Ordered</b>	<b>Price</b>
1 Of: <i>Squire Heavy Duty Padlock (CP50/2.5) - Toughest Extra Long Shackle - 4 Wheel Combination Padlock - Alloy Steel for Corrosion Resistance - Weatherproof Lock for Home, School &amp; Shed (Blue, 50 mm)</i> Sold by: Amazon.co.uk Condition: New	£21.79
<b>Shipping Address:</b> Simona Garnero Amazon Counter - Co-op Shavington - Rope Lane Rope Lane Shavington Crewe, CW2 5DT United Kingdom	
<b>Shipping Speed:</b> Premium Delivery	

Payment information	
<b>Payment Method:</b> Visa/Delta/Electron   Last digits: 8557	Item(s) Subtotal: £18.16 Postage & Packing: £0.00 -----
<b>Invoice Address:</b> Shavington-cum-Gresty Parish Council Shavington Hall, Main Rd, Shavington Crewe, CW2 5DP United Kingdom	Total Before VAT: £18.16 VAT: £3.63 ----- Total: £21.79 ----- <b>Grand Total: £21.79</b>

To view the status of your order, return to [Order Summary](#) .

**Please note:**this is not a VAT invoice.

**INTERNAL AUDIT REPORT**  
**SHAVINGTON-CUM-GRESTY PARISH COUNCIL**  
**2024/25**

The internal audit was carried out by undertaking the following tests in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

**Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective. The recommendations included in the action plan should be implemented promptly.

**JDH Business Services Limited**

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2024/25**

**ACTION PLAN**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
<b>2024/25 internal audit</b>			
1	<p>The council did not review, update and approve a risk assessment during the financial year. Financial Regulations require the following:</p> <p><i>'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.'</i></p>	<p><i>The risk assessment should be reviewed, updated and approved by council each financial year.</i></p>	
2	<p>The council has disclosed that fidelity cover is currently £200,000. Fidelity insurance should aim to cover the maximum projected cash and bank balances which is estimated as the year end cash and bank and short term investments balances of £154,087 plus the next precept instalment of £122,612 which is an estimated maximum projected balance of £276,699. Therefore, projected maximum balances exceed current fidelity insurance cover. Financial Regulations require the following:</p>	<p><i>As part of risk assessment procedures, the council should annually estimate maximum projected cash and bank and short term investment balances as part of annual risk assessment and set the level of fidelity insurance accordingly as required by the Financial Regulations.</i></p> <p><i>The council need to review the current level of fidelity insurance as it does not cover maximum projected cash and bank balances.</i></p>	

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2024/25**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	<p><i>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.</i></p>		
3	<p>The payments in excess of £500 and the following information is not clearly published on the council website as required by the Local Authority Transparency Code 2015:</p> <p><i>PUBLICATION 32. Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:</i></p> <ul style="list-style-type: none"> <li>• <i>reference number</i></li> <li>• <i>title of agreement</i></li> <li>• <i>LA department responsible</i></li> <li>• <i>description of the goods and/or services being provided</i></li> <li>• <i>supplier name and details</i></li> <li>• <i>sum to be paid over the length of the contract or the estimated annual spending or budget for the contract</i></li> <li>• <i>Value Added Tax that cannot be recovered</i></li> <li>• <i>start, end and review dates</i></li> </ul>	<p><i>The council should ensure the website is maintained up to date and that it complies fully with the publication requirements of the Local Authority Transparency Code 2015.</i></p>	

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2024/25**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	<ul style="list-style-type: none"> <li>• <i>whether or not the contract was the result of an invitation to quote or a published invitation to tender, and</i></li> <li>• <i>whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number</i></li> </ul>		
4	We could not identify sales invoices on the SCRIBE system from December 2024 onwards.	<i>Sequential sales invoices should be produced for all hire sales.</i>	
<b>2023/24 internal audit</b>			
1	<p>Review of the draft year end accounts identified that although year end procedures had been applied to produce income and expenditure accounts for 2023/24 and to restate 2022/23 on the same basis, some accrual items had not been identified correctly for 2023/24 and receipts in advance had not been included in the 2022/23 restatement.</p> <p>This was rectified by the clerk for the final SCIBE ledger accounts and the final AGAR.</p>	<i>Year end procedures should ensure all accruals and receipts in advance are correctly identified.</i>	<b>Implemented</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2024/25**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
<b>2022/23 internal audit</b>			
1	Annual pay rises are notified to the payroll agent via an email from officers.	<i>The Chair should either email the annual officer pay rise information to the payroll agent, or a scanned letter from the Chair should be sent to the agent confirming the annual officer pay rises.</i>	<b>Implemented</b>
2	There is no current expenses policy in place covering officers and members	<i>The council should consider adopting an expenses policy that covers both officers and members.</i>	<b>Implement as staff expenses are included in the staff handbook and councillors expenses are covered in the Allowances and Expenses Policy.</b>
3	Feedback to our internal audit governance questionnaire regarding Public Contract Regulations indicated no officers had received training in the requirements.	<i>The council need to ensure staff involved in procurement are aware of the requirements of the Public Contracts Regulations 2015 regarding publishing information about contract opportunities and awards, over certain value thresholds, on the Contracts Finder website. In addition, officers need to be aware that the Public Contracts (Amendment) Regulations 2022 came into force on 21 Dec 2022 (refer to Action Note PPN 01/23 Procurement Policy Note – update to legal and policy requirements to publish procurement</i>	<b>Implemented</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2024/25**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
		<i>information on Contracts Finder).</i>	
<b>2021/22 internal audit</b>			
1	We were informed that the cleaning contract has been extended by reference to section 11.1 a iv of the Financial Regulations to exempt the contract from the standard procurement requirements of the Financial Regulations for contracts in excess of £3000 where three quotations are required.	<i>The council should note that all contracts in excess of £3000 should be periodically subject to the market testing requirements of the Financial Regulations.</i>	<b>Implemented – market testing exercise carried out in 2022/23</b>
2	<p>The village hall prices are not published on the council website and there is no section on the website noting that there is a village hall for hire.</p> <p>Sample testing of income identified that the hire time, date, unit hire price and number of hires are frequently not included in the hire invoice so there is lack of audit trail from the booking schedules to the customer invoice. In addition, the lack of this information in a customer invoice makes it difficult for a customer with a number of hires to identify which hires they are paying for.</p>	<p><i>The village hall hire prices approved by council should be clearly published on the council website.</i></p> <p><i>Hire invoices should always include the hire time, date, unit hire price and number of hires so the customer is provided with the necessary information about their hire and there is a full audit trail from bookings to invoices issued</i></p>	<b>Implemented</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2024/25**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
3	<p>The risk assessment does not address the risks of supplier fraud via appropriately robust policies and procedures. Examples of prevention actions include:</p> <ul style="list-style-type: none"> <li>- training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.</li> <li>- establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change</li> <li>- periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</li> <li>- checking address and financial health details</li> </ul>	<p><i>The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.</i></p>	<p><b>Implemented</b></p>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2024/25**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	<p>with Companies House</p> <ul style="list-style-type: none"> <li>- checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account</li> </ul>		
<b>2020/21 internal audit</b>			
1	The 2019/20 accounts comparatives in the 2020/21 AGAR are incorrect. £21,217 has been disclosed as staff costs instead of £20,217. In addition, a number of rounding changes have been made.	<i>The 2019/20 accounts which were certified by the external auditor must be disclosed accurately in the 2020/21 AGAR.</i>	<b>Implemented</b>
2	The cash book was balanced to the incorrect bank statement date in the year end bank reconciliation. The statement balance as at March 29 <sup>th</sup> 2021 was used which resulted in a number of cheques being disclosed as ‘unpresented’ in the bank reconciliation when in fact they had cleared the bank account by March 31 <sup>st</sup> , 2021.	<i>The year end bank statement balance must be used in the year end bank reconciliation.</i>	<b>Implemented</b>
3	The council did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as amended by SI 2020/404 the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 as it failed to make proper provision for the exercise of	<i>The council must comply with the requirements of the Accounts and Audit Regulations 2015 with respect to the notice for the exercise of public rights.</i>	<b>Implemented</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2024/25**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	public rights for the 2019/20 accounts. The public notice inspection period covered a 29 working day period instead of 30 days as no account was taken of the fact that August 31 <sup>st</sup> 2020 was a bank holiday.		
4	The VAT return produced by the SCRIBE system contains no supplier VAT registration numbers. No VAT reclaims were received in the year.	<i>VAT must be reclaimed on a timely basis.  The VAT return needs to be populated with all supplier VAT registration numbers before submission to HMRC.</i>	<b>Implemented</b>
5	Two laptops were purchased during the year but had not been added to the fixed asset register.	<i>The council must ensure that all capital additions during the year are identified and recorded in the fixed assets register.</i>	<b>No issues identified in 2021/22 fixed asset testing.</b>



## **Report Statement**

**Meeting:** Parish Council

### **Report Purpose:**

To present quotes for alternative internal auditors

**Version Control:** v1

**Author:** Holly Marshall

### **1. Report Summary**

At the May meeting it was requested that the Clerk brought quotes for alternative internal auditors for 25/26.

### **2. Background**

It was recommended by the interim Clerk that alternative internal auditors were considered for 25/26 due to long term use of JDHBS.

### **3. Position**

The Clerk has provided the following quotes (attached)

### **4. Equality Impact**

N/A

### **5. Sustainability Impact**

N/A

### **6. Community Impact**

N/A

### **7. Governance**

Clear and robust financial management is key to the councils management.

### **8. Financial Impact**

N/A

### **9. Resource Impact**

N/A

### **10. Consultation/Engagement**

N/A

Shavington-cum-Gresty, *Shavington-cum-Gresty*



**SHAVINGTON**  
CUM  
**GRESTY**

**11. Wards Affected**

All

**12. Conclusions**

All recommendations are in hand

**13. Consideration Sought**

That the Parish Council note the report and actions taken/ to be taken.

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	82,613	103,896	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	179,592	232,254	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	39,481	50,306	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	71,750	74,373	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	126,040	165,265	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	103,896	146,818	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	106,451	154,087	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	792,282	793,131	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED



Date

07/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

07/05/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



**Shavington-cum-Gresty Parish Council**  
Annual Return

**Accounts for Year from 01/04/2024 to 31/03/2025**

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

<b>Box No.</b>	<b>Description</b>	<b>Last Year £</b>	<b>This Year £</b>
1	Balances brought fwd	82,613.38	103,896.18
2	Annual precept	179,592.00	232,254.00
3	Total other receipts	39,480.68	50,306.45
4	Staff Costs	71,749.72	74,373.47
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	126,040.16	165,264.77
7	Balances carried forward	103,896.18	146,818.39
8	Total Cash and Short Term Investments	106,451.31	154,086.61
9	Total Fixed Assets and Long Term Investments	792,281.83	793,130.83
10	Total Borrowings	0.00	0.00

Sabrina Doherty PSLCC  
SD Audit and Consultancy  
6 Rosette Court  
Oakwood  
Derby

Holly Marshall  
Clerk to Shavington-cum-Gresty Parish Council  
Main Road  
Shavington  
Crewe  
CW2 5DP

19 May 2025

Dear Holly

### **QUOTE FOR INTERNAL AUDIT FOR THE FINANCIAL YEAR 2025-26**

Thank you for inviting me to quote for the role of internal auditor for Shavington-cum-Gresty Parish Council.

The purpose of this letter is to confirm the basis on which I will act for the authority. I confirm that, as far as I am aware, I am totally independent of anyone employed by, or contracted to, the Council, or holding office as a Councillor of the authority.

I have been working in Local Government for 26 years and the last 6 years have been employed in the positions of Parish and Town Clerk and RFO, and acted as a locum, for other authorities ranging from below £25,000 to over £1,000,000 turnover. I am CiLCA qualified and carry professional indemnity insurance to £500,000.

### **SCOPE OF WORK**

The work that I will carry out will be in accordance with the relevant tests and examinations as set out in the Smaller Authorities Proper Practices Panel Practitioners' Guide March 2025.

The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this will adopt a predominantly systems-based approach.

The Council's internal control system comprises the whole network of systems established within the Council to provide reasonable assurance that the Council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulations
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete and sign the relevant Annual Internal Audit report section within the Annual Governance and Accountability Return (AGAR).
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations, and determine whether the council is in compliance
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

I will conduct the audit remotely and you will be provided with a programme of work and requests for documentation/information as appropriate.

As part of my appraisal I provide a detailed report which can be used to develop an action plan where recommendations for improvement have been identified.

## **FEES**

I will carry out the year-end review for the sum of £400.

Should attendance be required at a meeting of the Council or a relevant Committee to discuss recommendations then this will be charged at £35 per hour plus travel at 45p per mile. Similarly, should the Council wish to carry out an in depth review on a particular area in addition to the year-end review, this is my hourly fee for the work.

I am now offering the opportunity to lock in for a 3 year contract which gives the Council peace of mind on audit fees. The fee will be increased by the end of year RPI increase year on year or 3%, whichever is the lower.

## **NEXT STEPS**

Should the Council select me as the internal audit provider I shall forward a letter of engagement setting out the terms of my services. You will need to sign it and return by email in order to proceed. I will then commence the planning process and issue you with the programme of audit and we can agree a suitable date for commencement.

I trust that this is all in order and look forward to hearing from you soon.

Kind regards



Sabrina Doherty, PSLCC

I have looked at the 24-25 AGAR form you have sent through, alongside the current internal auditors report.

My risk assessment is medium risk therefore quote will be £250-£300 inclusive.

The issues which make this medium risk are that there is a new clerk and big variances on expenditure/income year on year. There was a large jump in the precept from 23-24 to 24-25. Why? What purpose?

If appointed I would be available all year for year consultation / advice and also at year end etc

Regards Shaun Clough



## **Report Statement**

**Meeting:** Parish Council

### **Report Purpose:**

To present the quotes for alternative internal auditors

**Version Control:** v1

**Author:** Holly Marshall

### **1. Report Summary**

The Clerk was asked to get quotes for alternative internal auditors for our 25/26 audit. Two auditors have given us quotes as attached. Our current auditor is also available to continue.

### **2. Background**

Quotes for auditors are as follows:

1. Sabrina Doherty £400
2. Shaun Clough £250-300
3. JDHBS (current auditor) £650-£700

### **3. Position**

The Clerk has presented the quotes as requested by the Council to ensure value for money and continued good governance.

### **4. Equality Impact**

N/A

### **5. Sustainability Impact**

N/A

### **6. Community Impact**

N/A

### **7. Governance**

Clear and robust financial management is key to the councils management.

### **8. Financial Impact**

Quotes are from £250-700.

### **9. Resource Impact**

N/A



## **10. Consultation/Engagement**

N/A

## **11. Wards Affected**

All

## **12. Conclusions**

It is recommended that Sabrina Doherty is appointed for 25/26 internal audit due to recommendation and price. She is a very experienced auditor and represents value for money.

## **13. Consideration Sought**

That the Parish Council consider appointment of the following internal auditors:

- a. Appoint Sabrina Doherty
- b. Appoint Shaun Clough
- c. Appoint JDHBS (Current auditor)



## Report Statement

Meeting: Parish Council

Report Purpose: To provide Councillors with more information on Parish Online training available

Version Control: v1

Author: Holly Marshall

### 1. Report Summary

To provide Councillors with more information on Parish Online training available.

### 2. Background

At the May meeting Councillors questioned whether we were making the most of our subscription to Parish Online. The Clerk was asked to explore some training options for Councillors to enable them to utilise the subscription thoroughly.

### 3. Position

The Clerk has been in touch with Parish Online to explore the best way for Councillors to get a better understanding of the system. Councillors can find out the basics of how to use the system through the following link: [Getting Started with Parish Online Mapping](#).

If Councillors would like more bespoke training after going through this then this can be further explored.

### 4. Equality Impact

N/A

### 5. Sustainability Impact

N/A

### 6. Community Impact

N/A

### 7. Governance

N/A

### 8. Financial Impact

No costs for this free training, more bespoke training may have additional fees.

### 9. Resource Impact



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N/A

**10. Consultation/Engagement**

N/A

**11. Wards Affected**

All

**12. Conclusions**

**13. Consideration Sought**

Councillors are asked to explore the training provided and request bespoke training to be considered if they feel it is necessary



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## Report Statement

Meeting: Parish Council

Report Purpose: To consider the timeline for filling the two casual vacancies that have arisen in Shavington-cum-Gresty Parish Council

Version Control: v1

Author: Holly Marshall

### 1. Report Summary

In May two Councillors resigned from their posts, Cllr Ferguson and Cllr McHugh. There are now two vacancies in the Parish. This report gives a timeline and actions required to fill those vacancies.

### 2. Background

The Parish has an obligation to give notice of the vacancies which have arisen and give residents the opportunity to call for an election. If no election is called then the Parish Council can co-opt Members.

### 3. Position

The Clerk has given notice to Cheshire East and agreed the dates of the Notice of Casual Vacancies as 13 June to 3 July. The notice will be uploaded to our website and advertising of the vacancy will be in our June Newsletter, due to be with households w/c 9 June.

If an election is called, then the date for the by-election must be set within 35 working days of receipt of the requests. This is the date the by-election must be announced by, not held.

Suggested timeline if election is called:

- Polling date announced w/c 21 July
- Election date w/c 8 September (must be at least 25 working days after announcement)

If no election is called, then Members can be co-opted into the Council.

Suggested timeline if no election is called:

- Notice of co-option displayed on website and interested parties invited to send an expression of interest to the Clerk, w/c 7 July (closing date w/c 21 July)
- Extraordinary Parish Council meeting called w/c 11 August to co-opt.



**4. Equality Impact**

N/A

**5. Sustainability Impact**

N/A

**6. Community Impact**

Residents should have the opportunity to call for an election and be aware of the vacancies in the Parish

**7. Governance**

Timeline partially dictated by legislation.

**8. Financial Impact**

An election would be at the expense of the Parish

**9. Resource Impact**

Clerk time to administer

**10. Consultation/Engagement**

N/A

**11. Wards Affected**

All

**12. Conclusions**

Two vacancies have arisen and need to be filled. The timeline suggested will aid us in filling those vacancies quickly.

**13. Consideration Sought**

Councillors are asked to note the timelines and consider agreeing to them.

Options:

- a. Agree to the proposed process and timeline
- b. Amend the timeline or process



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## APPLICATION TO FILL A CASUAL VACANCY FOR A COUNCILLOR

Approved by Shavington-cum-Gresty Parish Council on 15 March 2023

Reviewed on 4 June 2025

### To stand for election to become a parish councillor you must be:

- At least 18 years old on the day of your nomination, and
- A British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union<sup>1</sup>

### You must also meet at least one of the following four qualifications:

- You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards
- You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area
- You have lived in the parish area of within three miles of it during the whole of the 12 months before the day of your nomination and the day of election

### Disqualifications from standing

There are certain people who are disqualified from being elected to a parish or community council in England and Wales.

You cannot be a candidate if at the time of your nomination and on the day of the election, any of the following are true:-

- You are employed by the parish council or hold a paid office under the parish/community council (including joint boards or committees),
- You hold a politically restricted post.
- You are the subject of a bankruptcy restrictions order or interim order,
- You are the mayor for a combined authority area that the local authority is a part of.<sup>4</sup> The only exception to this is where the combined authority mayoral election and the election of councillors falls on the same day.<sup>5</sup> In that case, you may stand at both contests. However, if you are elected at both, a vacancy in the office of councillor will automatically arise.
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998
- You are subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003, and the ordinary period allowed for making an appeal or application in respect of the order or notification has passed.<sup>10</sup> A disqualification set under s.81A of the Local Government Act 1972 will only apply to a person who is subject to any relevant notification requirements or relevant order made on or after 28 June 2022. A person who is in the process of making an appeal or application in relation to the disqualification is not

<sup>1</sup> <https://www.gov.uk/government/publications/local-voting-rights-for-eu-citizens-living-in-the-uk/local-voting-rights-for-eu-citizens-living-in-the-uk>



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disqualified at any time before the end of the day on which the appeal or application is disposed of, abandoned or fails by reason of non-prosecution.<sup>11</sup>

- You have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office.<sup>12</sup> The effect of a disqualification order is that the person will be disqualified from standing for, being elected to, and holding any relevant elective office for five years.

A person may also be disqualified from election if they have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal (formerly the Adjudication Panel for England or Wales). If successful, you will be required to complete an entry in the council's register of members' interests. This involves putting your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc., on public record.

Full name	Title:  First name:  Other names:  Surname:
Address	Phone:  Email:
Will you be at least 18 years old on the date of the Meeting?	Yes / No
Are you a British Citizen, a Commonwealth citizen or a citizen of a European Union Country?	Yes/No
In order for your eligibility to be confirmed please tick all of the following that apply to you  For full detail on eligibility please refer to Cheshire East Council's electoral officer.	1. On the current electoral register for the Parish/Ward (on-going requirement; you are required to remain on the register throughout your term of office) <input type="checkbox"/>
	2. Have lived in the parish or within 3 miles of the parish boundary during the whole of the 12 months before the day of nomination & election <input type="checkbox"/>
	3. Main place of business during the last 12 months before the day of nomination & election is based in the parish <input type="checkbox"/>



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	4. Occupy as owner or tenant property within the parish for 12 months before the day of nomination & election	<input type="checkbox"/>
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You would be disqualified from being a councillor for the reasons stated on the front cover of this application. Please refer to that information before completing this application form.	I am not aware of any disqualification to my serving as a Councillor  Signed: .....
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<p>I confirm the above information is correct to the best of my knowledge.</p> <p>I also confirm that by signing I am confirming that Shavington cum Gresty Parish Council may process my personal data for the purposes of this application under the GDPR.</p> <p>Signed : .....</p> <p>Date: .....</p>
---

Please return completed form and any supporting information to:  
Parish Clerk Shavington cum Gresty Parish Council  
Shavington Village Hall  
Main Road  
Shavington

Or email to Simona Garnero [SimonaGarnero@shavingtononline.co.uk](mailto:SimonaGarnero@shavingtononline.co.uk)

**PRIVACY NOTICE FOR CO-OPTION**

**Data controller:** Shavington cum Gresty Parish Council

**1. Introduction**

Shavington cum Gresty Parish Council is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you.

Shavington cum Gresty Parish Council “The Council” collects, stores and processes personal data relating to its employees in order to manage the employment relationship. This privacy notice sets



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down how the Council collects and uses personal information about you during and after your working relationship with us.

This privacy notice applies to applicants, current and former councillors.

The Council is committed to protecting the privacy and security of your personal information. The Council is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

## 2. Data Protection Principles

The Council will comply with data protection law. This means that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have explained to you clearly and not used in any way that is incompatible with these purposes;
- Relevant to the purposes we have told you about and limited to those purposes only;
- Accurate and kept up to date;
- Kept only for such time as is necessary for the purposes we have told you about; and
- Kept securely.

## 3. What Information Does The Council Collect And Process?

The Council collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- date of birth;
- gender;
- details of your qualifications, skills and experience;
- details of your bank account,
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- copy of driving licence;
- training you have participated in;

We may also collect, store and use the following special categories of more sensitive personal information:

- information about medical or health conditions, including whether or not you have a disability for which the Council needs to make reasonable adjustments;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Council collects this information in a variety of ways. For example, data is collected through the application and recruitment process and during work-related activities.

Data is stored in a range of different places, including in your personnel file, in the Council's HR systems and in other IT systems (including the Council's email system).



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Shavington-cum-Gresty Parish Council  
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## 4. Why Does The Council Process Personal Data?

The Council needs to process data to ensure you meet the requirements for co-option with Shavington cum Gresty Parish Council

## 5. Situations In Which We Will Use Your Personal Information

Situations in which we will process your personal information are listed below:

In order to:

- make decisions about co-option;
- maintain accurate and up-to-date member records and contact details (including details of whom to contact in the event of an emergency),
- check you are legally entitled to be a councillor for Shavington cum Gresty Parish Council;
- keep records of training and development requirements;
- On appointment your contact details would be made available for the general public on our website and notice boards

## 6. If You fail to Provide Personal Information

If you do not provide certain information when requested, the Council may not be able to co-opt you as a councillor.

## 7. Change of Purpose

The Council will only use your personal information for the purpose for which it was collected unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will advise you of this and explain the legal basis which allows us to do so.

You should be aware that we may process your personal information without your knowledge or consent where this is required or permitted by law.

## 8. How We Use Sensitive Personal Information

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out legal obligations (for example for health and safety purposes).

Data used by the Council for these purposes is anonymised or is collected with the express consent of individuals, which can be withdrawn at any time. You are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

## 9. Information About Criminal Convictions

We do not envisage that we will hold information about criminal convictions.



## SHAVINGTON CUM GRESTY

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### 10. For How Long Do You Keep Data?

The Council will only hold your personal data for as long as is necessary to fulfil the purposes we collected it for, including any legal, accounting or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

The periods for which your data is held will be in accordance with applicable laws and regulations

### 11. Who Has Access to Data?

Your information will be shared internally only between relevant officers including the Parish Clerk and members of the Council.

The Council shares your data with third parties where required by law, where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so.

The Council will not transfer your data to countries outside the European Economic Area.

### 12. How Does the Council Protect Data?

The Council takes the security of your data seriously. The Council has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Details of these measures are available on request.

When the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### 13. Your Duty to Inform Us of Changes

It is important that the personal information we hold about you is accurate and current. Please be sure to keep us informed if your personal information changes during your time working with us.

### 14. Your Rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a “data subject access request”);
- require the Council to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Council is relying on its legitimate interests as the legal ground for processing; and
- ask the Council to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.



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If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact the Parish Clerk.

If you believe that the Council has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office.



Shavington-cum-Gresty Parish Council  
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**I acknowledge receipt of the Privacy Notice for co-option and confirm that I have read and understood it.**

Name .....

Signature .....

Date .....

# VACANCY FOR A COUNCILLOR

There are two vacancies for Councillors for the Shavington Village Ward of the Parish of Shavington-cum-Gresty, due to the resignations of Cllr Paul McHugh and Cllr Matt Ferguson

An election to fill the vacancy will be held if ten electors for the said electoral area give notice to the Returning Officer requesting such an election within 14 days (excluding Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday or a bank holiday) of the date of this Notice.

The address of the Returning Officer is:

The Returning Officer  
Cheshire East Council  
Elections Office, Macclesfield Town Hall  
c/o Delamere House  
Delamere Street  
Crewe  
CW1 2LL

If no such notice is given the Parish Council will fill the vacancy by co-option.

**Date:** 13 June 2025

**Signed** Holly Marshall

(Clerk)

**For further advice on procedure please call the Elections Office at Cheshire East Council  
01270 685922**



Hello Holly,

Please remove the plate to be engraved and send to us .

I will hold the cost as on the old invoice £181.00 + vat

£15.00 + vat Artwork/Proofs

£18.00 +vat delivery

Kind regards

Stuart

SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
RISK ASSESSMENT: REVIEW - 5 MAY 2021

	Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document
<b>Finance General</b>							
1	Financial Control	Failure to maintain proper financial control resulting in inability of Parish Council to set a legal budget.	L	* Internal financial management supported by Financial Regulations. * Quarterly review of bank situation. * Review quarterly to enable detection of fraud. * Annual spending plans formulated	Parish Council	Annually	Standing Orders and Financial Regulations
2	Village Hall Accounts	Receipts not in accordance with bookings made.	M	Councillors K Gibbs and Adams deal with hall bookings and make random visits to the hall to check if events are taking place, and then to verify with booking system.  Keys are only issued to regular users of the hall and cannot be copied. Requests for new keys are submitted to Councillor K Gibbs who arranges for a key to be provided. Ex-regular users are required to return their keys.	Clerk and Councillor K Gibbs	As required	Hire Agreement
2A		Bookings taking place for which there is no event booked on the system.	M		Clerk and Parish Councillors		
2B		Security of building	L				
3	Internal Audit Assurance	Not in accordance with Accountancy and Audit Regulations	L	The Internal Auditor is competent for the purposes of auditing and carries out the audit to ensure that the Parish Council complies with all appropriate internal controls; and reports as and when appropriate.		Annually	Accountancy & Audit Regulations 2011; and The Local Audit (Smaller Authorities) Regulations 2015
4	Assets	Loss, damage etc.	L	Periodic inspection of notice-boards, play area and allotments. Contractor employed for the purposes of inspection.	RFO/ Member inspection	Annually	
5	Contracts	Inadequate performance	M	Controlled through Service Level Agreement (Cheshire Constabulary-Parish Council); and other contracts through periodic reviews of performance.	SLA and Parish Council	Triennially for PCSOs Annually for other contracts	Financial Regulations
<b>Receipts</b>							
6	Precept (ie budget-setting)	Over/under calculation of precept	L	Annual budget-setting process. The Clerk presents budget-monitoring information to show the likely position at the start of the forward year.	Parish Council	Annually	
6A	Precept	Not paid by Cheshire East Council.	L	Timely presentation of request. CEC pays directly into Parish Council bank account. Clerk verifies receipt of precept.	RFO	Annually	
7	VAT re-claim	Not claimed within 4-year period (maximum back-period for which claims can be made)	L	Routinely claimed once a year as part of the end of year accounts process.	Diary	Annually	Financial Regulations

SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
RISK ASSESSMENT: REVIEW - 5 MAY 2021

	Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document
<b>Expenditure</b>							
8A	Clerk's salary	Incorrect salary rate paid	L	The Clerk was formerly paid by cheque at each meeting, but new system introduced in 2018-2019 and the Clerk is now paid on the 28th of each month by standing order.		Annually	
8B	Community Manager's salary	Incorrect salary rate paid	L	Paid by standing order on the 28th of each month.		Annually	
9	Payments	Unlawful expenditure/ improper payment by cheque	L	All requests for payment submitted to PC and Clerk advises on power to spend and funds available. Each cheque to be signed by three signatories, together with cheque counterfoil and invoice/other paperwork in support of expenditure Parish Council authorises new cheque signatories as and when required.		Annually	Financial Regulations and Budget Plan for appropriate year.
10	Parish Councillors expenses	Overpayment	L	Claim form and expenditure authorised by Parish Council.	Parish Council		Financial Regulations
11	Fraud	Misappropriation of funds by Clerk or Parish Councillors	L	All payments are effected by cheque, signed by three parish councillors and supported by invoices/claim forms. Blank cheques are not permitted to be signed. Fidelity guarantee value to cover total cost of precept and maximum likely balances.  All transactions are recorded in Parish Council minutes. During the pandemic, payments have been made by BACS as the Council does not hold physical meetings. The Scheme of Delegation was updated in July 2020 to allow routine payments to be made by the Clerk and reported to the Council at the next available meeting.	Parish Council	Annually	Financial Regulations and Insurance Policy
12	Reserves - General	Adequacy	L	Consider at budget-setting. Ensure minimum of 3-months' reserves to cover the period between the end of the financial year and receipt of precept from Borough Council in the event of a delay in payment.	RFO/ Opinion	Annually	
13	Reserves - "ring-fenced"	Adequacy	L	Consider at budget-setting and identify approximate costs for specific projects			
14	Invoices	Overpayment	L	Invoices submitted to PC for authorisation and signature by three parish councillors	RFO		Financial Regulations
15	Grants and support	Power to pay	L	All requests submitted to PC, and Clerk advises on power to spend and reserves availability.	Parish Council	Annually	Grants Policy

SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
RISK ASSESSMENT: REVIEW - 5 MAY 2021

	Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document
<b>Non-Financial</b>							
16	Meeting of Parish Council	Unlawful meeting	L	Summons, Notice, Agenda properly issued giving public notice at least 3 working days before meeting (statutory requirement). Ensure quorum is present before meeting commences.	Clerk		Public Bodies (Admission to Meetings) Act 1960 and Standing Orders
17	Business Continuity	Parish Council not able to continue its business owing to unexpected or tragic circumstances.	L	All files are kept at the Clerk's home. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of a meeting until the Clerk is available. In the event of prolonged absence, the Council would need to consider alternative arrangements. Although Cheshire Association of Local Councils is able to provide the services of interim Clerk this is a service which is only available to affiliated local councils.	Parish Council		
18	Health & Safety	Injury to members of the public. No specific risk identified. Notice-boards, wooden seats, allotments, village hall.	L	Adequate public liability insurance. Clerk authorised to arrange removal/repair where danger to public identified.	Clerk and Parish Council	Annually	Annual insurance review by Parish Council
19	Village Hall Health and Safety	Infection from Covid-19		The Parish Council employed a professional risk management company to undertake a Co. vid-19 risk assessment at the Village Hall			Risk management schedule
20	Clerk's Home Working	Injury etc. owing to inadequate set-up of working environment.	L	Clerk prepared a completed self-assessment of her home and this was submitted to the April 2016 meeting of the Parish Council.	Clerk	Annually	
21	Insurance	Adequacy	L	Reviewed at time of renewal.	Parish Council	Annually	
22	Loss of documents	Minute books, financial accounts	L	The Clerk holds the Minutes from January 2013. It is assumed that previous minutes have been lodged with the County Archivist. Electronic copies of documents are backed-up monthly by the Clerk, but signed Minutes represent an historic document and must be kept safe <i>in perpetuity</i> .	Parish Council		CIPFA Regulations
23	Village Hall	Fire Risk  Building		Has FRA been carried out?  General Risk Assessment?	Parish Council		Public Liability Insurance

SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
RISK ASSESSMENT: REVIEW - 5 MAY 2021

Notes
<p>Finance Committee considers budget proposals and makes recommendations to Council meeting in January each year.</p>

SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
RISK ASSESSMENT: REVIEW - 5 MAY 2021

Notes
Clerk's salary reviewed annually.
Level of cover should be the maximum amount held by the Parish Council at any one time which is usually the expected year-end balance plus three months' operating costs until the first precept payment is received.
First half of the precept is paid on 1 April each year. Second payment is 1 September.

SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
RISK ASSESSMENT: REVIEW - 5 MAY 2021

<b>Notes</b>
The Clerk routinely issues the agenda 5 working days before the meeting.
Under the GDPR the Parish Council has already agreed that it will be necessary for a laptop to be purchased for use by the Clerk. This would remain in the ownership of the Parish Council, but would be used by the Clerk until she is no longer employed by the Council.
That risk assessment is still valid at May 2021.
A new Clerk takes over in May 2021 and the Parish Council will deal with this matter as a separate issue after she commences employment.
Contract awarded to nationally recognised insurance provider for local councils.
Bank statements can be destroyed following completion of previous year's audit.
Members to advise.  Members to advise.

	Item	Risk Identified	High/ Medium/ Low
<b>Finance General</b>			
1	Financial Control	Failure to maintain proper financial control resulting in inability of Parish Council to set a legal budget.	L
2	Village Hall Accounts	Receipts not in accordance with bookings made.	M
2A		Bookings taking place for which there is no event booked on the system.	M
2B		Security of building	L
3	Internal Audit Assurance	Not in accordance with Accountancy and Audit Regulations	L
4	Assets	Loss, damage etc.	L
5	Contracts	Inadequate performance	M
<b>Receipts</b>			
6	Precept (ie budget-setting)	Over/under calculation of precept	L
6A	Precept	Not paid by Cheshire East Council.	L
7	VAT re-claim	Not claimed within 4-year period (maximum back-period for which claims can be made)	L
<b>Expenditure</b>			
8A	Clerk's salary	Incorrect salary rate paid	L
8B	Community Manager's salary	Incorrect salary rate paid	L

9	Payments	Unlawful expenditure/ improper payment by cheque	L
10	Parish Councillors expenses	Overpayment	L
11	Fraud	Misappropriation of funds by Clerk or Parish Councillors	L
12	Reserves - General	Adequacy	L
13	Reserves - "ring- fenced"	Adequacy	L
14	Invoices	Overpayment	L
15	Grants and support	Power to pay	L
<b>Non-Financial</b>			
16	Meeting of Parish Council	Unlawful meeting	L
17	Business Continuity	Parish Council not able to continue its business owing to unexpected or tragic circumstances.	L
18	Health & Safety	Injury to members of the public. No specific risk identified. Notice-boards, wooden seats, allotments, village hall.	L
19	Home Working	Injury etc. owing to inadequate set-up of working environment.	L
21	Insurance	Adequacy	L
22	Loss of documents	Minute books, financial accounts	L
23	Village Hall	Fire Risk  Building	

Management of Risk	Action	Internal Audit Frequency
<ul style="list-style-type: none"> <li>* Internal financial management supported by Financial Regulations.</li> <li>* Quarterly review of bank situation.</li> <li>* Review quarterly to enable detection of fraud.</li> <li>* Annual spending plans formulated</li> </ul>	Parish Council	Annually
<p>Bookings submitted to Clerk by booking officers on a monthly basis</p> <p>Councillors K Gibbs and McIntyre deal with hall bookings and make random visits to the hall to check if events are taking place, and then to verify with booking system.</p> <p>Keys are only issued to regular users of the hall and cannot be copied. Requests for new keys are submitted to Councillor K Gibbs who arranges for a key to be provided. Ex-regular users are required to return their keys.</p>	<p>Clerk and booking officers</p> <p>Clerk and Parish Councillors</p>	<p>Monthly</p> <p>As required</p> <p>Annually</p>
The Internal Auditor is competent for the purposes of auditing and carries out the audit to ensure that the Parish Council complies with all appropriate internal controls; and reports as and when appropriate.		Annually
Periodic inspection of notice-boards, play area and allotments. Contractor employed for the purposes of inspection of play areas	RFO/ Member inspection	Annually
Controlled through Service Level Agreement; and other contracts through periodic reviews of performance.	SLA and Parish Council	Annually
Annual budget-setting process. The Clerk presents budget-monitoring information to show the likely position at the start of the forward year.	Parish Council	Annually
Timely presentation of request. CEC pays directly into Parish Council bank account. Clerk verifies receipt of precept.	RFO	Annually
Routinely claimed at least once a year as part of the end of year accounts process.	Diary	Annually
The Clerk is paid on the 28th of each month by standing order, and payments are reviewed at the following Council meeting		Annually
Paid by standng order on the 28th of each month and payments are reviewed at the following Council meeting.		Annually

All requests for payment submitted to PC and Clerk advises on power to spend and funds available. Each payment is dual authorised through the bank account for payment and authorised by the full Council at monthly meetings.		Annually
Claim form and expenditure authorised by Parish Council.	Parish Council	
All payments are supported by invoices/claim forms. Fidelity guarantee value to cover total cost of precept and maximum likely balances.  All transactions are recorded in Parish Council minutes.	Parish Council	Annually
Consider at budget-setting. Ensure minimum of 3-months' reserves to cover the period between the end of the financial year and receipt of precept from Borough Council in the event of a delay in payment.	RFO/ Opinion	Annually
Consider at budget-setting and identify approximate costs for specific projects		
Invoices submitted to PC for authorisation by three parish councillors	RFO	
All requests submitted to PC, and Clerk advises on power to spend and reserves availability.	Parish Council	Annually
Summons, Notice, Agenda properly issued giving public notice at least 3 working days before meeting (statutory requirement). Ensure quorum is present before meeting commences.	Clerk	
All files are kept on Sharepoint. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of a meeting until the Clerk is available. In the event of prolonged absence, the Council would need to consider alternative arrangements.	Parish Council	
Adequate public liability insurance. Clerk authorised to arrange removal/repair where danger to public identified.	Clerk and Parish Council	Annually
DSE assessments to be completed for all home working staff	Clerk	Annually
Reviewed at time of renewal.	Parish Council	Annually
Electronic copies of documents are backed-up monthly by the Clerk, but signed Minutes represent an historic document and must be kept safe <i>in perpetuity</i> .	Parish Council	
Annual fire risk assessment to be carried out alongside regular checks as required. Annual Risk assessment carried out to ensure safety is adequate.	Parish Council	

Policy Document	Notes
Standing Orders and Financial Regulations	
Hire Agreement	
Accountancy & Audit Regulations 2011; and The Local Audit (Smaller Authorities) Regulations 2015	
Financial Regulations	
	Finance Committee considers budget proposals and makes recommendations to Council meeting each year.
Financial Regulations	
	Clerk's salary reviewed annually.

Financial Regulations and Budget Plan for appropriate year.	
Financial Regulations	
Financial Regulations and Insurance Policy	Level of cover should be the maximum amount held by the Parish Council at any one time which is usually the expected year-end balance plus three months' operating costs until the first precept payment is received. This is currently being rectified.
	First half of the precept is paid on 1 April each year. Second payment is 1 September.
Financial Regulations	
Grants Policy	
Public Bodies (Admission to Meetings) Act 1960 and Standing Orders	The Clerk routinely issues the agenda 5 working days before the meeting.
Annual insurance review by Parish Council	
	Contract awarded to nationally recognised insurance provider for local councils.
CIPFA Regulations	Bank statements can be destroyed following completion of previous year's audit.
Public Liability Insurance	

<b>Date of Risk Assessment:</b> <sup>1</sup>	19 May 2025
<b>Review Date:</b>	<b>May 2026</b> (unless change occurs, in which case review is required immediately)
<b>Completed By:</b>	Holly Marshall

**Premises Risk Assessment – Shavington-cum-Gresty Parish Council – Village Hall**

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
1. Slips, Trips and Falls	Medium	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> <li>• Sprains</li> <li>• Strains</li> </ul>	<ul style="list-style-type: none"> <li>• All equipment is well maintained and inspected regularly;</li> <li>• Appropriate footwear is worn at all times;</li> <li>• Housekeeping on the premises is maintained at a high standard at all times, both internally and externally;</li> <li>• Adequate lighting is provided internally and externally;</li> <li>• Any damaged flooring on the premises is reported immediately for repair and the area is cordoned off to avoid an accident;</li> <li>• Any trip hazards are removed or barriered off immediately.</li> <li>• Wet floor signs are used when cleaning is in progress.</li> </ul>	None	N/A	N/A	Low

<sup>1</sup> Approved ScG PC 04.06.2025

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
2. Falls from Height	Low	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Death</li> <li>• Fractures</li> <li>• Bruising</li> <li>• Cuts</li> </ul>	<ul style="list-style-type: none"> <li>• Only competent persons are allowed to use ladders;</li> <li>• Ladders and steps are stored appropriately to prevent unauthorised use;</li> <li>• All ladders and steps inspected prior to use for any defects.</li> </ul>	None	N/A	N/A	Low
3. Manual Handling	Low	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Muscular strains or sprains</li> <li>• Back injuries</li> <li>• Trapped Nerves</li> </ul>	<ul style="list-style-type: none"> <li>• Loads are only lifted where persons feel they are within their capabilities;</li> <li>• Manual handling best practice is followed at all times;</li> <li>• Team Lifting is encouraged where possible;</li> <li>• Trolleys are provided to help with lifting heavy items.</li> </ul>	None	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
4. Electricity	Low	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>Volunteers</li> <li>Members</li> <li>Hirers</li> <li>Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Burns</li> <li>Electrocution</li> </ul>	<ul style="list-style-type: none"> <li>Fixed electrical testing is completed;</li> <li>All electrical equipment is kept in good repair;</li> <li>All persons visually inspect electrical equipment for damage before use;</li> <li>Electrical appliances are used and maintained in accordance with manufacturer's guidance.</li> <li>Instruction for the safe use of the mixing desk are available to hirers.</li> </ul>	<p><i>Fixed electrical distribution boards should be inspected at 5 year intervals by an NICEIC registered contractor.</i></p> <p><i>PAT testing should be completed annually.</i></p>	Committee		Low
5. Hazardous Substances	Low	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>Volunteers</li> <li>Members</li> <li>Hirers</li> <li>Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Burns</li> <li>Respiratory Problems</li> <li>Loss of vision</li> </ul>	<ul style="list-style-type: none"> <li>All chemicals are stored in suitable containers correctly labeled;</li> <li>Correct Personal Protective Equipment (PPE) used;</li> <li>All hazardous chemicals are kept locked away to prevent unauthorised use.</li> </ul>	None	N/A	N/A	Low

Commented [HM1]: Suggest removal - not sure if we still have the mixing desk?

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
6. Falling Objects	Low	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Bruising</li> </ul>	<ul style="list-style-type: none"> <li>• All items are stored in a suitable location;</li> <li>• Any damage to storage areas is reported immediately;</li> <li>• No work will be carried out over areas where people may walk under.</li> </ul>	None	N/A	N/A	Low
7. Knives	Medium	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Cuts</li> <li>• Lacerations</li> <li>• Blood loss</li> <li>• Amputation</li> </ul>	<ul style="list-style-type: none"> <li>• Only competent persons use knives;</li> <li>• Children are not permitted to enter the kitchen</li> <li>• Knives are always kept sharp;</li> <li>• The correct knife is used for the job.</li> <li>• Hirers are responsible for the safe use of all knives as detailed in the hire agreement</li> </ul>	Update hiring agreement to include these statements	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
8. Food Hygiene	Low	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>Volunteers</li> <li>Members</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Sickness</li> </ul>	<ul style="list-style-type: none"> <li>A comprehensive cleaning schedule is in place;</li> <li>Highest standards of hygiene are adhered to, preventing cross-contamination;</li> <li>Hands are cleaned regularly.</li> <li>Hirers are responsible for the correct handling of food as outlined in the hire agreement.</li> </ul>	None	N/A	N/A	Low
9. Using the Kitchen Equipment	Medium	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>Volunteers</li> <li>Members</li> <li>Hirers</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Burns</li> <li>Scalding</li> </ul>	<ul style="list-style-type: none"> <li>Only low risk equipment is available;</li> <li>The appliances are used and maintained in accordance with the manufacturer's guidance;</li> <li>Pre-use visual inspections of the appliances are conducted;</li> <li>Suitable fire extinguishing media is located in the vicinity.</li> <li>Children are not permitted to enter the kitchen</li> </ul> <p>Detailed instructions on the safe use of the kitchen equipment are available to all hirers.</p>	Update the hiring agreement to reflect this	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
10. Maintenance of the Premises	Medium	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Contractors</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Cuts</li> <li>• Fractures</li> <li>• Crushing</li> <li>• Drawing-in</li> </ul>	<ul style="list-style-type: none"> <li>• Only competent persons use maintenance equipment e.g. groundwork equipment, hand tools &amp; power tools;</li> <li>• The correct Personal Protective Equipment (PPE) is used;</li> <li>• The equipment is checked before use for any defects;</li> <li>• The equipment is used and maintained in accordance with manufacturer's guidance;</li> <li>• Only competent contractors are employed.</li> </ul>	None.	N/A	N/A	Low
11. Moving Vehicles	Medium	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Hirers</li> <li>• Contractors</li> <li>• Public</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Cuts</li> <li>• Fractures</li> <li>• Crushing</li> </ul>	<ul style="list-style-type: none"> <li>• The car park is well laid out to avoid vehicles blocking visibility;</li> <li>• Badly parked vehicles are requested to move;</li> <li>• Adequate lighting is provided;</li> </ul>	None.	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
12. Fire	High	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>Volunteers</li> <li>Members</li> <li>Hirers</li> <li>Contractors</li> <li>Public</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Major or minor injury</li> <li>Burns</li> <li>Smoke Inhalation</li> <li>Death</li> </ul>	<ul style="list-style-type: none"> <li>Fire alarms are tested on a regular basis</li> <li>Emergency lighting operating correctly in all areas of the building</li> <li>Suitable fire extinguishers are available throughout the building</li> <li>There are adequate means of escape and all exits are immediately openable</li> <li>There are suitable safety signs and notices displayed throughout the building</li> <li>Fire emergency plan is made available to all hirers of the hall at time of booking</li> <li>Waste disposed of correctly and stored away from potential ignition sources</li> <li>Housekeeping maintained to a suitable level.</li> <li>Walkways and traffic routes kept free from hazards</li> </ul>	<p><i>Hire agreement should be amended to include provision for nomination of a fire warden for all hires.</i></p> <p><i>Fire log book should be update and monthly checks resumed.</i></p> <p><i>Front door exit lock should be changed to allow exit without a key requirement</i></p>	<p>Agreement at Village Hall Committee 25.06.2025</p> <p>Within one month</p> <p>Within three months – quotes to be produced and agreed</p>	<p>Village Hall Committee</p> <p>Clerk</p> <p>Parish Council</p>	Medium

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
13. Lone Working	Low	<p><b>Who?</b></p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Members</li> </ul>	<ul style="list-style-type: none"> <li>• Lone working is avoided where possible</li> <li>• Lone workers only complete low risk tasks</li> <li>• Lone workers ensure that their location and expected duration of works is known</li> <li>• Lone workers have a mobile phone with them at all times with emergency contact numbers</li> </ul>	None.	N/A	N/A	Low

Commented [HM2]: There were recommendations which have been completed since the last meeting



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

Approved by Shavington-cum-Gresty Parish Council on 6 July 2022

Reviewed 6 December 2023

Reviewed 7 February 2024

Reviewed 4 June 2025

### **Conditions of Hire between**

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

**and the Client**

### **1. Supervision**

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

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

### **2. Car Park**

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

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

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

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

The Client shall not use the Village hall for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Village Hall or allow the Village Hall to



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be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Village Hall anything which may endanger the same or render invalid any insurance policies in respect thereof.

Access to the ceiling space is strictly prohibited.

### 4. Licences

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

### 5. Public Safety Compliance

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

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

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

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

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

End of session check-list:

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

### 7. Gas and Electrical Appliance Safety



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The Client shall ensure that all gas appliances and electrical equipment belonging to the Village Hall and any electrical equipment brought in by the Client are used safely in accordance with the Instructions. If electrical equipment is brought into the hall, there must be an appropriate certificate to evidence that the equipment has been subject to PAT (portable appliance testing).

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

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

### **9. Animals**

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

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

### **10. Fly-Posting**

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

### **13. Permitted Numbers**

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

### **14. Booking Administration**



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### Booking request

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

To support regular hirers, the council reserves the right to refuse bookings for slots that are regularly hired and/or made with a 6-month advance notice.

#### a. Payment for Hire

Full payment is required to secure a booking.

#### b. Hire Charges

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

#### c. Regular Hire

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

#### d. Hire Period

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

#### e. Excluded Dates

The Parish Council shall hire the Hall on Wednesday evenings for their use for Council meetings and activities. In addition to this the following dates are excluded from booking availability on an annual basis:

- Remembrance Sunday for a civic event
- Any Polling days, for use as a Polling Station
- The day of the Village Festival for use by the Village Festival Committee



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### 15. Insurance and Indemnity

- (a) The Client shall be liable for:
- (i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the Village Hall including the curtilage thereof or the contents of the Village Hall.
  - (ii) All claims, losses, damages and costs made against, or incurred by, the Parish Council, its employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the Village Hall by the Client.
- (b) The Parish Council is insured against any claims arising out of its own negligence.

### 16. Cancellation

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

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

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



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

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

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



## **Report Statement**

**Meeting:** Parish Council

### **Report Purpose:**

To seek agreement for the Clerk to conduct a comprehensive review of the Village Hall, focusing on sustainability of process, occupancy, and energy usage.

**Version Control:** v1

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### **1. Report Summary**

This report proposes that the Parish Council approve a review of the Village Hall, to be led by the Clerk. The focus of the review will be on assessing the sustainability of operational processes, levels of occupancy and use, and current energy consumption and efficiency. The findings will inform future recommendations regarding improvements, funding, and potential initiatives to enhance the hall's sustainability in terms of viability and contribution to the community.

### **2. Background**

The Village Hall is a key asset that supports a wide range of activities and services. The occupancy of the Village Hall has greatly improved over the past few years, increasing the income. However, costs are rising and we would like to ensure that we are planning for the future to ensure we are ahead of rising energy costs and evolving community and volunteers needs. Therefore, it is proposed we undertake a review to ensure the hall continues to meet present and future demands effectively and sustainably.

### **3. Position**

The Clerk will lead this initial review, which will include gathering data on bookings and occupancy rates, conducting a disability audit, looking at a maintenance and potential upgrading schedule, evaluating current operational processes, and assessing energy use. This review will also identify opportunities for cost savings, improved resource efficiency, and community engagement.

### **4. Equality Impact**

N/A

### **5. Sustainability Impact**

N/A (To be assessed following the review)

### **6. Community Impact**



A thorough review of the Village Hall's usage and sustainability has the potential to significantly benefit the community by ensuring that the facility continues to be accessible, efficient, and fit for purpose. Potential improvements could increase community engagement, reduce environmental impact, and support long-term viability.

### **7. Governance**

The review will be carried out within existing governance frameworks, with outcomes and recommendations to be brought back to appropriate meetings for consideration and approval.

### **8. Financial Impact**

There is no immediate financial cost associated with this review. Any financial implications arising from the findings will be reported back to the Council with recommendations for funding or external grant applications if necessary.

### **9. Resource Impact**

The review will be undertaken using the Clerk's time.

### **10. Consultation/Engagement**

N/A (Consultation may be considered during or after the review depending on findings)

### **11. Wards Affected**

All

### **12. Conclusions**

By evaluating current usage and operational practices, the Council can make informed decisions about potential improvements and investment.

### **13. Consideration Sought**

That the Parish Council approve the Clerk to undertake a review of the Village Hall's sustainability of process, occupancy, and energy usage, with findings and recommendations to be reported back to the Council.